

POSITION DESCRIPTION PERFORMANCE STANDARDS <b>UPPER MARLBORO POLICE DEPARTMENT</b>		1. ASSIGNMENT  PATROL	2. STEP  5025	3. EMPLOYEE NUMBER
4. NAME:		5. CLASS TITLE: <b>POLICE LIEUTENANT</b>		6. GRADE
		7. WORKING TITLE: <b>SHIFT COMMANDER</b>		
8. PLACE OF WORK (BUILDING, ADDRESS):			9. WORKING HOURS: <b>VARIOUS</b>	
10. NAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVISION OR DIRECTION:				
11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY: OIC, Squads & Patrol Squads				
12. POSITION DESCRIPTION - Describe the work you do. Use a separate paragraph to group related tasks into major duties. Note approximate percent of time devoted to each major duty at left.		13. PERFORMANCE STANDARDS - For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards.		
%	Use A, B, C, etc.	Use A1, A2, A3, B1, B2, etc.		
	<p><b>Accountability Statement:</b> The incumbent must meet and maintain the training standards set forth by the Upper Marlboro Police Department. The incumbent shall not disseminate confidential information, administrative or operational, unless expressly authorized. Confidential information may not be discussed with other Town employees (including individuals in the Police Department), except for work-related reasons, under terms and conditions of the Maryland Public Information Act. The incumbent in this position is deemed "essential personnel" and is subject to report during standard or non-standard hours as operations necessitate.</p> <p>The incumbent in this position is authorized to carry out those duties and responsibilities in accordance with the established performance standards and is subject to reporting and justifying task outcomes to those above him/her in the Department's chain of command.</p> <p>This position is that of a law enforcement officer, upon whom public safety depends, which is developed to a high degree of efficiency and administration in such a manner as to assure the approval and respect of the public. Authority for this work is granted through the Constitution of the State of Maryland to the Town of Upper Marlboro Board of Commissioners for the specific purposes of enforcing Maryland State Laws and the Codes and Ordinances of the Town of Upper Marlboro, Maryland.</p>			
35	<p><b>A. <u>ADMINISTRATES:</u></b></p> <p>A1. Represent the Assistant Chief on the scene of all major and/or unusual events that occur within the district during their shift as an immediate management representative.</p> <p>A2. Monitor and review the daily delivery of police services within the district, including the supervision and management of agency personnel within the district during their shift.</p> <p>A3. Maintain liaison with other Department components and other agencies impacting the operations of their command.</p> <p>A4. Receive complaints, review and assign internal investigations to subordinate supervisor, as appropriate.</p> <p>A5. Produce recommendations for specific crime control activities.</p> <p>A6. Prepare unit/squad payroll.</p>	<p>A1a. Always ensure personnel and resources are utilized in the most cost-effective manner, consistent with Bureau and Departmental guidelines.</p> <p>A1c. Requires a high degree of knowledge of Departmental goals and objectives.</p> <p>A1d. Requires a high degree of knowledge of the General Order Manual and the district's SOP.</p> <p>A2a. Anticipate needs and adapt resources to ensure maximum deployment of personnel and resources.</p> <p>A3a. Always ensure information of importance and officer safety is exchanged as appropriate within the department and with other concerned agencies.</p> <p>A4a. Always ensure recommended disciplinary actions are fair, effective and consistent with Departmental policy.</p> <p>A5a. Always review current crime trends in order to recommend varying abatement measures to the Chief of Police.</p> <p>A6a. Always enter required information accurately on time sheets and always submit timesheets on time.</p>		
30	<p><b>B. <u>SUPERVISES:</u></b></p> <p>B1. Ensure appropriate personnel, equipment and facility inspections are performed, identifying deficiencies and recommending corrective action.</p> <p>B2. Monitor the submission of all reports and events that occur during their tour of duty.</p>	<p>B1a. Always inspect or cause to be inspected all personnel, equipment and facilities under their supervision within prescribed time limits, according to the General Order Manual and/or Police SOP.</p> <p>B2a. Always ensure reports are well organized, convey all required information, grammatically accurate and submitted on time.</p>		

