

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

**Code No. 003082  
Grade P3**

**POLICE OFFICER II**

**DEFINITION OF CLASS:**

This is the full performance level of general police work within the Department. An officer within this class will be responsible for performing police work above the beginning level requiring sworn status to maintain public peace, protect life and property, enforce laws and conduct basic investigations under general supervision according to established Department procedures. Officers within this class may be assigned to various police areas of concern within the Department's career structure. 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**

- Patrols assigned areas in police cruiser, motor scooter, or on foot; maintains radio contact with Emergency Communications Center (ECC); reports crimes or unusual situations; responds to calls or initiates actions as appropriate. Backs up other units in sector or district.
- Responds to calls involving major traffic accidents and other accidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; takes photographs, draws sketches, and takes measurements; issues traffic summonses, if appropriate; writes accident reports, testifies in court, and needed.
- May serve as Field Training Officer to supervise, instruct, and evaluate trainee police officers during their field training period.
- Performs miscellaneous special assignments (e.g., prepares materials for roll call, issues special equipment and keeps records of equipment issues, serves as "range officer," distributes written directives to shifts, etc.).

**Traffic**

- Operates motorcycles, police cruisers, unmarked cars and radar units in areas previously identified as having high crime rates of traffic accidents, traffic congestion, or other traffic-related problems; maintains radio contact with Emergency Communication Center (ECC) to report traffic and other problems; responds to calls or initiates action, as appropriate.
- Directs and controls vehicular and pedestrian traffic in congested areas during rush hour and at special events (e.g., funerals, parades), scenes of accidents, and sites of disasters, escorts VIPs traveling through County.

### **Criminal Investigations**

- 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 surveillance; obtains search warrants and conducts searches; recovers stolen property; obtains arrest warrants and makes arrest; 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.

### **Youth**

- Conducts follow-up investigations of routine 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 juveniles and/ or parents into custody if appropriate; obtains arrest warrants and makes arrests; searches suspects for weapons and evidence, 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, searches buildings and wooded areas for suspects, etc.); assists in execution of arrest warrants.
- Conducts initial 14-week training and periodic retraining of assigned dog under supervision of training instructor; 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 evaluations and assists on more complex evaluations of residence and businesses which have been burglarized and applied 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; and, gives talks and audiovisual presentations on specific topics related to crime prevention.

### **Criminal Intelligence**

- Conducts routine investigations and assists on major investigations 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, exchanges information with other law enforcement agencies (nationally and internationally), and conducts surveillance using photographic and electronic eavesdropping equipment to assemble information on suspected criminal activity and organized crime.

### **School Safety**

- Inspects areas surrounding elementary schools to determine safe walking and streets 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 contacts 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.**

- Gives lectures and demonstrations according to established lesson plan to instruct police recruits and experienced officers in proper care and use of police firearms and chemical munitions; evaluates and certifies firearms qualifications of police officers for Department.
- Test and evaluates all firearms and related equipment as part of firearms preventive maintenance program for department. Makes minor repairs to firearms as needed.
- Attends SWAT training program to develop and maintain physical fitness and proficiency in use of police weapons, equipment, and tactics in accord with SWAT standards.

### **Additional Assignments**

- 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 function, Department written directives (General Orders, Field Operations Manual, etc.).
- Ability to analyze emergency situations, apply first aid, and /or request emergency fire and rescue service.
- Ability to apply principles to solve practical problems, analyze problems quickly and take appropriate action under stress.
- Ability to complete routine forms and records, calculate fractions, decimals and percentages.
- Ability to apply law enforcement methods and procedures and take other appropriate action as need dictates.
- Ability to handle sensitive public contacts.
- Ability to understand, demonstrate, and implement problem solving techniques based on the concepts and tenets of community oriented policing.
- Knowledge, skill and ability to effectively use standard police weapons.

- Knowledge of or the ability to acquire the skill to operate auto under emergency conditions, two-way radio, motor scooter.
- Other: Must have personal integrity, pay attention to details, be emotionally stable, and physically fit to perform all of the duties of the Police Officer II class of work.

**MINIMUM QUALIFICATIONS:**

**In-Grade Requirement:** Applicants must have satisfactorily served as a Montgomery County Police Officer I 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.

**Class Established:** June, 1979

**Revised:** September 1993

August, 1996

October, 1998

August, 2013