			T	T	
POSITION DESCRIPTION		1. ASSIGNMENT	2. STEP	3.	
PERFORMANCE STANDARDS UPPER MARLBORO POLICE DEPARTMENT		DATROI	5025	EMPLOYEE NUMBER	
4. NAME:		PATROL 5. CLASS TITLE:	5025	6. GRADE	
T. IVANIL.		POLICE LIEUTENAN	T	0. GRADE	
		7. WORKING TITLE:	· -		
		SHIFT COMMANDER	1		
8. PL	ACE OF WORK (BUILDING, ADDRESS):		9. WORKING H	OURS:	
40.33		DIVISION OF PURPOSE	VARIOUS		
10. N	AME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPI	ERVISION OR DIRECTION:			
11 N	AMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY	•			
11.11	OIC, Squads & Patrol Squads	•			
	OSITION DESCRIPTION - Describe the work you do. Use a separate	13. PERFORMANCE STANDARDS - For each duty or task described at			
	raph to group related tasks into major duties. Note approximate percent	left, list one or several factors neces			
of tin	ne devoted to each major duty at left.	of that task. See instruction sheet f	or assistance in dete	rmining standards.	
70	Use A, B, C, etc. Accountability Statement: The incumbent must meet and maintain th	Use A1, A2, A3, B1, B2, etc.	ner Marlhoro Police	Department The	
	incumbent shall not disseminate confidential information, administrativ				
	not be discussed with other Town employees (including individuals in	the Police Department), except for wor	k-related reasons, ur	nder terms and	
	conditions of the Maryland Public Information Act. The incumbent in t	his position is deemed "essential perso	nnel" and is subject	to report during	
	standard or non-standard hours as operations necessitate. The incumbent in this position is authorized to carry out those duties at	nd responsibilities in accordance with f	he established perfor	mance standards	
	and is subject to reporting and justifying task outcomes to those above			mance standards	
	This position is that of a law enforcement officer, upon whom public sa	afety depends, which is developed to a	high degree of effici		
	administration in such a manner as to assure the approval and respect of				
	the State of Maryland to the Town of Upper Marlboro Board of Comm Codes and Ordinances of the Town of Upper Marlboro, Maryland.	issioners for the specific purposes of ei	nforcing Maryland S	tate Laws and the	
	Codes and Ordinances of the Town of Opper Mariboro, Maryland.				
35	A. ADMINISTRATES:	A1a. Always ensure personnel and	resources are utilize	ed in the most	
	A1. Represent the Assistant Chief on the scene of all major and/or	cost-effective manner, consis			
	unusual events that occur within the district during their shift as	guidelines.			
	an immediate management representative.	A1c. Requires a high degree of known	owledge of Departm	ental goals and	
		objectives.			
		A1d. Requires a high degree of known and the district's SOP.	owledge of the Gene	eral Order Manual	
		and the district's 501.			
	A2. Monitor and review the daily delivery of police services within	A 2a Anticipate needs and adopt w	scourace to ansura m	avimum	
	the district, including the supervision and management of agency personnel within the district during their shift.	A2a. Anticipate needs and adapt red deployment of personnel and		axiiiuiii	
	agency personner within the district during their shift.				
	A2 Maintain lining mith other Department and other	A3a. Always ensure information o	f importance and off	icer safety is	
	A3. Maintain liaison with other Department components and other agencies impacting the operations of their command.	A3a. Always ensure information of importance and officer safety is exchanged as appropriate within the department and with other			
	agencies impacting the operations of their command.	concerned agencies.	-		
	A4. Receive complaints, review and assign internal investigations to				
	subordinate supervisor, as appropriate.	A4a. Always ensure recommended		are fair, effective	
	sucordinate supervisor, as appropriate	and consistent with Departme	ental policy.		
	A5. Produce recommendations for specific crime control activities.				
	A3. Froduce recommendations for specific crimic control activities.	A5a. Always review current crime		commend varying	
		abatement measures to the C	hief of Police.		
	A.C. D				
	A6. Prepare unit/squad payroll.	A6a. Always enter required inform		time sheets and	
	D. GUNDALIANG	always submit timesheets on	time.		
30	B. <u>SUPERVISES:</u>	Die Alexandra and an arranda ha		1	
	B1. Ensure appropriate personnel, equipment and facility inspections are performed, identifying deficiencies and	B1a. Always inspect or cause to be and facilities under their supe			
	recommending corrective action.	according to the General Orde			
	1000				
B2. Monitor the submission of all reports and events that occur B2a, Always ensure reports are well organized, convey all re					
	during their tour of duty.	B2a. Always ensure reports are well information, grammatically as			
		mornianon, grammaneany as	courate and submitte	a on unio.	