%	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
20	<p><b>B. SUPERVISES (conts.)</b></p> <p>B3. Review and recommend all actions worthy of commendation or discipline and forwards as appropriate and in timely fashion for command concurrence.</p> <p>B4. Develop skill and experience level of subordinate supervisors.</p> <p><b>C. COMMAND RESPONSIBILITY:</b></p> <p>C1. Respond to and assume command of all major or unusual incidents within the district during their shift until relieved by appropriate command officer.</p>	<p>B3a. All recommendations for commendation or discipline are submitted in the proper format and are accurately completed in all aspects.</p> <p>B3b. Always submit all recommendations in a timely manner.</p> <p>B3c. Requires well-developed skills in both oral and written communication.</p> <p>B4a. Always ensure tasks/duties can be delegated and handled appropriately by subordinate supervisor, especially when the shift commander is on leave.</p> <p>B4b. Always ensure the subordinate supervisor is familiar with all duty-responsibilities and functions of a commander.</p> <p>B4c. Monitor the conduct of Roll Call information and training of subordinate supervisor.</p> <p>B4d. Always provide guidance, training and supervision to all personnel in their command through subordinate supervisor.</p> <p>B4e. Requires a high degree of knowledge of Department goals and objectives.</p> <p>C1a. Always ensure Departmental goals and objectives are met and resources are appropriately utilized to accomplish a proper disposition of the incident.</p> <p>C1b. Always notify the Chief of Police of each occurrence.</p> <p>C1c. Always monitor radio transmissions for proper use and compliance.</p>
10	<p><b>D. REPORTS:</b></p> <p>D1. Prepare Commander Information Reports, Reports of Investigation, as assigned, statistical information and other reports as required or requested.</p>	<p>D1a. Always updates the Chief of Police thoroughly and promptly on all major incidents and other matters affecting the Town whether orally or in writing, as required or necessary.</p> <p>D1b. Always ensure reports are written as required and are submitted on time.</p> <p>D1c. Always ensure reports are written in the format required by Departmental regulations and procedures.</p> <p>D1d. Always ensure that reports contain all pertinent information, accurately and clearly stated.</p> <p>D1e. Always ensure that reports are written using correct grammar, punctuation and spelling.</p> <p>D1f. Always ensure that reports are checked for accuracy, clarity, grammar, punctuation and spelling before submission to Chief of Police.</p> <p>D1g. Always ensure reports are submitted to the Chief of Police, as required, for concurrence or approval.</p>
05	<p><b>E. OTHER ASSIGNED AND MISCELLANEOUS DUTIES:</b></p> <p>E1. Accepts other duties as assigned.</p> <p>E2. Accept duties of the Acting Chief, when requested or required.</p> <p>E3. Attends annual in-service training, as required</p> <p>E4. Works in partnership with citizens to assist in finding resolutions to immediate community problems.</p>	<p>E1a. Willingly accepts miscellaneous assignments as necessary or as assigned.</p> <p>E1b. Cooperatively performs tasks and duties which may not be specifically listed in the position description but are within the general operational category and responsibility level typically associated with the employee's class of work.</p> <p>E1c. Adjusts schedule, as necessary.</p> <p>E1b. Always accepts and willingly performs tasks which may not be specifically listed in the position description.</p> <p>E2a. Maintain a functioning knowledge of superior's duties in order to perform in an acting capacity, when requested or required.</p> <p>E3a. Always attends in-service training as departmentally required.</p> <p>E4a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.</p> <p>E4b. Acts as the public's liaison in coordinating government services and resources for resolving community problems.</p>

