

*Maryland-National Capital Park Police  
Prince George's County Division*

**DIVISION DIRECTIVE**

TITLE <b>DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL</b>		PROCEDURE NUMBER <b>PG306.0</b>	
SECTION <b>Duties and Responsibilities</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>06/01/04</b>	REVIEW DATE <b>06/01/06</b>
REPLACES <b>PG306.0 "Duties And Responsibilities Of Division Personnel", issued 05/01/02</b>			
RELATED DIRECTIVES <b>PG202.0, 302.0, 726.0</b>	REFERENCES <b>CALEA 12, 21, 26, 42, 46, 53</b>	AUTHORITY <b>Commander Larry M. Brownlee, Sr.- Division Chief</b>	

**I. PURPOSE**

General duties and responsibilities for each sworn rank and civilian position can be found in the M-NCPPC Job Classification Manual. Specific responsibilities for each civilian position are established by individual job descriptions, subject to the provisions of the applicable Merit System Rules and Regulations, the Manual for Contract Employees, and any collective bargaining agreements in force. It is the purpose of this directive to establish responsibilities specific to each sworn position, define delegation of authority within the Division, and to establish command protocol in the absence of the chief executive officer, i.e. – the Division Chief.

**II. DELEGATION AND RESPONSIBILITY**

- A. Supervisors at any level can delegate authority and duties to subordinates but they cannot delegate responsibility. All supervisors are fully accountable for the performance of employees under their immediate control.
- B. The delegation of duties and tasks must be accompanied by the authority to make decisions and execute assigned tasks in an effective manner. Individuals are accountable for the use of authority delegated to them, as well as the failure to exercise it.
- C. Delegation of Command
  - 1. Whenever the Division Chief is to be absent and unavailable to manage the operation of the Division for a short period of time, the Division Chief will designate one of the Assistant Chief's of the Division as Acting Division Chief.

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2. In the event the Division Chief is absent from duty for more than sixty (60) days, the Director of Parks and Recreation will appoint an Assistant Chief to the position of Acting Division Chief. The Acting Division Chief will assume the duties of the Division Chief until the Division Chief returns to duty or a permanent promotion is made.
3. In the event of the death of the Division Chief, the Director of Parks and Recreation will appoint an Assistant Chief to the position of Acting Division Chief until a permanent Division Chief is appointed. The Acting Division Chief will assume full duties and responsibilities as the Division Chief.

**D. Acting Division Chief – Limitation of Authority**

An Acting Division Chief will receive no additional compensation (unless appointed by the Director of Parks and Recreation pursuant to Section 1040 of the Merit Rules and Regulations), but shall possess all the powers, authority and duties conferred upon the Division Chief, except:

1. The Acting Division Chief may not promote or demote any member of the Division without the authorization of the Division Chief or the Director of Parks and Recreation.
2. The Acting Division Chief may make temporary transfers, however, such transfers shall be considered permanent only when approved by the Division Chief or the Director of Parks and Recreation.
3. The exceptions listed above do not limit the Acting Division Chief's authority to carry out his/her responsibilities under the provisions of the Law Enforcement Officers' Bill of Rights as defined in Public Safety Article 3-101 - 113.

- E.** No provisions of this directive will be construed to limit the authority of the Division Chief and/or Acting Division Chief to assign personnel to those duties and responsibilities he/she deems necessary to the accomplishment of the goals, objectives and responsibilities of the Division.

**III. DUTIES AND RESPONSIBILITIES**

Police officers, regardless of rank, may be assigned to patrol, investigative or administrative duties as deemed necessary by either the Division Chief or an Assistant Chief. Civilian personnel may be assigned duties and positions, subject to the provisions of the applicable Merit System Rules and Regulations, the Manual for Contract

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Employees and any collective bargaining agreements as deemed necessary by either the Division Chief or an Assistant Chief. All Division personnel, regardless of rank or position, shall report to their supervisor any incidents of misconduct, incompetence, neglect of duty, or violations of the rules, regulations, and procedures. Failure to do so shall be considered neglect of duty.

**A. DIVISION CHIEF; RANK: COMMANDER**

The Division Chief shall directly supervise:

1. Assistant Chief(s)-(Captains);
2. Human Resources Personnel;
3. Fiscal Affairs Personnel;
4. Internal Affairs Services;
5. Executive Officer; and
6. CALEA Accreditation Unit

**B. ASSISTANT CHIEF, FIELD OPERATIONS; RANK: CAPTAIN**

1. This Assistant Chief will be responsible for the management and supervision of:
  - a. Patrol Services;
  - b. Mounted Services; and
  - c. Administrative Lieutenant

2. The Assistant Chief will ensure quality customer service and embracing of the Problem Oriented Policing philosophy throughout his/her command.