%	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE	STANDARDS (Continued)	
	B. SUPERVISES (conts.) B3. Review and recommend all actions worthy of commendation or discipline and forwards as appropriate and in timely fashion for command concurrence.	B3a. All recommendations for commendation or discipline are submitted in the proper format and are accurately completed aspects. B3b. Always submit all recommendations in a timely manner.		
		B3c. Requires well-deve communication.	eloped skills in both oral and w	ritten
20	B4. Develop skill and experience level of subordinate supervisors.	appropriately by s commander is on l B4b. Always ensure the responsibilities an B4c. Monitor the condu subordinate super B4d. Always provide gu in their command	subordinate supervisor is famil d functions of a commander. ct of Roll Call information and	ly when the shift liar with all duty- training of on to all personnel
10	C. COMMAND RESPONSIBILITY: C1. Respond to and assume command of all major or unusual incidents within the district during their shift until relieved by appropriate command officer. D. REPORTS:	resources are appr disposition of the C1b. Always notify the C1c. Always monitor ra	partmental goals and objectives opriately utilized to accomplish incident. Chief of Police of each occurre idio transmissions for proper us	n a proper ence.
	D1. Prepare Commander Information Reports, Reports of Investigation, as assigned, statistical information and other reports as required or requested.	compliance. D1a. Always updates the Chief of Police thoroughly and promptly of major incidents and other matters affecting the Town whether orally or in writing, as required or necessary. D1b. Always ensure reports are written as required and are submitted time. D1c. Always ensure reports are written in the format required by Departmental regulations and procedures. D1d. Always ensure that reports contain all pertinent information, accurately and clearly stated. D1e. Always ensure that reports are written using correct grammar, punctuation and spelling. D1f. Always ensure that reports are checked for accuracy, clarity, grammar, punctuation and spelling before submission to Chief Police. D1g. Always ensure reports are submitted to the Chief of Police, as required, for concurrence or approval.		
05	E. OTHER ASSIGNED AND MISCELLANEOUS DUTIES: E1. Accepts other duties as assigned.	assigned. E1b. Cooperatively per specifically listed general operation associated with the E1c. Adjusts schedule,		nay not be are within the level typically
	 E2. Accept duties of the Acting Chief, when requested or required E3. Attends annual in-service training, as required E4. Works in partnership with citizens to assist in finding resolutions to immediate community problems. 	ed. E1b. Always accepts and willingly performs tasks which may not be specifically listed in the position description. E2a. Maintain a functioning knowledge of superior's duties in order to perform in an acting capacity, when requested or required. E3a. Always attends in-service training as departmentally required. E4a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns. E4b. Acts as the public's liaison in coordinating government services and resources for resolving community problems.		
	The signatures appearing below indicate acceptance and/or approval of		erformance standards appearing	g above and on the
revers	se of this form.			
Empl	loyee Date Supervisor	Date	 Department Head	Date
الإست	Date Supervisor	Date	Deparament medu	Date

POSITION DESCRIPTION PERFORMANCE STANDARDS		1. ASSIGNMENT	2. STEP	3. EMPLOYEE
PERFORMANCE STANDARDS UPPER MARLBORO POLICE DEPARTMENT		PATROL		NUMBER
4. NAME:		5. CLASS TITLE		6. GRADE
•		Police Officer- Corporal 7. WORKING TITLE		
		Police Corporal	_	
8. PL	ACE OF WORK (BUILDING, ADDRESS)		9. WORKING HO VARIES	URS
10. N	AME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPERVIS	SION OR DIRECTION		
11. N	AMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY N/A			
	OSITION DESCRIPTION - Describe the work you do. Use a separate	13. PERFORMANCE STANDARDS		
	raph to group related tasks into major duties. Note approximate percent of devoted to each major duty at left.	list one or several factors necessary to task. See instruction sheet for assistar		
%	Use A1, A2, A3, B1, B2, etc	Use A1a, A2a, A3a, B1a, B2a, etc.		
	Accountability Statement: The incumbent must meet and maintain the traincumbent shall not disseminate confidential information, administrative or of discussed with other Town employees (including individuals in the Police Do Maryland Public Information Act. The incumbent in this position is deemed hours as operations necessitate. The incumbent in this position is authorized to carry out those duties and resubject to reporting and justifying task outcomes to those above him/her in the This position is that of a law enforcement officer, upon whom public safety of such a manner as to assure the approval and respect of the public. Authority Town of Upper Marlboro Board of Commissioners for the specific purposes of Upper Marlboro, Maryland.	perational, unless expressly authorized. epartment), except for work-related rease "essential personnel" and is subject to responsibilities in accordance with the estable Department's chain of command. depends, which is developed to a high defor this work is granted through the Con	Confidential informations, under terms and of port during standard of blished performance street of efficiency and stitution of the State of	ation may not be conditions of the or non-standard standards and is I administered in of Maryland to the
35	PATROLS: A1. Patrols a defined geographic area as assigned and responds to observed violations and/or radio calls from the dispatcher for conflict or emergency.	A1a. Knows and is skilled in applying regulations and procedures to re A1b. Aggressively patrols assigned a A1c. Responds promptly to all Calls in the A1c.	esolve conflicts/emergrea.	
	A2. Maintains security of closed commercial establishments.	 A2a. Always observes potential areas A2b. Always checks and records info and persons. A2c. Information is always recorded/manner. 	rmation regarding sus	spicious vehicles
	A3. Responsible for all assignments, complaints and requests received from Supervisors.	A3a. Always handles all assignments effectively. A3b. Provides responses to Signal 18		
15	B. ENFORCES LAWS: B1. Makes arrests and issues citations for observed violations.	Bla. Always exercises appropriate teand prosecution of violators. Blb. Always follows appropriate step conflicts or maintaining order, the General Order Manual. Blc. Always interacts effectively wit religious backgrounds. Bld. Always uses skill in firearms and accordance with State and Coun Manual, using only approved teals. Ble. Always complete citations accur	os when conducting an adhering to State and the persons of varied cut self-defense, when a nety Laws and the Genechniques/defenses.	rests, resolving County Laws and altural, ethnic and appropriate, and in

