

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

**Code No. 003080
Grade P4**

POLICE OFFICER III*

DEFINITION OF CLASS:

This is police work at the advanced level. An officer at this level performs highly responsible police work requiring sworn status to maintain public peace, protect life and property, enforce laws, and conduct complex investigations under general supervision according to established Department procedures. Assignments are more complex than those assigned to lower level police officers. In performing duties, the officer has some latitude in defining objectives, developing method of approach, and carrying out work plans. A significant aspect of this work involves public contact with the community, and therefore, duties must be performed in a tactful and conscientious manner.

An officer in this class may be responsible on a rotating shift basis for enforcing statutes, laws, and regulations for which the Department is held responsible. Work contains considerable risk and the officer must be able to take appropriate action under stress. Work performance is carefully monitored, reviewed, and evaluated by the officer's immediate supervisor. The officer is responsible for performing other related duties and assignments, including those of sworn officers generally.

EXAMPLES OF DUTIES:

Patrol

- Analyzes police records and discusses crime situations with district personnel to identify most serious crime problems within one zone or district; defines objectives, develops method of approach, and schedules activities to overcome or reduce serious crime problems identified; submits plans to supervisor for review and approval.
- Patrols high crime areas in police cruiser or on foot; maintains radio contact with Emergency Communication Center (ECC); reports crimes or unusual situations; responds to calls or initiates action, as appropriate.

Traffic

- Analyzes traffic records and discusses traffic situations with district personnel to identify most serious traffic problems within district; defines objectives, develops method of approach, and schedules activities to overcome or reduce serious traffic problems identified; submits plans to supervisor for review and approval.
- Operates motorcycles, police cruiser, unmarked cars, and radar units in areas having high rates of traffic accidents, traffic congestion, or other traffic related problems, maintains radio contact with Emergency Communications Center (ECC) to report traffic and other problems; responds to calls or initiates action as appropriate.

Criminal Investigator

- Responds to calls involving particular types of criminal violations as assigned; coordinates efforts of investigators and patrol officers at scene of crimes; interviews and counsels victims; works with medical examiner to determine cause of death, if appropriate; searches area for evidence; catalogs,

packages, and transports evidence to laboratory for examination; canvasses area to locate and interview possible witnesses; interviews informants and other known sources of information; analyzes crime statistics and police records for possible leads.

- Coordinates and assists in stake-outs and surveillances; obtains search warrants and conducts searches; recovers stolen property; obtains arrest warrants and makes arrests; searches suspects for weapons and evidence; advises suspects of rights; transports suspects to police station; fingerprints, photographs, and interrogates suspects.
- Writes police reports; conducts line up and photographic identification sessions to determine whether victims and witnesses can identify suspects; maintains detailed record of all aspects of investigation, assists in preparation of cases for trial; testifies in court as needed; travels outside County to coordinate investigations with other jurisdictions as needed.
- Trains and assists other investigators in criminal investigation techniques and handling of cases; serves as lead investigator in complex cases.

Youth

- Investigates complex cases of crimes involving juveniles; patrols areas where juvenile problems are most likely to occur.
- Conducts follow up investigations of complex cases involving juvenile delinquency, child abuse, runaways, and related problems involving juveniles; accompanies social worker or travels alone to discuss problem with parents and juveniles; interviews informants and witnesses; takes photographs and collects other evidence as appropriate; determines whether case should be referred to court or to other County agency; arranges shelter and medical care for juvenile
- If needed; takes juvenile and/or parents into custody if appropriate; obtains arrest warrants and makes arrests; searches suspects for weapons and evidence; advises suspects of rights; transports suspects to police station; fingerprints, photographs, and interrogates suspects; writes police reports; assists in preparation of cases for trial; testifies in court as needed.

Canine

- Responds to calls in which police dogs can assist in apprehension of suspects in high risk arrest situations (e.g., tracking armed suspects in urban and rural areas, searching buildings and wooded areas for suspects, etc.); assists in execution of arrest warrants.
- Serves as training instructor for initial fourteen (14)-week training and periodic retraining of police dogs and canine handlers; trains dogs to track (follow wanted persons), seek (search stores, fields, etc.), search for evidence or lost articles, attack (apprehend fleeing persons), have agility, and be obedient.

Community Services

- Conducts routine and complex evaluations of residences and businesses which have been burglarized and applies principles of risk management to recommend cost effective ways to improve security; conducts other routine security evaluations upon request; writes report of findings and recommendations.
- Meets with various subgroups within County (e.g., youth groups, senior citizens, Spanish-speaking groups, etc.) to understand problems, provide appropriate counseling; encourage participation in crime prevention programs, and improve police-community relations; gives talks and audio-visual presentations on specific topics related to crime prevention.

Criminal Intelligence

- Conducts major investigation of organized crime; collects and analyzes raw intelligence data on criminal activity to identify criminal patterns and conspiracies.
- Interviews informants and other known sources of information, searches public records and

documents, exchanging information with other law enforcement agencies (nationally and internationally), and conducting surveillances using photographic and electronic equipment to assemble information on suspected criminal activity and organized crime.