**APPROVALS**

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<p>_____ Employee</p>	<p>_____ Date</p>	<p>_____ Supervisor</p>	<p>_____ Date</p>	<p>_____ Department Head</p>	<p>_____ Date</p>
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POSITION DESCRIPTION PERFORMANCE STANDARDS <b>UPPER MARLBORO POLICE DEPARTMENT</b>		1. ASSIGNMENT PATROL	2. STEP	3. EMPLOYEE NUMBER
4. NAME:		5. CLASS TITLE <b>Police Officer- Corporal</b>		6. GRADE
		7. WORKING TITLE <b>Police Corporal</b>		
8. PLACE OF WORK (BUILDING, ADDRESS)			9. WORKING HOURS <b>VARIES</b>	
10. NAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVISION OR DIRECTION				
11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY N/A				
12. POSITION DESCRIPTION - Describe the work you do. Use a separate paragraph to group related tasks into major duties. Note approximate percent of time devoted to each major duty at left.		13. PERFORMANCE STANDARDS - For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards.		
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35	<p><b>A. PATROLS:</b></p> <p>A1. Patrols a defined geographic area as assigned and responds to observed violations and/or radio calls from the dispatcher for conflict or emergency.</p> <p>A2. Maintains security of closed commercial establishments.</p> <p>A3. Responsible for all assignments, complaints and requests received from Supervisors.</p>	<p>A1a. Knows and is skilled in applying applicable laws, ordinances, rules, regulations and procedures to resolve conflicts/emergencies.</p> <p>A1b. Aggressively patrols assigned area.</p> <p>A1c. Responds promptly to all Calls for Service.</p> <p>A2a. Always observes potential areas of illegal entry to buildings/businesses.</p> <p>A2b. Always checks and records information regarding suspicious vehicles and persons.</p> <p>A2c. Information is always recorded/reported in a timely, concise and factual manner.</p> <p>A3a. Always handles all assignments from Supervisors promptly and effectively.</p> <p>A3b. Provides responses to Signal 18/Area Check requests by due date.</p>		
15	<p><b>B. ENFORCES LAWS:</b></p> <p>B1. Makes arrests and issues citations for observed violations.</p>	<p>B1a. Always exercises appropriate techniques in identification, apprehension and prosecution of violators.</p> <p>B1b. Always follows appropriate steps when conducting arrests, resolving conflicts or maintaining order, adhering to State and County Laws and the General Order Manual.</p> <p>B1c. Always interacts effectively with persons of varied cultural, ethnic and religious backgrounds.</p> <p>B1d. Always uses skill in firearms and self-defense, when appropriate, and in accordance with State and County Laws and the General Order Manual, using only approved techniques/defenses.</p> <p>B1e. Always complete citations accurately and fully.</p>		

	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
15	<p><b>C. <u>PRELIMINARILY INVESTIGATES:</u></b>  C1. Conduct preliminary investigations on all Calls for Service responses and observed violations.</p> <p>C2. Preserve and protect crime scenes and physical evidence.</p>	<p>C1a. Always obtains all information pertinent to the offense/incident for a written report.  C1b. Always interviews all on-scene victims and witnesses, obtaining all pertinent information.  C1c. Tactfully conducts investigation and interviews.  C1d. Investigations and interviews are conducted with a high degree of proficiency and professionalism.</p> <p>C2a. Crime scenes and physical evidence are always properly secured in the prescribed manner, applying all applicable procedures, rules, regulations and ordinances to ensure effective preservation of crime scene and evidence.  C2b. When appropriate, collects all physical evidence.</p>
15	<p><b>D. <u>PREPARES REPORTS:</u></b>  D1. Prepares all reports appropriate to incident/offense.</p>	<p>D1a. Always chronicles investigations and evidence in the prescribed manner on the appropriate form, so as to be legible, accurate, factual, clear, concise and acceptable in a court of law.  D1b. Always apply departmental report writing knowledge.  D1c. Always writes and submits all reports within the required time frame.  D1d. Reports always contain all required and pertinent information, stated clearly and accurately, proofreading before submitting to supervisor or Records Section.  D1e. Correct grammar, spelling and punctuation are always used.  D1f. Reports are always written in the format required by departmental regulations and procedures.  D1g. Reports are always submitted as required to a supervisor for approval or concurrence.</p>
10	<p><b>E. <u>COURT PRESENTATION:</u></b>  E1. Prepares and presents cases for judicial procedure.</p> <p>E2. Testify in Court</p>	<p>E1a. All cases requiring screening with the State's Attorney's Office are screened with all required information present and within required time limits.  E1b. All cases are fully prepared for court presentation in accordance with all departmental guidelines and requirements.</p> <p>E2a. Always testifies in a clear, understandable voice and gives concise information and details.</p>
10	<p><b>F. <u>LEADS SUBORDINATES and MISCELLANEOUS DUTIES:</u></b>  F1. Leads subordinates in the performance of assigned tasks.</p> <p>F2. May act in the absence of supervisor.</p> <p>F3. Attends annual in-service and other training, as required.</p> <p>F4. Works in partnership with citizens to assist in finding resolutions to immediate community problems.</p> <p>F5. Accepts other duties as assigned.</p>	<p>F1a. Provides effective and consistent leadership to subordinate employees based on the knowledge of and ability to lead, with an overall understanding of Federal, State and local laws governing law enforcement.</p> <p>F2a. Assumes the duties of sergeant if requested or assigned to do so by a supervisor.</p> <p>F3a. Always attends annual in-service and other training as required by the department.</p> <p>F4a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.  F4b. Acts as the public's liaison in coordinating government services and resources for resolving community problems.</p> <p>F5a. Willingly accepts miscellaneous assignments as necessary or as assigned Accepts other duties as assigned.  F5b. Cooperatively performs tasks and duties which may not be specifically listed in the position description but are within the general operational category and responsibility level typically associated with the employee's class of work  F5c. Adjusts schedule as necessary</p>