	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
15	C. PRELIMINARILY INVESTIGATES:	
	C1. Conduct preliminary investigations on all Calls for Service responses and observed violations.	C1a. Always obtains all information pertinent to the offense/incident for a
	and observed violations.	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.
	C2. Preserve and protect crime scenes and physical evidence.	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.
		C25. When appropriate, concets an physical evidence.
15	D. <u>PREPARES REPORTS</u> :	D1a. Always chronicles investigations and evidence in the prescribed
	D1. Prepares all reports appropriate to incident/offense.	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.
10	E. <u>COURT PRERSENTTION</u> :	E1a. All cases requiring screening with the State's Attorney's Office are
	E1. Prepares and presents cases for judicial procedure.	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.
		an departmental guidennes and requirements.
		E2a. Always testifies in a clear, understandable voice and gives concise
	E2. Testify in Court	information and details.
10	F. <u>LEADS SUBORDINATES and MISCELLANEIOUS DUTIES:</u>	F1a. Provides effective and consistent leadership to subordinate employees
	F1. Leads subordinates in the performance of assigned tasks.	based on the knowledge of and ability to lead, with an overall
		understanding of Federal, State and local laws governing law enforcement.
		emorement.
	F2. May act in the absence of supervisor.	F2a. Assumes the duties of sergeant if requested or assigned to do so by a
		supervisor.
	F3. Attends annual in-service and other training, as required.	F3a. Always attends annual in-service and other training as required by the
	<i>G</i> , 1	department.
	F4. Works in partnership with citizens to assist in finding resolutions to immediate community problems.	F4a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.
	miniculate community problems.	F4b. Acts as the public's liaison in coordinating government services and
		resources for resolving community problems.
	F5. Accepts other duties as assigned.	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
	APPROVA	• •
	he signatures appearing below indicate acceptance and/or approval of the position	
0	f this form.	
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Emplo	vee Date Supervisor	Date Department Head Date

POSITION DESCRIPTION PERFORMANCE STANDARDS UPPER MARLBORO POLICE DEPARTMENT		1. ASSIGNMENT PATROL	2. STEP	3. EMPLOYEE NUMBER
4. NAME:		5. CLASS TITLE Police Officer		6. GRADE
		7. WORKING TITLE Police Officer		
8. PL	ACE OF WORK (BUILDING, ADDRESS)	Tonce officer	9. WORKING HO VARIES	OURS
10. N	IAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPE	RVISION OR DIRECTION		
11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY N/A				
parag	OSITION DESCRIPTION - Describe the work you do. Use a separate graph to group related tasks into major duties. Note approximate percent ne devoted to each major duty at left.	13. PERFORMANCE STANDARD left, list one or several factors necess of that task. See instruction sheet for	sary to the satisfacto	ory performance
%	Use A1, A2, A3, B1, B2, etc	Use A1a, A2a, A3a, B1a, B2a, etc.		
	incumbent shall not disseminate confidential information, administrative not be discussed with other Town employees (including individuals in the conditions of the Maryland Public Information Act. The incumbent in the standard or non-standard hours as operations necessitate. The incumbent in this position is authorized to carry out those duties an and is subject to reporting and justifying task outcomes to those above he This position is that of a law enforcement officer, upon whom public saff administered in such a manner as to assure the approval and respect of the	public safety depends, which is developed to a high degree of efficiency and pect of the public. Authority for this work is granted through the Constitution of the mmissioners for the specific purposes of enforcing Maryland State Laws and the		
40	A. PATROLS:			
	A1. Patrols a defined geographic area as assigned and responds to observed violations and/or radio calls from the dispatcher for	Ala. Knows and is skilled in applying regulations and procedures to	resolve conflicts/en	
	conflict or emergency.	A1b. Aggressively patrols assigned A1c. Responds promptly to all Call		
	A2. Maintains security of closed commercial establishments.	A2a. Always observes potential are buildings/businesses.A2b. Always checks and records in		
		vehicles and persons.		
		A2c. Information is always recorde factual manner.	d/reported in a time	ly, concise and
	A3. Responsible for all assignments, complaints and requests received from Supervisors.	A3a. Always handles all assignmen effectively.	-	
15		A3b. Provides responses to Signal 1	18/Alea Check requi	ests by due date.
	B. ENFORCES LAWS: B1. Makes arrests and issues citations for observed violations.	B1a. Always exercises appropriate apprehension and prosecution		fication,
		B1b. Always follows appropriate st resolving conflicts or maintain County Laws and the General	ning order, adhering	
		B1c. Always interacts effectively w and religious backgrounds.	ith persons of varied	d cultural, ethnic
		B1d. Always uses skill in firearms a and in accordance with State a Order Manual, using only app	and County Laws an	nd the General
		B1e. Always complete citations acc	curately and fully.	