- Works with crime analyst and other criminal intelligence investigators to identify criminal patterns and conspiracies; identifies information needed to fill gaps in data to establish complete picture; refers cases to appropriate Department unit for enforcement when case completed.

Internal Investigations

- Investigates full range of charges and complaints (e.g., brutality, criminal behavior, improper police investigation, etc.) brought against both sworn and non-sworn Department personnel, as assigned; interviews complainants,
- witnesses and interrogates accused Department personnel to obtain sworn statements; obtains documentary evidence (e.g., photographs, medical records, etc.) as appropriate; reviews police reports, tape recordings of police communications, and other records for possible leads; conducts stake outs and surveillances; supervises polygraph examinations.
- Trains and assists other internal investigators in investigative techniques and handling of cases.

School Safety

- Plans, supervises, and evaluates day-to-day work of School Crossing Guards in assigned district; calls substitute School Crossing Guards or Patrol Officers to serve as daily replacements as needed to provide full coverage at crossings; conducts periodic meetings with School Crossing Guards to discuss policy or procedural changes, special problems, or administrative matters.
- Inspects areas surrounding elementary schools to determine safe walking and street crossing routes for school children; submits recommendations to School Safety Supervisor for review and approval.
- Organizes, teaches, and supervises school safety patrols at elementary schools in assigned district; serves as counselor/instructor at annual summer training camp for school patrol leaders.
- Gives talks and shows films at school assemblies to promote school safety, meets with PTA's, school principals, and teachers to discuss safety problems and suggest possible solutions; submits recommendations for new safety programs to School Safety Supervisor for review and approval.

Undercover Investigations

- Frequents bars, restaurants, night clubs, and other locations at which contracts may be made with narcotics dealers or persons engaged in crimes of vice; purchases narcotics and other controlled substances until major dealers are identified; obtains search warrants and conducts searches; obtains arrest warrants and makes arrests; searches suspects for weapons and evidence; advises suspects of rights; transports suspects to police station; fingerprints, photographs, and interrogates suspects, writes criminal offense reports.

S.W.A.T.

- Reviews technical literature and meets with senior Department personnel and other law enforcement agencies to develop lesson plans on care and use of police firearms and chemical munitions; gives lectures and demonstrations according to lesson plan; evaluates and certifies firearms qualifications of police officers for Department; reviews training programs as needed to meet changing standards.
- Tests and evaluates all firearms and related equipment as part of firearms preventive maintenance program; makes minor repairs to firearms as needed.
- Gives lectures and demonstrations, shows films, and leads discussions to instruct police recruits and experienced officers in tactical and SWAT operations.
- Attends SWAT training to develop and maintain physical fitness and proficiency in use of police weapons, equipment, and tactics in accord with SWAT personnel.
- Responds to calls involving high risk arrest situations, capture of barricaded suspects, hazardous rescue

missions, riots, and protection against snipers; uses special tactics and equipment to accomplish assignments in coordination with other police units.

Additional Assignments

- An officer in this class may also be assigned Breathalyzer Coordinator duties. An officer performing this assignment keeps breathalyzers used by the Department in peak operating condition through preventive maintenance and emergency repair. He coordinates the bi-annual certification of other officers by State Toxicologist and maintains records for each breathalyzer. He gives lectures and demonstrations to instruct Department personnel in proper use of breathalyzer to certify or recertify them as breathalyzer operators.
- An officer in this class may also be assigned to Training, Management and Audit, Research and Planning, Media Services and other functional areas and perform duties commensurate with the level of difficulty appropriate to this class.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and understand Federal, State, and County criminal and traffic laws, County Government structure and functions, Department structure and functions, Department written directives (General Orders, Field Operations Manual, etc.).
- Ability to define problems, to establish facts, and to draw valid conclusions.
- Ability to analyze problems quickly and take appropriate action under stress.
- Ability to write routine reports and correspondence, calculate fractions, decimals and percentages.
- Ability to handle sensitive public contacts.
- Ability to understand, to demonstrate, and to implement problem solving techniques based on the concepts and tenets of community oriented policing.
- Knowledge of and ability to use self-defense.
- Knowledge, skill, and ability to effectively use standard police weapons.
- Knowledge of, or the ability to rapidly acquire knowledge of, the County geography by street and road locations.
- Skill or the ability to acquire the skill to operate auto under emergency conditions, two-way radio, camera.

OTHER:

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

MINIMUM QUALIFICATIONS:

In-Grade Requirement: Applicants must have satisfactorily served as a Montgomery County Police Officer II for two (2) years.

Education: Satisfactory completion of an A.A. Degree or equivalent.

Equivalency: Education may not be substituted for In-Grade Requirement.

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 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: June, 1979

Revised: September 1993

August, 1996

October, 1998

August, 2013

Revised Medical Protocol: September, 2022