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_____ <b>Employee</b>	 Date	_____ <b>Supervisor</b>	 Date	_____ <b>Department Head</b>	 Date
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POSITION DESCRIPTION PERFORMANCE STANDARDS <b>UPPER MARLBORO POLICE DEPARTMENT</b>		1. ASSIGNMENT  PATROL	2. STEP	3. EMPLOYEE NUMBER
4. NAME:		5. CLASS TITLE <b>Police Officer</b>		6. GRADE
		7. WORKING TITLE <b>Police Officer</b>		
8. PLACE OF WORK (BUILDING, ADDRESS)			9. WORKING HOURS <b>VARIES</b>	
10. NAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVISION OR DIRECTION				
11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY N/A				
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15	<p><b>B. ENFORCES LAWS:</b></p> <p>B1. Makes arrests and issues citations for observed violations.</p>	<p>B1a. Always exercises appropriate techniques in identification, apprehension and prosecution of violators.</p> <p>B1b. Always follows appropriate steps when conducting arrests, resolving conflicts or maintaining order, adhering to State and County Laws and the General Order Manual.</p> <p>B1c. Always interacts effectively with persons of varied cultural, ethnic and religious backgrounds.</p> <p>B1d. Always uses skill in firearms and self-defense, when appropriate, and in accordance with State and County Laws and the General Order Manual, using only approved techniques/defenses.</p> <p>B1e. Always complete citations accurately and fully.</p>		