	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
15	C. PRELIMINARILY INVESTIGATES:	C1a. Always obtains all information pertinent to the offense/incident
	C1. Conduct preliminary investigations on all Calls for Service	for a written report.
	responses and observed violations.	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.
	C2. Preserve and protect crime scenes and physical evidence.	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.
15	D. PREPARES REPORTS:	
	D1. Prepares all reports appropriate to incident/offense.	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
10	E. <u>COURT PRESENTATION</u> :	approval or concurrence.
	E1. Prepares and presents cases for judicial procedure.	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
	TO TO US 1 G	with all departmental guidelines and requirements.
	E2. Testify in Court	E2a. Always testifies in a clear, understandable voice and gives
		concise information and details.
05	F. MISCELLANEOUS DUTIES: F1. Accepts other duties as assigned.	F1a. Willingly accepts miscellaneous assignments as necessary or as assigned.
	1.1. Accepts other duties as assigned.	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
	E2 Attends seemal in seeming to the it to it.	required.
	F2. Attends annual in-service/unit training.	
		F3a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.
	F3. Works in partnership with citizens to assist in finding	F3b. Acts as the public's liaison in coordinating government
	resolutions to immediate community problems.	services and resources for resolving community problems.
	•	
		WAYS
	APPRO	VALS
	The signatures appearing below indicate acceptance and/or approval of the se of this form.	position description and performance standards appearing above and on the
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Empl	oyee Date Supervisor	Date Department Head Date

	TION DESCRIPTION	1 ACCIONATIVE	2 CEED	2 EMBLOWEE
PERFORMANCE STANDARDS		1. ASSIGNMENT	2. STEP	3. EMPLOYEE NUMBER
UPPER MARLBORO POLICE DEPARTMENT		PATROL		TVENIBER
4. NAME:		5. CLASS TITLE		6. GRADE
		Police Officer- Private	First Class	
		7. WORKING TITLE Police Officer		
8. PL	ACE OF WORK (BUILDING, ADDRESS)		9. WORKING H VARIES	IOURS
10. N	IAME AND TITLE OF PERSON FROM WHOM YOU RECEIVE S	UPERVISION OR DIRECTION		
11. NAMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY N/A				
	OSITION DESCRIPTION - Describe the work you do. Use a	13. PERFORMANCE STANDAI		
	rate paragraph to group related tasks into major duties. Note oximate percent of time devoted to each major duty at left.	described at left, list one or severa satisfactory performance of that to		
аррго	oximate percent of time devoted to each major duty at left.	assistance in determining standard		i sheet for
%	Use A1, A2, A3, B1, B2, etc	Use A1a, A2a, A3a, B1a, B2a, et		
	Accountability Statement: The incumbent must meet and maintain	the training standards set forth by t	he Upper Marlboro	Police
	Department. The incumbent shall not disseminate confidential infor	mation, administrative or operation	al, unless expressly	authorized.
	Confidential information may not be discussed with other Town em			
	work-related reasons, under terms and conditions of the Maryland P			s deemed
	"essential personnel" and is subject to report during standard or non The incumbent in this position is authorized to carry out those dutie			d performance
	standards and is subject to reporting and justifying task outcomes to			
	This position is that of a law enforcement officer, upon whom public			
	administered in such a manner as to assure the approval and respect			
	Constitution of the State of Maryland to the Town of Upper Marlbot		specific purposes of	enforcing
	Maryland State Laws and the Codes and Ordinances of the Town of	Upper Mariboro, Maryland.		
35	A. PATROLS:	A1. V	1	
	A1. Patrols a defined geographic area as assigned and responds to	A1a. Knows and is skilled in apprules, regulations and proce		ws, ordinances,
	observed violations and/or radio calls from the dispatcher for	conflicts/emergencies.	dures to resorve	
	conflict or emergency.	A1b. Aggressively patrols assign	ed area.	
		A1c. Responds promptly to all C		
	A2. Maintains security of closed commercial establishments.			
	A2. Maintains security of closed commercial establishments.	A2a. Always observes potential a	areas of illegal entr	v to
		buildings/businesses.		
		A2b. Always checks and records vehicles and persons.	J	
		A2c. Information is always recor and factual manner.	ded/reported in a ti	mely, concise
	A3. Responsible for all assignments, complaints and requests			
	received from Supervisors.	A2 A1 1 11 11 11 11		
		A3a. Always handles all assignm and effectively.	ents from Supervis	ors promptly
15	B. ENFORCES LAWS:	A3b. Provides responses to Signa	al 18/Area Check re	equests by due
	B1. Makes arrests and issues citations for observed violations.	date.		
		B1a. Always exercises appropria apprehension and prosecution		entification,
		B1b. Always follows appropriate		
		resolving conflicts or maint		ing to State and
		County Laws and the Gener		
		B1c. Always interacts effectively ethnic and religious background		ried cultural,
		B1d. Always uses skill in firearm		
		appropriate, and in accordan		
		and the General Order Man	ual, using only app	roved
		techniques/defenses.	. 1 10 "	
		B1e. Always complete citations a	accurately and fully	·.