**C. ASSISTANT CHIEF, INVESTIGATIVE OPERATIONS; RANK: CAPTAIN**

1. This Assistant Chief will be responsible for the management and supervision of:
  - a. Investigative Services;
  - b. Tactical Services;
  - c. Crime Analysis; and
  - d. Victim/Witness Assistance Program

2. The Assistant Chief will ensure quality customer service and embracing of the Problem Oriented Policing philosophy throughout his/her command.

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**D. ASSISTANT CHIEF, SUPPORT OPERATIONS; RANK: CAPTAIN**

1. This Assistant Chief will be responsible for the management and supervision of:
  - a. Technical Services; and
  - b. Staff Services
2. The Assistant Chief will ensure quality customer service and embracing of the Problem Oriented Policing philosophy throughout his/her command.

**E. OPERATIONS DUTY OFFICER/MANAGER; RANK: LIEUTENANT**

Managers have the following responsibilities:

1. Assist with budget preparation and projections.
2. Supervise police activities based on a continuing analysis of crime patterns and service needs.
3. Confer formally and informally with the public and representatives of business and civic organizations to discuss police operations, problems, group concerns, and so on.
4. Analyze patrol beat daily workloads, i.e., crime patterns, special events, coordination of activities with other Commission assignments, calls for service, traffic, etc., to provide a basis for personnel deployment.
5. They are responsible for planning the Division's response to unusual occurrences, to include the assignment of all resources necessary to insure that the Division's needs and responsibilities are met.
6. Conduct internal and special investigations as assigned by appropriate authority.
7. Serve as the Operations Duty Officer (ODO) representing the authority of the Division Chief to insure that all police operations are carried out in accordance with Division Directives and Rules and Regulations.
8. Operations Duty Officers have the following responsibilities:
  - a. Periodically inspect personnel and Division equipment to ensure compliance with Division rules and regulations.

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- b. During their tour of duty, constantly patrol unless otherwise assigned. During such patrol they shall insure that all beats are being properly patrolled and supervised. They shall report through their chain of command to the Division Chief any neglect of duty on the part of any officer under their supervision.
- c. They shall personally respond to serious situations/incidents that occur in the field and take command of the situation/incident as necessary.
- d. Routinely respond to calls for service to personally observe and inspect the actions taken by subordinate supervisors and other officers to evaluate police service and to insure that the high quality of these services are constantly maintained.
- e. Make decisions on proper courses of action when requested by subordinate supervisors or where the seriousness and/or difficulty of the situation dictate's action by an officer above the rank of sergeant. Patrol managers evaluate the need for increased response to a situation and for the need to activate special Division contingency and emergency plans. They coordinate overlap problems and re-deploy personnel as needed to meet operational requirements.
- f. Ensure quality customer service and embracing of the Problem Oriented Policing philosophy throughout his/her command.
- g. Administrative tasks as assigned by the Assistant Chief, Field Operations.

**F. ADMINISTRATIVE OFFICER; RANK: LIEUTENANT**

The Administrative Officer (Field Operations) is responsible for the management and supervision of:

- 1. Field Operations patrol schedule;
- 2. Monthly and Annual Reports;
- 3. Field Operations fleet vehicle administration;
- 4. Liaison with the courts for officer attendance;
- 5. Coordinating special events coverage, assignments and maintains files;
- 6. Logging, approving and coordinating Problem Oriented Policing (S.A.R.A.) projects; and
- 7. Administrative tasks as assigned by the Assistant Chief, Field Operations.

**G. EXECUTIVE SERVICES MANAGER; RANK: LIEUTENANT**

The Executive Services Manager (Office of the Division Chief) is responsible for the management and supervision of:

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1. Liaison with the media as the Public Information Officer and the M-NCPPC Public Affairs Office;
2. Manages the CALEA Accreditation process, responsible for maintaining current and future directives, forms, and reports enable to maintain set standards;
3. Coordinates special projects, such as: seat belt and child safety seat initiatives, summer employment program and mentor program etc.;
4. Administrates the DEF Fund, responsible for the depositing of drug enforcement monies and maintaining files on such transitions;
5. Editor of the Park Police Newsletter; and
6. Administrative tasks as assigned by the Division Chief.