	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
15	<p><b>C. <u>PRELIMINARILY INVESTIGATES:</u></b>            C1. Conduct preliminary investigations on all Calls for Service responses and observed violations.</p> <p>C2. Preserve and protect crime scenes and physical evidence.</p>	<p>C1a. Always obtains all information pertinent to the offense/incident for a written report.            C1b. Always interviews all on-scene victims and witnesses, obtaining all pertinent information.            C1c. Tactfully conducts investigation and interviews.            C1d. Investigations and interviews are conducted with a high degree of proficiency and professionalism.</p> <p>C2a. Crime scenes and physical evidence are always properly secured in the prescribed manner, applying all applicable procedures, rules, regulations and ordinances to ensure effective preservation of crime scene and evidence.            C2b. When appropriate, collects all physical evidence.</p>
15	<p><b>D. <u>PREPARES REPORTS:</u></b>            D1. Prepares all reports appropriate to incident/offense.</p>	<p>D1a. Always chronicles investigations and evidence in the prescribed manner on the appropriate form, so as to be legible, accurate, factual, clear, concise and acceptable in a court of law.            D1b. Always apply departmental report writing knowledge.            D1c. Always writes and submits all reports within the required time frame.            D1d. Reports always contain all required and pertinent information, stated clearly and accurately, proofreading before submitting to supervisor or Records Section.            D1e. Correct grammar, spelling and punctuation are always used.            D1f. Reports are always written in the format required by departmental regulations and procedures.            D1g. Reports are always submitted as required to a supervisor for approval or concurrence.</p>
10	<p><b>E. <u>COURT PRESENTATION:</u></b>            E1. Prepares and presents cases for judicial procedure.</p> <p>E2. Testify in Court</p>	<p>E1a. All cases requiring screening with the State's Attorney's Office are screened with all required information present and within required time limits.            E1b. All cases are fully prepared for court presentation in accordance with all departmental guidelines and requirements.            E2a. Always testifies in a clear, understandable voice and gives concise information and details.</p>
05	<p><b>F. <u>MISCELLANEOUS DUTIES:</u></b>            F1. Accepts other duties as assigned.</p> <p>F2. Attends annual in-service/unit training.</p> <p>F3. Works in partnership with citizens to assist in finding resolutions to immediate community problems.</p>	<p>F1a. Willingly accepts miscellaneous assignments as necessary or as assigned.            F1b. Cooperatively performs tasks and duties which may not be specifically listed in the position description but are within the general operational category and responsibility level typically associated with the employee's class of work.            F1c. Adjusts schedule as necessary.            F2a. Always attends annual in-service/unit training as departmentally required.            F3a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.            F3b. Acts as the public's liaison in coordinating government services and resources for resolving community problems.</p>

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Employee	Date	Supervisor	Date	Department Head	Date
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4. NAME:		5. CLASS TITLE <b>Police Officer- Private First Class</b>		6. GRADE
		7. WORKING TITLE <b>Police Officer</b>		
8. PLACE OF WORK (BUILDING, ADDRESS)			9. WORKING HOURS <b>VARIES</b>	
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15	<p><b>B. ENFORCES LAWS:</b></p> <p>B1. Makes arrests and issues citations for observed violations.</p>			

	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
15	<p><b>C. <u>PRELIMINARILY INVESTIGATES:</u></b>            C1. Conduct preliminary investigations on all Calls for Service responses and observed violations.</p> <p>C2. Preserve and protect crime scenes and physical evidence.</p>	<p>C1a. Always obtains all information pertinent to the offense/incident for a written report.            C1b. Always interviews all on-scene victims and witnesses, obtaining all pertinent information.            C1c. Tactfully conducts investigation and interviews.            C1d. Investigations and interviews are conducted with a high degree of proficiency and professionalism.</p> <p>C2a. Crime scenes and physical evidence are always properly secured in the prescribed manner, applying all applicable procedures, rules, regulations and ordinances to ensure effective preservation of crime scene and evidence.            C2b. When appropriate, collects all physical evidence.</p>
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<b>Employee</b>	<b>Date</b>	<b>Supervisor</b>	<b>Date</b>
		<b>Department Head</b>	<b>Date</b>