	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
15	C. PRELIMINARILY INVESTIGATES:	
	C1. Conduct preliminary investigations on all Calls for Service	C1a. Always obtains all information pertinent to the
	responses and observed violations.	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.
	C2. Preserve and protect crime scenes and physical evidence.	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.
15	D. PREPARES REPORTS:	
	D1. Prepares all reports appropriate to incident/offense.	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.
10	E COVIDE PRECENTATION	D1g. Reports are always submitted as required to a supervisor for
10	E. <u>COURT PRESENTATION</u> : E1. Prepares and presents cases for judicial procedure.	approval or concurrence.
	E1. Trepares and presents cases for judicial procedure.	E1a. All cases requiring screening with the State's Attorney's
		Office are screened with all required information present and
		within required time limits.
	EQ. Tartifa in Caust	E1b. All cases are fully prepared for court presentation in
	E2. Testify in Court	accordance with all departmental guidelines and requirements.
	F. MISCELLANEOUS DUTIES:	requirements.
		E2a. Always testifies in a clear, understandable voice and gives
10	F1. Works in partnership with citizens to assist in finding	concise information and details.
	resolutions to immediate community problems.	
		F1a. Develops and uses creative strategies to respond to law
		enforcement, social, and environmental concerns.
	F2. Attends annual in-service/unit training.	F1b. Acts as the public's liaison in coordinating government
		services and resources for resolving community problems.
	F3. Accepts other duties as assigned.	F2a. Always attends annual in-service/unit training as
		departmentally required.
		E2a Willingly accounts miscallaneous assignments as necessary
		F3a. Willingly accepts miscellaneous assignments as necessary or as assigned.
		F3b. 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. F3c. Adjusts schedule, as necessary.
	APPROV	
	The signatures appearing below indicate acceptance and/or approval of	
and o	n the reverse of this form.	
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Emplo	oyee Date Supervisor	Date Department Head Date

TION DESCRIPTION	1. ASSIGNMENT	2. STEP	3. EMPLOYEE
	PATROL		NUMBER
			6. GRADE
	Police Officer- Sergeant		
	7. WORKING TITLE: PATROL SUPERVISOR		•
ACE OF WORK (BUILDING, ADDRESS):		9. WORKING	HOURS:
AME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPER	RVISION OR DIRECTION:	VARIES	
AMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY:			
Use A, B, C, etc.	Use A1, A2, A3, B1, B2, etc.		
incumbent shall not disseminate confidential information, administrative not be discussed with other Town employees (including individuals in the conditions of the Maryland Public Information Act. The incumbent in the standard or non-standard hours as operations necessitate. The incumbent in this position is authorized to carry out those duties an and is subject to reporting and justifying task outcomes to those above he This position is that of a law enforcement officer, upon whom public saf administered in such a manner as to assure the approval and respect of the	e or operational, unless expressly author Police Department), except for wood is position is deemed "essential persod responsibilities in accordance with im/her in the Department's chain of coety depends, which is developed to a ne public. Authority for this work is	norized. Confidenti rk-related reasons, onnel" and is subje the established per command. high degree of eff granted through the	ial information may under terms and ct to report during rformance standards iciency and e Constitution of the
 A. <u>SUPERVISES</u>: A1. Plans, assigns and reviews patrol assignments of subordinate uniformed officers. 	assignments. A1b. Ensures patrols are performediscourage violations of law A1c. Always demonstrates a high and criminal activity to conceptrol by subordinates. A1d. Always ensures that subordinobservations, crimes and arr A2a. Always ensures a consistent	ed in a highly visib. degree of knowled tentrate efforts and mates properly documents. ly high quality of seconds.	le manner as to lge of problem areas to direct aggressive ument all service to the public
A2. Reviews or causes reports to be reviewed for completeness, accuracy, productivity and efficiency of the assignment.	Orders and the Report Writing	ng Manual.	
A3. Conducts Roll Calls hold inspections and instructs subordinates			
in efficient patrol methods and techniques. A4. Supervises the civilian station clerk assigned to this squad	inspections and instructing s A3b. Always ensures that all regu corrective action and/or prov	subordinates and re lations are complied widing training to s	quired or needed. ed with taking ubordinates as
	A4a. Always provides civilian sta	tion clerks with the	e direction and
B1. Evaluate the performance of subordinates (sworn and civilian) and provide direction for improvement.	demonstrative supervision sl and overall mission. B1b. Always impress upon suborc their responsibilities and dut B1c. Frequently observe employer B1d. Conduct periodical interview written documentation, as no B1e. Always prepare Past Perforn accurately and on time, subr B1f. Always ensure that subordina training, counseling, discipli	dinates and thoroughies. es to ensure productives with subordinate ecessary. nance Appraisals of mitting them by the lates receive the production and commenda	goals, objectives ghly explain to them etivity. es and provide bjectively, fairly, e due date. oper guidance,
	PER MARLBORO POLICE DEPARTMENT AME: AME AND TITLE OF PERSON FROM WHOM YOU RECEIVE SUPER AMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF ANY: OSITION DESCRIPTION - Describe the work you do. Use a separate arragraph to group related tasks into major duties. Note approximate errecent of time devoted to each major duty at left. Use A, B, C, etc. Accountability Statement: The incumbent must meet and maintain the incumbent shall not disseminate confidential information, administrative not be discussed with other Town employees (including individuals in it conditions of the Maryland Public Information Act. The incumbent in the standard or non-standard hours as operations necessitate. The incumbent in this position is authorized to carry out those duties an and is subject to reporting and justifying task outcromes to those above he This position is that of a law enforcement officer, upon whom public saf administered in such a manner as to assure the approval and respect of the State of Maryland to the Town of Upper Marlboro Board of Commission Codes and Ordinances of the Town of Upper Marlboro, Maryland. A. SUPERVISES: A1. Plans, assigns and reviews patrol assignments of subordinate uniformed officers. A2. Reviews or causes reports to be reviewed for completeness, accuracy, productivity and efficiency of the assignment. A3. Conducts Roll Calls hold inspections and instructs subordinates in efficient patrol methods and techniques. A4. Supervises the civilian station clerk assigned to this squad. B. ADMINISTRATIVE: B1. Evaluate the performance of subordinates (sworn and civilian)	FORMANCE STANDARDS **PARROL** **PARROL** **PATROL** **PATROL**	PATROL MRE: PATROL PATROL

