The Maryland National Capital Park and Planning Commission

TITLE: Park Police Commander GRADE: P-9 DATE: 11/13/2024
SERIES: Park Police Group CODE: 1008 EEO: Official Administrator FLSA: Exempt

Class Definition:

Under general direction, serves as the Park Police Commander responsible to the Department Director as the top Park Police Officer and Operations Commander of a county-wide Park Police Division. Responsible for patrol, special operations, investigations and overseeing all division administrative and technical support operations. Work at this level requires developing division strategies, procedures, goals and objectives; and planning, managing, directing, coordinating, analyzing and implementing various and simultaneous complex and difficult functions. Responsibilities involve meeting with managerial and administrative officials from other police and non-regulatory agencies as well as with civic and community leaders and allocating and managing the use of police staff to support the goals and objectives of the Department, Commission and County. Work is primarily concerned with security and safety plans management for large scale Commission events; and directly affects the overall safety and security of citizens, Commission staff, and event contractors/vendors. Work consists of a broad range of specialized and operational activities within the law enforcement field and information must be developed through intensive analysis; decisions involve new designs or major areas of uncertainty, and alternatives require careful, probing assessments to determine their probable effects. Actions require consideration of long-term effects or of controversial matters and require highly specialized forms of analysis. Incumbents apply extensive knowledge of police methodology, concepts, and administration, management and supervisory practices and principles; and a thorough knowledge of controlling laws and ordinances and department rules and regulations; ability to research and interpret a wide variety of Federal, State, and country criminal and traffic laws, County government and Department structure and functions; and ability to research and interpret written directives, manuals and regulations in order to develop, implement, monitor and control a highly specialized Park Police organization including development and implementation of new concepts, methods, approaches and procedures to increase effectiveness and efficiency of operations. Relationships are with high-ranking officials and involve presenting and justifying matters where diverse viewpoints, goals or objectives are strongly advocated and must be reconciled to achieve suitable alternatives or to arrive at acceptable compromises. Contacts require workers to reconcile serious disagreements among several diverse groups so that major efforts and activities of the Commission can go forward. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is responsible for accomplishing Park Police Commission objectives. Specific work efforts are not subject to substantive or technical review and is assigned in terms of broadly defined missions or functions. Incumbent plans, designs and executes all phases of the work independently and formulates, reviews and approves policy revisions, strategies and procedures; commits all resources necessary to accomplish work objectives. As the top person in the Commission's law enforcement field, responsible for determining all work activities and programs within the field. Work is reviewed in terms of fulfillment of organizational goals and objectives.

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Examples of Important Duties (Estimated Percentages):

1. Management Staff/Supervision (±50%)

   - Manages Human Resources work programs and unit. Keeps unit staff informed of Commission policies and procedures; establishes unit work program goals and objectives. Sets work standards and enforces work rules; plans, schedules, assigns, and reviews the work of the unit. Provides input for, recommends, and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements. Monitors work operations and ensures oversight of the work of consultants and contractors.

   - Performs a full range of supervisory Human Resources (HR) management functions unit wide. Initiates or recommends official personnel actions such as recruitment, selection, and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance.

2. Command Functions (±50%)

   - Implements policies, procedures, orders and directives concerning all areas of division operations. Assures directives and standards conform to all applicable Federal, State and local laws. Ensures the Management Plan is reviewed and revised as appropriate; ensures that individual goals and objectives are clearly articulated and carries out the mission of the division and department.

   - Oversees daily policing services for Commission properties. Provides police support sufficient to provide a high level of security for the protection of Commission property and patrons during Commission and other functions occurring on Commission property. Provides necessary resources needed to effectively and efficiently organize, manage and direct the daily operations of the division including line and staff elements and personnel. Directs changes in scheduling, staffing and operating methods to maximize effectiveness. Coordinates efforts to patrol grounds of designated non-commission facilities and concessionaires.

   - Plans, directs and manages Park Police programs to identify and focus on the needs of the division as they relate to the mission of the division, Department and Commission, and improves the quality of service provided to the public. Meets with other division chiefs to identify needs, plan programs, and answer general questions about safety and security in conjunction with Departmental goals.

- Develops yearly goals and objectives for the division and ensures compliance with organizational components in meeting them.

- Develops and implements the division's budget. Manages expenditures and reviews and approves purchase requests prepared by staff. Recommends and prepares budget projections for the division's budget; may recommend redistribution of appropriations to the Department Director, as required.

- Oversees Investigative and Disciplinary Action Performance Standards. Directs the division's investigative efforts, both internal and external, involving interrogations, interviews, collections and preservation of evidence, and all classifications of crimes. Oversees and directs the investigation of complaints against Park Police Officers and other employees. Addresses and coordinates employee grievances and disciplinary matters in conjunction with the Office of General Counsel and the Department Director. Adheres to direction and compliance with the Maryland Police Accountability Act.

- Develops contingency plans for emergency situations which may occur at Commission events, on Commission property, or during civil disturbances.

- Directs and manages a Park Police training program to increase officer proficiency and competence in all areas of Park Police operations. Responsible for the administration and certification of the Commission's Park Police Proficiency Program under the Commission's Grade Patrolman System. Reviews and approves requests for formal and specialized training of all division employees.