POSITION DESCRIPTION PERFORMANCE STANDARDS <b>UPPER MARLBORO POLICE DEPARTMENT</b>		1. ASSIGNMENT PATROL	2. STEP	3. EMPLOYEE NUMBER
4. NAME:		5. CLASS TITLE: <b>Police Officer- Sergeant</b>		6. GRADE
		7. WORKING TITLE: <b>PATROL SUPERVISOR</b>		
8. PLACE OF WORK (BUILDING, ADDRESS):			9. WORKING HOURS: <b>VARIES</b>	
10. NAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVISION OR DIRECTION:				
11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY:				
12. POSITION DESCRIPTION - Describe the work you do. Use a separate paragraph to group related tasks into major duties. Note approximate percent of time devoted to each major duty at left.		13. PERFORMANCE STANDARDS - For each duty or task described at left, list one or several factors necessary to the satisfactory performance of that task. See instruction sheet for assistance in determining standards.		
%	Use A, B, C, etc.	Use A1, A2, A3, B1, B2, etc.		
40	<p><b>Accountability Statement:</b> The incumbent must meet and maintain the training standards set forth by the Upper Marlboro Police Department. The incumbent shall not disseminate confidential information, administrative or operational, unless expressly authorized. Confidential information may not be discussed with other Town employees (including individuals in the Police Department), except for work-related reasons, under terms and conditions of the Maryland Public Information Act. The incumbent in this position is deemed "essential personnel" and is subject to report during standard or non-standard hours as operations necessitate.</p> <p>The incumbent in this position is authorized to carry out those duties and responsibilities in accordance with the established performance standards and is subject to reporting and justifying task outcomes to those above him/her in the Department's chain of command.</p> <p>This position is that of a law enforcement officer, upon whom public safety depends, which is developed to a high degree of efficiency and administered in such a manner as to assure the approval and respect of the public. Authority for this work is granted through the Constitution of the State of Maryland to the Town of Upper Marlboro Board of Commissioners for the specific purposes of enforcing Maryland State Laws and the Codes and Ordinances of the Town of Upper Marlboro, Maryland..</p> <p><b>A. SUPERVISES:</b></p> <p>A1. Plans, assigns and reviews patrol assignments of subordinate uniformed officers.</p> <p>A2. Reviews or causes reports to be reviewed for completeness, accuracy, productivity and efficiency of the assignment.</p> <p>A3. Conducts Roll Calls hold inspections and instructs subordinates in efficient patrol methods and techniques.</p> <p>A4. Supervises the civilian station clerk assigned to this squad.</p>	<p>A1a. Always ensures maximum coverage and efficiency of patrol assignments.</p> <p>A1b. Ensures patrols are performed in a highly visible manner as to discourage violations of law.</p> <p>A1c. Always demonstrates a high degree of knowledge of problem areas and criminal activity to concentrate efforts and to direct aggressive patrol by subordinates.</p> <p>A1d. Always ensures that subordinates properly document all observations, crimes and arrests.</p> <p>A2a. Always ensures a consistently high quality of service to the public by always ensuring productivity and completion of reports.</p> <p>A2b. Always ensures that reports are in compliance with the General Orders and the Report Writing Manual.</p> <p>A2c. Always ensures that subordinates use proper spelling, grammar and punctuation in their reports.</p> <p>A3a. Always demonstrates skill in conducting Roll Call, holding inspections and instructing subordinates and required or needed.</p> <p>A3b. Always ensures that all regulations are complied with taking corrective action and/or providing training to subordinates as required or needed to meet inspection standards.</p> <p>A4a. Always provides civilian station clerks with the direction and support needed for efficient and effective performance of their duties.</p>		
25	<p><b>B. ADMINISTRATIVE:</b></p> <p>B1. Evaluate the performance of subordinates (sworn and civilian) and provide direction for improvement.</p>	<p>B1a. Always objectively evaluates a subordinate's performance, using demonstrative supervision skill, Departmental goals, objectives and overall mission.</p> <p>B1b. Always impress upon subordinates and thoroughly explain to them their responsibilities and duties.</p> <p>B1c. Frequently observe employees to ensure productivity.</p> <p>B1d. Conduct periodical interviews with subordinates and provide written documentation, as necessary.</p> <p>B1e. Always prepare Past Performance Appraisals objectively, fairly, accurately and on time, submitting them by the due date.</p> <p>B1f. Always ensure that subordinates receive the proper guidance, training, counseling, discipline and commendation. Always provides the appropriate documentation.</p>		