	B. (Administrative continued)			
	D. (Administrative continued)			
	B2. Investigates allegations of subordinate's misconduct, submits findings of fact and recommends action as warranted.	 B2a. Always ensures that all investigations of alleged subordinate misconduct are conducted in a thorough and impartial manner. B2b. Always submits findings of facts and recommends warranted action/discipline on all investigations of misconduct. B2c. Always initiates or recommends disciplinary actions that are fair, effective and consistent with Departmental policy. B2d. Always requires a sufficient knowledge of police operations. 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. 		
20	 C. PATROL RESPONSIBILITY C1. Responds to all major and or unusual events assuming command and supervising the police operation until relieved. 	 C1a. Always responds promptly to all major and or unusual incidents using knowledge of the patrol area. C1b. Always gives directions to on-scene subordinates in accordance with procedures and general orders. C1c. Always informs superiors of status of operation in a timely manner, according to rules, procedures and general orders. 		
10	 D. <u>REPORTS</u> D1. Informs superiors through oral and written communications reference personnel matters, supervisory problems, criminal activity, assignment results and efforts within assigned area. 	 D1a. Always keeps supervisors informed in all areas and phases of personnel matters and police operations. D1b. Reports are always completed on the proper form and in the correct format according to General Orders and Police SOP requirements. 		
	D2. Collects or causes any or all required reports to be collected and reviews them for completeness, grammar, spelling and punctuation.	D2a. Always collects reports in a timely manner. 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.		
05	 E. MISCELLANEOUS E1. Assumes the position of acting Lieutenant when required and/or asked to do so. E2. Works in partnership with citizens to assist in finding resolutions to immediate community problems. 	E1a. Has sufficient knowledge of lieutenant's duties as to perform them satisfactorily. E2a. Develops and uses creative strategies to respond to law enforcement, social, and environmental concerns.		
		E2b. Acts as the public's liaison in coordinating government services and resources for resolving community problems.		
	E3. Attends annual in-service/unit training as required.E4 Accepts other duties as assigned.	E3a. Always attends in-service/unit training as departmentally required.		
	2. Recepts onto duties as assigned.	 E4a. Willingly accepts miscellaneous assignments as necessary or as assigned. 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. E4c. Adjusts schedule, as necessary. 		
	APPROV	I /ALS		
		position description and performance standards appearing above and on the		
Emplo	oyee Date Supervisor	Date Department Head Date		