#### **H. INTERNAL AFFAIRS SERVICES MANAGER; RANK: LIEUTENANT**

The Internal Affairs Services Manager (Office of the Division Chief) is responsible for the management and supervision of:

1. Internal Affairs Section/Investigations;
2. Background Investigations/Police Candidate Recruitment;
3. Audits/Staff Inspections; and
4. Administrative tasks as assigned by the Division Chief

#### **I. INVESTIGATIVE OPERATIONS MANAGER; RANK: LIEUTENANT**

The Investigative Operations Manager (Investigative Operations) is responsible for the management and supervision of:

1. Investigative Services;
2. Tactical Services;
3. Crime Analysis;
4. Victim/Witness Assistance Program; and
5. Administrative tasks as assigned by the Assistant Chief, Investigative Operations

#### **J. MOUNTED SERVICES MANAGER; RANK: LIEUTENANT**

The Mounted Services Manager (Field Operations) is responsible for the management and supervision of:

1. Mounted Patrol;
2. Special Community Events;
3. Primary Regional Park Coverage;
4. Problem Oriented Policing Projects; and
5. Administrative tasks as assigned by the Assistant Chief, Field Operations.

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**K. TECHNICAL SERVICES MANAGER; RANK: LIEUTENANT**

The Technical Services Manager (Support Operations) is responsible for the management and supervision of:

1. Records;
2. Alarms;
3. Communications; and
4. Administrative tasks as assigned by the Assistant Chief, Support Operations

**L. STAFF SERVICES MANAGER; RANK: LIEUTENANT**

The Staff Services Manager (Support Operations) is responsible for the management and supervision of:

1. Training;
2. Property and Evidence;
3. Firearms Range;
4. Academy Liaison;
5. Vehicle Fleet Management for Department; and
6. Administrative tasks as assigned by the Assistant Chief, Support Operations

**M. SQUAD SUPERVISOR; RANK: SERGEANT**

1. Shall supervise police activities based on a continuing analysis of crime patterns and service needs.
2. Shall monitor police activity in assigned areas, ensuring reasonable response time and effective policing.
3. Shall patrol during the entire tour of duty unless otherwise assigned. Shall routinely respond to calls for service to personally observe and inspect the actions taken by subordinates.
4. Shall direct initial police response in unusual and emergency situations unless relieved by higher authority. Sergeants will respond to serious situations/incidents and take command upon arrival, until relieved or resolved. Sergeants are responsible for Commanders Log and Report of Investigations.

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5. Shall schedule training, court, details, leave, special assignments and overtime (when necessary) while maintaining minimum staffing requirements.
6. Shall review and critique written reports to ensure documents are completed in compliance with rules, regulations and procedures and ensure that monthly internal reports are completed accurately and submitted on time.
7. Shall maintain discipline through periodic inspections, and ensure proper maintenance and appearance of uniforms and issued/assigned equipment.
8. Shall conduct internal investigations as assigned pursuant to Division Directive PG1500.0 – “Law Enforcement Officers’ Bill of Rights”.
9. Shall ensure quality customer service and embracing of the Problem Oriented Policing philosophy throughout his/her command.
10. Shall ensure that all officers, not currently assigned to midnight squads, are involved with the communities they patrol and serve by attending community meetings and events in order to monitor the subordinates’ participation.
11. Shall train and develop officers to identify core problems and plan for their solution.
12. Shall hold officers responsible for utilizing the Problem Oriented Policing, S.A.R.A. model, to identify and solve problems within their assigned areas.
13. Shall utilize empirical testing methods to measure and substantiate subordinates’ efforts and results.
14. Shall guide and mentor officers’ efforts to obtain skills and training necessary for promotion and advancement.
15. Shall enforce appropriate laws and make criminal arrests when necessary.

### **N. SECTION/UNIT SUPERVISOR; RANK: SERGEANT**

1. May be assigned to supervise either sworn or civilian personnel, or a combination of both, in any Division function as deemed necessary by the Division Chief.



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2. May be assigned administrative duties that require working with minimal supervision in any Division function as deemed necessary by the Division Chief.
3. Shall supervise subordinates' activities based on a continuing analysis of workloads and service needs.
4. Shall schedule training, court, details, leave, special assignments and overtime (when necessary) while maintaining staffing requirements.
5. Shall review and critique written reports to ensure documents are completed in compliance with rules, regulations and procedures and ensure that monthly internal reports are completed accurately and submitted on time.
6. Shall maintain discipline through periodic inspections, and ensure proper maintenance and appearance of uniforms and issued/assigned equipment.
7. Shall conduct internal investigations as assigned pursuant to Division Directive PG1500.0 – "Law Enforcement Officers' Bill of Rights".
8. Shall ensure quality customer service and embracing of the Problem Oriented Policing philosophy throughout his/her command.
9. Shall train and develop personnel to identify core problems and plan for their solution.
10. Shall hold personnel responsible for the Problem Oriented Policing, S.A.R.A. model, identifying and solving problems within their assigned areas.
11. Shall guide and mentor subordinates' efforts to obtain skills and training necessary for promotion and advancement.
12. Shall enforce appropriate laws and make criminal arrests when necessary.