%	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
	<p>B. (Administrative continued)</p> <p>B2. Investigates allegations of subordinate's misconduct, submits findings of fact and recommends action as warranted.</p>	<p>B2a. Always ensures that all investigations of alleged subordinate misconduct are conducted in a thorough and impartial manner.</p> <p>B2b. Always submits findings of facts and recommends warranted action/discipline on all investigations of misconduct.</p> <p>B2c. Always initiates or recommends disciplinary actions that are fair, effective and consistent with Departmental policy.</p> <p>B2d. Always requires a sufficient knowledge of police operations.</p> <p>B2e. All investigations/reports are written with correct spelling, grammar and punctuation and in accordance with departmental rules and procedures and the departmental report writing manual.</p>
20	<p><b>C. <u>PATROL RESPONSIBILITY</u></b></p> <p>C1. Responds to all major and or unusual events assuming command and supervising the police operation until relieved.</p>	<p>C1a. Always responds promptly to all major and or unusual incidents using knowledge of the patrol area.</p> <p>C1b. Always gives directions to on-scene subordinates in accordance with procedures and general orders.</p> <p>C1c. Always informs superiors of status of operation in a timely manner, according to rules, procedures and general orders.</p>
10	<p><b>D. <u>REPORTS</u></b></p> <p>D1. Informs superiors through oral and written communications reference personnel matters, supervisory problems, criminal activity, assignment results and efforts within assigned area.</p> <p>D2. Collects or causes any or all required reports to be collected and reviews them for completeness, grammar, spelling and punctuation.</p>	<p>D1a. Always keeps supervisors informed in all areas and phases of personnel matters and police operations.</p> <p>D1b. Reports are always completed on the proper form and in the correct format according to General Orders and Police SOP requirements.</p> <p>D2a. Always collects reports in a timely manner.</p> <p>D2b. Always thoroughly reviews reports for required content, completeness, spelling and punctuation before they are submitted to the Chief of Police and/or Records Section.</p>
05	<p><b>E. <u>MISCELLANEOUS</u></b></p> <p>E1. Assumes the position of acting Lieutenant when required and/or asked to do so.</p> <p>E2. Works in partnership with citizens to assist in finding resolutions to immediate community problems.</p> <p>E3. Attends annual in-service/unit training as required.</p> <p>E4. Accepts other duties as assigned.</p>	<p>E1a. Has sufficient knowledge of lieutenant's duties as to perform them satisfactorily.</p> <p>E2a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.</p> <p>E2b. Acts as the public's liaison in coordinating government services and resources for resolving community problems.</p> <p>E3a. Always attends in-service/unit training as departmentally required.</p> <p>E4a. Willingly accepts miscellaneous assignments as necessary or as assigned.</p> <p>E4b. Cooperatively performs tasks and duties which may not be specifically listed in the position description but are within the general operational category and responsibility level typically associated with the employee's class of work.</p> <p>E4c. Adjusts schedule, as necessary.</p>

**APPROVALS**

14. The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

<p>_____ Employee Date</p>	<p>_____ Supervisor Date</p>	<p>_____ Department Head Date</p>
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<b>PAST PERFORMANCE APPRAISAL</b> <b>Upper Marlboro Police Department</b>	1. Name		2. Employee Number			
	3. Appraisal Period <b>1/01/20 – 1/01/21</b>	4. Class Title <b>Police Officer- Sergeant</b>	5. Grade	Step:		
		7. Assignment: Patrol	8. Agency / Activity			

List major tasks developed from duties on position description Form 544 (See transmittal envelope for instructions)		% of Time (Weight)	Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Satisfactory	Outstanding	Total Rating Value
RATING POINT VALUES		%	0	1	2	3	4	T
A	SUPERVISES	40						
B	ADMINISTRATIVE	25						
C	PATROL RESPONSIBILITY	20						
D	REPORTS	10						
E	MISCELLANEOUS	05						

9. TOTAL RATING VALUE:

10. Overall Rating:

**11. ANNIVERSARY MERIT INCREASE**  
(Approved only if Overall Appraisal is Satisfactory or above)

Anniversary Merit Increase is:  
 Approved  Not Applicable  
 Not Approved

**12. PROBATIONARY STATUS**

Recommended permanent status  
 Recommended continuation of probation (Attach Justification)

