



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



**DIVISION DIRECTIVE**

<b>TITLE</b> <b>DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL</b>			<b>PROCEDURE NUMBER</b> <b>PG306.0</b>
<b>SECTION</b> <b>Duties and Responsibilities</b>	<b>DISTRIBUTION</b> <b>A</b>	<b>EFFECTIVE DATE</b> <b>09/01/19</b>	<b>REVIEW DATE</b> <b>05/01/21</b>
<b>REPLACES</b> <b>PG306.0 “Duties and Responsibilities of Division Personnel”, issued 05/01/17</b>			
<b>RELATED DIRECTIVES</b> <b>PG202.0, 302.0</b>	<b>REFERENCES</b> <b>CALEA 12, 21, 26, 42, 46, 53</b>	<b>AUTHORITY</b> <i>S.R. Johnson</i> <b>Chief Stanley R Johnson</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 Park Police 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 efficiently assigned tasks. Individuals are accountable for the use of authority delegated to them, as well as the failure to exercise it.

**DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL  
PG306.0**

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.
2. In the event the Park Police Division Chief is absent from duty for more than sixty (60) days, the Director of Parks and Recreation may appoint an Assistant Chief to the position of Acting Division Chief. The Acting Division Chief will assume the duties of the Park Police Division Chief until the Park Police Division Chief returns to duty or a permanent promotion is made.
3. In the event of the death of the Park Police Division Chief, the Director of Parks and Recreation may appoint an Assistant Chief to the position of Acting Division Chief until a permanent Park Police Division Chief is appointed. The Acting Park Police Division Chief will assume full duties and responsibilities as the Park Police 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 1140 of the Merit Rules and Regulations) but shall possess all the powers, authority and duties conferred upon the Park Police Division Chief, except:

1. The Acting Division Chief may not promote or demote any member of the Division without the authorization of the Park Police 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.

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

- E. No provisions of this directive will be construed to limit the authority of the Park Police 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 Park Police 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 Employees and any collective bargaining agreements as deemed necessary by either the Park Police 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. PARK POLICE DIVISION CHIEF; RANK: COMMANDER**

The Park Police Division Chief shall directly supervise:

1. Assistant Chief(s)-(Captains);
2. Human Resources Personnel;
3. Fiscal Affairs Personnel;
4. Office of Accountability and Oversight/Recruitment and Background Investigations;
5. Executive Officer; and
6. CALEA Accreditation/Crime Analysis/Victim Witness
7. Office of Public Liaison/Community Services

#### **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**

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

1. This Assistant Chief will be responsible for the management and supervision of:
  - a. Investigative Services;
  - b. Special Assignment Team;
  - c. Crime Analysis; and
  - d. Victim/Witness Assistance Program
  - e. Alarms
2. The Assistant Chief will ensure quality customer service and embracing of the Problem-Oriented Policing philosophy throughout his/her command.

#### **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 ensure that the Division's needs and responsibilities are met.

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

6. Conduct internal and special investigations as assigned by the appropriate authority.
7. Serve as the Operations Duty Officer (ODO) representing the authority of the Division Chief to ensure 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.
  - b. During their tour of duty, constantly patrol unless otherwise assigned. During such patrol, they shall ensure 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 ensure that the high quality of these services is 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 dictates action by an officer above the rank of sergeant. Patrol managers evaluate the need for an 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;

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

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:

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 Website/ Social Media page; and
6. Administrative tasks as assigned by the Division Chief.

#### **H. OFFICE OF ACCOUNTABILITY AND OVERSIGHT MANAGER; RANK: LIEUTENANT**

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

1. Office of Accountability and Oversight;
2. Background Investigations/Police Candidate Recruitment;
3. Audits/Staff Inspections; and
4. Administrative tasks as assigned by the Division Chief

#### **I. OFFICE OF PUBLIC SAFETY LIAISON MANAGER; RANK LIEUTENANT**

The Office of Public Safety (Office of the Division Chief) is responsible for the management and supervision of:

1. Community Services Unit
2. Park Police Mobile Command Center
3. Special Events Coordinator
4. Security Assessments

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

5. Liaison to other agencies related to public safety with the M-NCPPC
6. Administrative tasks as assigned by the Division Chief

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

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

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

#### **K. 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.

#### **L. TECHNICAL SERVICES MANAGER; RANK: LIEUTENANT**

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

1. Information Technology
2. Communications
3. Property/Evidence
4. Research and Development
5. Vehicle Fleet Management for Department; and; and
6. Administrative tasks as assigned by the Assistant Chief, Support Operations

#### **M. STAFF SERVICES MANAGER; RANK: LIEUTENANT**

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

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

1. Training
2. Training Academy Liaison
3. Firearms Range
4. Records
5. Administrative tasks as assigned by the Assistant Chief, Support Operations

#### **N. 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 emergencies 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.
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



## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

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.

#### **O. 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 Park Police Division Chief.
2. May be assigned administrative duties that require working with minimal supervision in any Division function as deemed necessary by the Park Police 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."

## **DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL**

### **PG306.0**

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.

#### **P. 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 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 checkpoints, 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.

**DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL  
PG306.0**

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.

**Q. 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 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.

**DUTIES AND RESPONSIBILITIES OF DIVISION PERSONNEL  
PG306.0**

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.

**R. SPECIAL ASSIGNMENT TEAM; RANK: POLICE OFFICER**

1. Shall conduct saturated patrol in problem areas or areas in need of police service.
2. Shall review the divisional reports noting trends in criminal activity and develop suspects or intelligence information.
3. Shall scan division records for problems and problem areas, analyzing them for patterns and suspects, and creating a detailed response. The response will be assessed for success or revision.
4. Shall enforce M-NCPPC Park Rules and Regulations, Maryland traffic law and all applicable Federal, State and Local criminal and civil laws.
5. Shall comply with all provisions of Divisional Directive PG 432.1, seizure of Conveyances, and Divisional Directive PG 432.2, Forfeiture of seized Monies, when seizing monies and/or conveyances in CDS cases.
6. Shall create and maintain investigative folders with accurate and up to date information and/or surveillance reports. Investigative folders will include running logs of notes.
7. Shall install and maintain covert video surveillance equipment. A log will be kept detailing the date, time, and location of installation.
8. Shall perform other related duties as assigned by the Director or Manager of Investigative Operations, or Special Assignment Team Supervisor.

**IV. REVIEW AND UPDATE OF THE AGENCY'S JOB DESCRIPTIONS.**

- A. The aforementioned agency job descriptions will be reviewed and updated, if need be, every four years by the Executive Officer.

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