

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003063
Grade A3**

POLICE CAPTAIN

DEFINITION OF CLASS:

This is mid-management level police work the majority of which assignments involve commanding either a Police District Station or a specialized police operational unit. Contacts for employees in this class of work are diverse. They are maintained with equivalent level employees in the County Government and other local, state and Federal law enforcement and regulatory agency representatives, to provide and receive information and recommendations, plan and coordinate mutually supporting actions, and resolve issues and matters requiring the authority of a Police Captain. Frequent contact is maintained with higher ranking police officers, to present and discuss unique issues and recommend actions, receive advice and directions, establish work goals and objectives, and to keep an employee's supervisor informed of significant and/or controversial issues. Daily contact is experienced with subordinate police officer supervisors and selected staff employees, to pass and receive information, give work instructions and directions, resolve problems, address personnel issues, and to stay informed of all operations which impact a Police Captain's command. Significant about this class of work is the level and frequency of contact by employees with representatives of the business community as well as members of community associations and groups, chambers of commerce, advisory boards and committees, and other special interest groups whose cooperation and support is critical to effectively providing police services. Frequent public speaking and attendance at various community activities to present and discuss police programs, initiatives and issues important to the community are required of employees of this rank. At this level, contacts require considerable communications skills, and the ability to understand and evaluate the viewpoints of others. While this class of work requires employees to frequently meet with citizens and representatives of the business community, it does not require employees to provide direct public service or assistance on a sustained basis.

An employee in this class commands an operational unit which provides around the clock, diverse police services to a segment of the community. (Some employees in this class of work are assigned to high level staff positions, usually in the office of the Chief of Police, or serve as the Department's senior ranking officer during periods when the Chief of Police is off duty.) Within their organizational unit, employees are responsible for directing day-to-day police operations, which includes identifying and responding to crime, traffic and other police related trends, patterns and issues, and concerns raised by community members. Responsibilities involve developing and implementing short and long term solutions, which require formulating operational plans and allocating unit resources. An employee's work goals and objectives are established in collaboration with their immediate supervisor, subject to the changing needs of the community and/or directions of higher level management employees in the Department of Police. The employee is expected to devise appropriate plans and strategies to accomplish the unit's mission, including overseeing all coordinating actions with representatives of other departments and agencies and resolving most of the problems which occur. At this level, an employee does not directly participate in the work of their employees, yet has full control over the plans and methods employed by lower ranking

supervisors and employees, within normal policies and procedures. Completed work is evaluated for the degree of success attained against prescribed work goals and objectives. The work guidelines available to employees in this class range from the very specific to those which do not cover all situations and require an employee's judgment and consideration of many issues/facts before rendering a decision or taking/recommending an action. Employees are also expected to detect the need to revise existing policies and procedures as well as recommend that new, innovative work guidelines be developed. Such recommendations can be unit specific or have application Department wide. The complexity of this class of work is partially the result of supervising, through subordinate supervisors, a large work force (135+ employees) which is geographically dispersed and divided among numerous shifts and subordinate units providing different services around the clock, and solving a variety of problems. Work is further complicated by the many personnel issues which confront an employee. They are addressed within the context of a collective bargaining agreement covering the majority of employees supervised, the Law Enforcement Officer's Bill of Rights, a declining resource base, increasing crime, and the community's demands for comprehensive police services. The Police Captain is expected to "balance" the diversity of competing needs and interests of all parties concerned and devise work plans and solutions that are cost effective and provide maximum police services to the community without unnecessarily endangering police officers. Further compounding the complexity of this class is the need to quickly respond to changing crime related patterns and issues, within allocated resources, and to coordinate work efforts with other local, state and Federal Government agencies. The work of an employee in this class impacts both employees supervised and a portion of the County's population by the employee's design and coordination of police response to criminal, traffic and other police related issues. Within the community served, these employees are very visible by the presentations they make and the influence they have on the perceptions of those addressed. The very large majority of an employee's work is of a sedentary nature, interspersed with brief periods of walking, standing and carrying of light papers and books, and performed in a comfortable office setting. Frequent travel between work sites in an unmarked police car is characteristic of this class of work, including traveling from home during periods other than normal working hours. The work of this class presents hazardous situations, as an employee is in uniform and armed while on duty and occasionally responds to calls/situations requiring police assistance and to locations of significant police presence/incidents.

EXAMPLES OF DUTIES:

- Reviews police field reports and analyzes police activity and service demands occurring in a police district or for a specialized police operational unit; determines and arranges for most effective delivery of police services within available resources and in keeping with Department policies and procedures. Makes modifications to existing work programs and initiates new programs.
- Conducts staff meetings to discuss and evaluate police operations, and give directions to unit supervisors.
- Oversees preparation of statistical and narrative reports and memorandums concerning a variety of police administrative and operational matters, including investigative reports about police misconduct.
- Occasionally patrols portions of the County to check conditions, problems and areas of complaint, and to observe and evaluate deployment of police officers.
- Frequently meets with civic, business and community organization representatives to report and discuss police operations and to respond to questions and concerns presented by the group addressed.
- Authorizes and coordinates joint operations between Montgomery County Police and other law enforcement, regulatory and related agencies.
- Serves on committees and task forces to represent the Police Department and provide information and

recommendations concerning the organizational unit supervised.

- Develops employee performance guidelines consistent with duties and responsibilities of subordinate supervisors; conducts periodic employee performance evaluations and counseling sessions.
- Assumes command of the Police Department during absence of executive level police officers.
- Responds to critical events and serious incidents on a 24 hour, 7 days a week basis to take command and direct deployment of personnel and equipment.
- Conducts periodic inspections of personnel, equipment and facilities and prepares report of findings and corrective action recommended/taken.
- Coordinates preparation of the unit's Operating Budget request; manages expenditures throughout the fiscal year against the authorized budget.
- Infrequently performs the duties carried out by police officers in general.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern police administration and operational principles, practices and procedures.
- Ability to plan, organize coordinate and otherwise direct a police organizational unit providing diverse services to the community, and to resolve administrative and operational problems related thereto.
- Ability to work equitably, courteously and effectively with a wide variety of people representing numerous groups where competing and conflicting concerns, interests, goals and/or objectives require both understanding and resolution.
- Ability to effectively make presentations to a wide variety of audiences.
- Ability to skillfully operate a police vehicle under emergency conditions and to use standard police weapons.
- Ability to understand, to demonstrate, and to implement problem solving techniques based on the concepts and tenets of community oriented policing.

OTHER:

- Must have personal integrity, pay attention to details, be emotionally stable, and physically fit to perform all of the duties of the Police Captain class of work.

MINIMUM QUALIFICATIONS:

In-Grade Requirement: One (1) year of experience as a Police Lieutenant with the Montgomery County Police Department.

Education: Possession of a Bachelor's Degree or equivalent from an accredited college or university.

Equivalency: Education may not be substituted for In-Grade Requirement, nor can experience be substituted for required education.

Other: Satisfactory completion of required Department training programs.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with Drug & Alcohol Screen

Class Established: Date Unknown

Revised: February 1971

August 1975

June 1979

September 1986

Classification Study: May 1993 (M)

September 1993

February 1995

August 1996

June 1999

August 2013

Revised Medical Protocol: September, 2022