Supervisor's Signature _____	Date _____	<b>13. CHECK APPROPRIATE BOXES</b> <input type="checkbox"/> I have reviewed my position description and it is accurate and current. <input type="checkbox"/> I agree with this appraisal. <input type="checkbox"/> I do not agree with this appraisal. <input type="checkbox"/> My comments are attached.
Reviewer's Signature _____	Date _____	
Appointing Authority's Signature _____	Date _____	

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Only Indicates Receipt)

# PERFORMANCE ASSESSMENT FORM

1. A.  Probationary Midpoint (Mandatory)  
B.  Periodic Performance Assessment (Optional)  
C.  Rating Justification (Mandatory for Above or Below Satisfactory Appraisals)

NAME: \_\_\_\_\_ EMPLOYEE NUMBER: xxx-xx-xxxx

ASSESSMENT PERIOD: 01/01/20 – 01/01/21 CLASS TITLE/GRADE: Police Officer- Sergeant

Assignment: POLICE PATROL

2. **PERFORMANCE ASSESSMENT:** (Supervisor must refer to appropriate duties/tasks described in employee's position description, which constitute the basis for this assessment.) (Use Additional Sheets if Necessary)

3. **SUPERVISOR'S RECOMMENDATIONS:**

4. NOTE: An employee may submit written comments to be attached to this form if received within five working days of its issuance.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>PAST PERFORMANCE APPRAISAL</b> <b>Upper Marlboro Police Department</b>	1. Name		2. Employee Number			
	3. Appraisal Period <b>1/01/20 – 1/01/21</b>	4. Class Title <b>Police Officer- Lieutenant</b>	5. Grade	Step:		
		7. Assignment: Patrol	8. Agency / Activity			

List major tasks developed from duties on position description Form 544 (See transmittal envelope for instructions)		% of Time (Weight)	Unsatisfactory	Needs Improvement	Satisfactory	Exceeds Satisfactory	Outstanding	Total Rating Value
RATING POINT VALUES		%	0	1	2	3	4	T
A	ADMINISTRATES	35						
B	SUPERVISES	30						
C	COMMAND RESPONSIBILITY	20						
D	REPORTS	10						
E	OTHER ASSIGNED AND MISCELLANEOUS DUTIES	05						

9. TOTAL RATING VALUE:

10. Overall Rating:

<b>11. ANNIVERSARY MERIT INCREASE</b> (Approved only if Overall Appraisal is Satisfactory or above)	<b>Anniversary Merit Increase is:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Approved
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<b>12. PROBATIONARY STATUS</b>	<input type="checkbox"/> Recommended permanent status <input type="checkbox"/> Recommended continuation of probation (Attach Justification)
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Supervisor's Signature _____ Date _____  Reviewer's Signature _____ Date _____  Appointing Authority's Signature _____ Date _____	<b>13. CHECK APPROPRIATE BOXES</b> <input type="checkbox"/> I have reviewed my position description and it is accurate and current. <input type="checkbox"/> I agree with this appraisal. <input type="checkbox"/> I do not agree with this appraisal. <input type="checkbox"/> My comments are attached.  Employee's Signature: _____ Date: _____ (Only Indicates Receipt)
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# PERFORMANCE ASSESSMENT FORM

1. A.  Probationary Midpoint (Mandatory)  
B.  Periodic Performance Assessment (Optional)  
C.  Rating Justification (Mandatory for Above or Below Satisfactory Appraisals)

NAME: \_\_\_\_\_ EMPLOYEE NUMBER: xxx-xx-xxxx

ASSESSMENT PERIOD: 01/01/20 – 01/01/21 CLASS TITLE/GRADE: Police Officer- Lieutenant

Assignment: POLICE PATROL

2. **PERFORMANCE ASSESSMENT:** (Supervisor must refer to appropriate duties/tasks described in employee's position description, which constitute the basis for this assessment.) (Use Additional Sheets if Necessary)

3. **SUPERVISOR'S RECOMMENDATIONS:**

4. NOTE: An employee may submit written comments to be attached to this form if received within five working days of its issuance.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_