### **O. UNIFORMED FIELD OPERATIONS OFFICER; RANK: POLICE OFFICER**

1. Shall be assigned to patrol a particular beat or beats within the Division's jurisdiction utilizing that mode of transportation particular to their unit of assignment (i.e., patrol car, bicycle, motorcycle, horse or foot patrol).
2. Shall be responsible for the initial investigation of all calls for service assigned to them and the filing of proper reports when necessary. A

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thorough investigation includes the interview of the complainant and all victims and/or witnesses, the collection of appropriate items of evidence when an investigator or evidence technician is not present at the scene, and the arrest and interrogation of all suspects.

3. Shall be familiar with crime prevention techniques and shall conduct crime prevention activities. This may include providing talks and special events to various community groups on topics such as bicycle safety, and child safety seat check points, etc.
4. Shall be responsible for identifying the various community groups and organizations in their assigned beat.
5. Shall become involved in and with the communities that they serve by attending community meetings and events.
6. Shall identify and address concerns, before they become problems, as soon as they become aware of them.
7. Shall utilize the S.A.R.A. model of problem solving to identify problems in their assigned beats and propose solutions.
8. Shall submit appropriate P.O.P. Project Forms, Assignment Plans and After Action Plans as required.
9. May be assigned to field training duties to instruct newly hired police officers during their field-training period.
10. Shall inspect vehicles and other equipment on a daily basis and will document and report any deficiencies to their supervisors.
11. May be assigned to such other special duties as deemed necessary by their supervisors.
12. Shall enforce appropriate laws and make criminal arrests when necessary.

**P. INVESTIGATORS/DETECTIVES; RANK: POLICE OFFICER**

1. Shall perform follow-up investigations of crimes and incidents requiring special investigative training and expertise.
2. Shall respond to the scene of crimes and incidents to collect appropriate

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physical evidence, conduct interviews and interrogations and conduct other such inquiries necessary to the completion of a successful investigation and/or prosecution of a case.

3. Shall maintain liaison with other criminal justice agencies for investigative purposes and process records required by the F.B.I. and other agencies.
4. Shall frequently advise patrol officers and supervisors of ongoing investigations and lookouts and solicit information useful to ongoing investigations.
5. Shall become involved in and with the communities they serve by attending community meetings and events.
6. Shall identify and address concerns, before they become problems, as soon as they become aware of them.
7. Shall utilize the S.A.R.A. model of problem solving to identify problems in their area of assignment and propose solutions.
8. Shall submit appropriate P.O.P. Project Forms, Assignment Plans and After Action Plans as needed and required.
9. May be assigned to such other special duties as deemed necessary by their supervisors.
10. The fact that investigators are not detailed to routine patrol duties will not be construed as relieving them of their responsibility of taking prompt action upon observing any violation of laws or regulations or need for immediate police service or intervention.
11. Shall enforce appropriate laws and make criminal arrests when necessary.

**Q. TACTICAL OFFICERS; RANK: POLICE OFFICER**

1. Shall perform such duties as tactical officer, fleet/vehicle officer, equipment/procurement officer, gang coordinator, intelligence officer, narcotics officer, audio/visual officer and motorcycle officer.
2. Shall perform surveillance (video and audio) and undercover police duties.
3. Shall be secondary investigative units, on-call, to respond to crime and incident scenes, to assist a primary investigator with preserving and collecting of evidence, photographing crime/incident scenes, taking

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witness statements, conducting interviews and interrogations and other such inquiries necessary to complete a successful investigation.

4. Shall conduct follow-up investigations assigned to them by the Investigative Operations Manager and/or Supervisor.
5. Shall conduct and develop such activities as those spelled out in the Investigative/Tactical Operations Standard Operating Procedures Manual.
6. Shall conduct special operations, such as, show and tells, school career days, and motorcycle details: funeral detail escorts, parades, traffic details, and patrol.
7. Shall enforce appropriate laws and make criminal arrests when necessary.
8. May be assigned to special details and other duties as deemed necessary by their supervisors.

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