	TION DESCRIPTION	1. DEPARTMENT/DIVISION POLICE / POLICE CLERK	2. D/D CODE	3. POSITION NUMBER
PERFORMANCE STANDARDS UPPER MARLBORO POLICE DEPARTMENT		POLICE / POLICE CLERK		NUMBER
4. NAME:		5. CLASS TITLE		6. GRADE
		Dolino Cloub		
	NAME, ID #	Police Clerk 7. WORKING TITLE		
8. PL	ACE OF WORK (BUILDING, ADDRESS)		9. WORKING H	IOURS:
	14211 School Lane, Upper Marlboro, Maryland, 20772		VAI	RIES
10. N	AME AND TITLE OF PERSON FROM WHOM YOU RECEIVE S	UPERVISION OR DIRECTION		
11. N	AMES AND TITLES OF PERSONS SUPERVISED BY YOU, IF A	NY		
	None			
	OSITION DESCRIPTION - Describe the work you do. Use a	13. PERFORMANCE STANDAL		
	ate paragraph to group related tasks into major duties. Note eximate percent of time devoted to each major duty at left.	described at left, list one or severa satisfactory performance of that to		
аррго	oximate percent of time devoted to each major duty at left.	assistance in determining standard		i sheet for
%	Use A1, A2, A3, B1, B2, etc.	Use A1a, A2a, A3a, B1a, B2a, etc	2.	
	This is a senior level clerical position that provides support to community's first point of contact with the Police Departmen	the staff of the Chief of Police.	This position also	o serves as the
	ACCOUNTABILITY STATEMENT: The incumbent in this position accordance with the established performance standards and shim/her in the Department's chain of command. The incumb operational, as strictly confidential, not to be disseminated in position is deem "essential personnel" and is subject to report	ubject to reporting justifying task	coutcomes to the	se above
	operational, as strictly confidential, not to be disseminated in	ent in this position treats all info any form unless expressly autho	ormation, administrated. The incun	trative or abent in this
	position is deem "essential personnel" and is subject to report necessitate.	t during standard or non-standard	l hours as operati	ons
	necessitate.			
25	A DECEDENAL/ON MAINING A MEG			
35	A. <u>RECEPTION/COMMUNICATES</u>			
	A1. Acts as an information resource person for all individuals,	A1a. Maintains a professional de		
	both by telephone and in person.	A1b. Maintains working knowled procedures, police standard		
		and County laws, general or		
		order to provide correct info	•	
		A1c. Maintains knowledge of de assignments in order to make		
		A1d. Maintains general knowledge of County and Town boundaries.		
		A1e. Reads maps and accurately gives directions.		
		A1f. Maintains patience, compos		
		stressed/highly emotional in without the need for a super		lies problems
		A1g. Accurately records/dissemin		
		A1h. Courteously receives securi	· ·	ly logs
		information; informs approp	priate supervisor w	hen immediate
		action is required.	4 1 6	c
		A1i. Willingly assists citizens in	-	forms.
		Alls Maintains a symmetry working	-	numbara far
		A1k. Maintains a current, workin related offices/businesses.		
	A2. Works in partnership with internal and external customers to	A2a. Develops and uses creative enforcement, social and en		
	assist in finding resolutions to immediate problems.	A2b. Acts as the public's liaison services and resources for r		vernment
		and resources for r		
		†		

%	12. POSITION DESCRIPTION (Continued)	13. PERFORMANCE STANDARDS (Continued)
25	B. OFFICE MACHINES	13. TEM ORVINIVEE STRINGTINGS (Continued)
23	B1. Receives and sends/disseminates information to appropriate personnel/locations using the electronic mail system.	B1a. Requires thorough working knowledge of the electronic mail system.B1b. Thorough knowledge of operation of copier machine.
	B2. Operates and maintains station's copier machine.	
20	C. GENERAL OFFICE/SECRETARIAL	
	C1. Types letters, memoranda, et cetera from rough drafts.	C 1a. Operates a personal computer in order to complete various documents. C 1b. Ensures document is in proper format with few errors.
		C 1c. Assignments are completed in a timely fashion.
		C 1d. Ensures copies are made and kept for records.
		C 1e. Ensures documents and copies are disseminated to proper locations.
	C2. Responsible for sorting and distributing incoming mail.	C2a. Ensures dissemination to proper individuals.
		C2b. Maintains working knowledge of station personnel and their assignments.
15	D. MAIL/REPORTS	
10	D2. Responsible for sorting and distributing incoming mail.	D2a. Ensures that information is logged accurately and in a timely manner.D3a. Ensures dissemination to proper individuals.
		D3b. Maintains working knowledge of station personnel and their assignments.
05	E. OTHER ASSIGNMENTS	
	E1. Accepts other duties as assigned.	E1a. Willingly accepts miscellaneous assignments as necessary or as assigned.
		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 work.
		E1c. Adjusts schedule as necessary.
APPI	ROVALS	<u> </u>
	 The signatures appearing below indicate acceptance and/or approabove and on the reverse of this form. 	oval of the position description and performance standards appearing
	į	<u> </u>
	Data Companies	Data Danautmant Hand
Emp	loyee Date Supervisor	Date Department Head Date