- Maintains necessary liaison with public safety sections of other jurisdictions and, subject to Commission approval, develops working agreements with other jurisdictions.

- Serves as a member of the collective bargaining management negotiation team; promotes recommendations that fairly protect employee rights and assures management's ability to carry out responsibilities. Administers approved agreements. Participates in negotiations, discussions, and dialogue with labor organizations. Assures open lines of communications and works to resolve problems or disputes throughout the division.

- Serve as the Division's spokesperson in sensitive, complex, or emergency public safety-related situations. Uses tact and sensitivity when communicating with the public or media. Ensures timely and accurate press releases are completed in collaboration with involved units or Public Affairs.

- Directs press releases and handles public relations and media contacts. Attends a wide variety of community and citizen group meetings and the Fraternal Order of Police (FOP) legislative sessions. Serves as a Commander, responsible for any unit(s) or section(s) function and plans, schedules and coordinates the functional operations. Prepares written reports providing recommendations to the Department Director.

- Supervises and monitors the work area and facility with a conscientious effort to promote the efficient use of electric power, fuel, telecom, and water resources. Properly and effectively recycles Commission waste, including but not limited to paper goods, plastics, glass, batteries, and other recyclable products.

Important Worker Characteristics:

A. (1) Considerable knowledge of (a) police procedures and practices of the functions, powers, and duties of law enforcement officers; (b) applicable laws, rules and regulations of the Commission; (c) principles, practices and methods of police administration; (d) required police certifications, credentials or accreditation polices; (e) Commission security policies and processes for large Commission events; and (f) methods and practices of budgetary preparation and oversight, program planning and evaluation, and statistical analysis.
(2) Comprehensive knowledge of (a) police science subjects; (b) investigative methods; (c) applicable laws; (d) court decisions; (e) Commission and Department rules and procedures; (f) human behavior patterns; (g) management and administrative principles; and (h) police systems and equipment; (i) controlling laws and ordinances; and (j) departmental rules and regulations.
(3) Knowledge of, and skill in (a) use of self-defense with standard issued divisional equipment; (b) effective use of standard police weapons; and (c) County geography by street and road locations*.

** Typically acquired or fully developed primarily after employment in this job class.*

B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing unit work and supervising employees at the first or second level of supervision, or ability to rapidly acquire this knowledge/skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.

C. Skill and ability to (1) administer a large law enforcement activity; (2) demonstrate authority, tact and diplomacy in supervising subordinates; (3) perform varied administrative tasks including budgeting, purchasing, manpower planning, and personnel management; (4) read and understand Federal, State, and County criminal and traffic laws, County Government, Agency, and Department structure and functions, Department written directives (General Order, Field Operations Manual), Commission practices and procedures, Merit System Rules and Regulations and Maryland Police Accountability Act; (5) read a wide range of technical literature; (6) demonstrate effective leadership, dependability, personal integrity, sound judgement, attention to detail, emotional stability; and (7) physically fit.

D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and developing solutions. Examples include solving complex problems involving many variables; promptly analyzing problems and handling appropriate actions under stress.

E. Considerable skill in communication to understand information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include communicating clearly and courteously with the public and media representatives; fostering a collaborative work environment; establishing effective working relationships with other governmental agencies, police agencies and elected officials; and delivering information and lectures to a wide variety of audiences.

F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships, working as a member or a leader of a team and mediating disputes.

G. Skill and ability to operate body worn cameras, in car camera systems and other technology assigned; and operate various types of assigned vehicles and equipment under emergency conditions and during stressful times and situations.

<u>Minimum Qualifications (MQs):</u>

1. Bachelor's Degree in Criminal Justice, Criminology, Criminal Law, Criminal Justice Management, Public Administration or any related field.

2. Applicants for this class will be rated on an oral interview by an Assessment Board (Selections are made in accordance with Commission selection rules and regulations).

3. Must have at least eighteen (18) months of experience as a Police Captain with the Commission or a position of equal rank or responsibility in a law enforcement agency.

4. Valid driver's license in accordance with both state and Commission rules and regulations. Driver's license must be unencumbered by revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

5. Must successfully pass the Commission's Medical Examination for Park Police Officers.

6. Must successfully pass State Mandated Annual In-Service Training Program for certification.

Working Conditions:

Work is performed in an office environment that is adequately lighted, heated and ventilated and in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, such as high levels of noise in industrial settings, high temperatures in confined spaces, or adverse weather conditions during extended periods of traffic and patrol duties. Employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, helmets, ballistic vests or shields. Work involves moderate risk requiring exercise of safety precautions when working around hazardous materials such as toxic gases, explosives, infectious biological materials, and others that pose a moderate risk of exposure; also involves moderate risk and discomfort when working outdoors without shelter or operating vehicles for extended periods of time over rough terrain. Work requires occasional strenuous physical effort such as repeated bending, climbing, crouching, running, and lifting objects up to 150 pounds. Must be able to work rotating shifts including evenings, weekends, and holidays. Overtime is required at times.

Revised 1/30/2025