DACT DEDECOMANCE ADDRAICAL			1. Name								2. Employee Number				
	PAST PERFORMANCE APPRAISAL oper Marlboro Police Department														
			4. Class Title							5. Grade		Step:			
	2 4 4 1 1 1 1 1	Poli	ce Officer- Se	ergean	t										
	3. Appraisal Period	7. Assig									8. Age	ncy / Acti	vity		
	1/01/20 – 1/01/21	Patro	1						1	1			1	1	
List major tasks developed from duties on position description Form 544						ne (Unsatisfactor y	Needs Improvement	Satisfactory	Exceeds Satisfactory	Outstanding	Total Rating Value			
(See transmittal envelope for instructions)						% of Time (Weight)	isfacto	veme	actory	ds actory	anding	Ratin			
								% € 	Ħ	E				04	
RATING POINT VALUES						_	%	0	1	2	3	4	Т		
A SUPERVISES								40							
В	B ADMINISTRATIVE							25							
C	C PATROL RESPONSIBILITY							20							
D	D REPORTS							10							
Е	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 Approved Not Approved						e is:	s: □ Not Applicable							
12. PROBATIONARY STATUS			□ Re	Recommended permanent status Recommended continuation of probation (Attach Justification)											
Supervisor's Signature Date 13. CHECK APPROPRI I have reviewee I agree with thi I do not agree v My comments.						ed n nis a wit	my position description and it is accurate and current. s appraisal.								
Reviewer's Signature Date															
Appointing Authority's Signature Date Employee's Signature:_ (Only Indicates Receipt						re: eipt)	Date:								
UMPD FORM #29 Distribution:							Original: Police Personnel File Copy: Town Personnel File Copy Employee								

PERFORMANCE ASSESSMENT FORM

1. A. □ Probationary Midpoint (Mandatory) B. □ Periodic Performance Assessment (Optional) C. □ Rating Justification (Mandatory for Above or Be	low Satisfactory Apprais	sals)									
NAME:EMPLOYEE NUMBER:XXX-XXXXX											
ASSESSMENT PERIOD: <u>01/01/20 – 01/01/21</u> CLASS TITLE/GRADE: <u>Police Officer- Sergeant</u>											
Assignment: POLICE PATROL											
2. PERFORMANCE ASSESSMENT: (Supervisor must refer to constitute the basis for this assessment.) (Use Additional Sheets		escribed in emplo	oyee's position descrip	tion, which							
3. SUPERVISOR'S RECOMMENDATIONS:											
4. NOTE: An employee may submit written comments to be attached Supervisor's Signature Date	d to this form if received v Employee's Signature	vithin five work	ing days of its issuar	Date							
UMPD FORM #29	Distribution:	Copy:	Police Personnel File Town Personnel File Employee								

DACE DEDECORMANCE ADDRAIGAT			1. Name								2. Employee Number				
	PAST PERFORMANCE APPRAISAL oper Marlboro Police Department														
			4. Class Title							5. Grade		Step:			
	2 4 4 1 1 1 1 1	Poli	ice Officer- Li	ieutena	nt										
	3. Appraisal Period	7. Assig									8. Age	ncy / Activ	vity		
	1/01/20 – 1/01/21	Patro	1						1	I		1	1	1	
List major tasks developed from duties on position description Form 544						ne (Unsatisfactor y	Needs Improvement	Satisfactory	Exceeds Satisfactory	Outstanding	Total Rating Value			
(See transmittal envelope for instructions)						% of Time (Weight)	sfacto	vemei	actory	ds actory	nding	Rating			
							% ₹	ř	et .				04		
	T		RATING POI	NT VA	LUE	S		%	0	1	2	3	4	Т	
A ADMINISTRATES							35								
В	B SUPERVISES							30							
С	C COMMAND RESPONSIBILITY							20							
D	REPORTS							10							
Е	E OTHER ASSIGNED AND MISCELLANEOUS DUTIES							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 Approved Not Approved							s: □ Not Applicable							
12. PROBATIONARY STATUS				nended permanent status nended continuation of probation (Attach Justification)											
Supervisor's Signature Date 13. CHECK APPROPRIA I have reviewed I agree with this I do not agree w My comments a						wed r this a e wit	my position description and it is accurate and current. s appraisal.								
Reviewer's Signature Date															
Appointing Authority's Signature Date Employee's Signature: (Only Indicates Receip						ure:_ ceipt)	Date:								
							Copy: Town Personnel File								

PERFORMANCE ASSESSMENT FORM

1. A. □ Probationary Midpoint (Mandatory) B. □ Periodic Performance Assessment (Optional) C. □ Rating Justification (Mandatory for Above or Be	low Satisfactory Appraisa	als)									
NAME:EMPLOYEE NUMBER:XXX-XXXXX											
ASSESSMENT PERIOD: 01/01/20 - 01/01/21CLASS TITLE/GRADE: Police Officer- Lieutenant											
Assignment: POLICE PATROL											
2. PERFORMANCE ASSESSMENT: (Supervisor must refer to constitute the basis for this assessment.) (Use Additional Sheets		scribed in emp	loyee's position descri	ption, which							
SUPERVISOR 'S RECOMMENDATIONS: 4. NOTE: An employee may submit written comments to be attached.	d to this form if received w	ithin five wo	rking days of its issua	unce.							
Supervisor's Signature Date	Employee's Signature _			Date							
UMPD FORM #29	Distribution:	Original: Copy: Copy	Police Personnel File Town Personnel File Employee								