

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

**Code No. 003084
Grade P2**

POLICE OFFICER I

DEFINITION OF CLASS:

This is the beginning level of police work within patrol requiring sworn status to maintain public peace, protect life and property, enforce laws and conduct limited investigations according to established Department procedures under varying degrees of supervision. 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, reviews, 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: (Illustrative only)

Patrol

- Patrols assigned area 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 action as appropriate. Responds to calls involving criminal violations; secures scene to restore peace and protect evidence; calls for assistance, as needed; interviews complainants and witnesses and collects evidence; makes arrests, searches suspects for weapons and evidence and advises suspects of rights; seizes controlled dangerous substances and stolen property; transports suspects to police station; obtains arrest warrants from District Court Commissioner; fingerprints, photographs, and interrogates suspects; deposits evidence and recovered property in Departmental storage; writes criminal offense reports; testifies in court, as needed.
- Responds to calls involving major traffic accidents or other activities; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; draws sketches and takes measurements; issues traffic citations, if appropriate; writes accident reports; testifies in court as needed.
- Gives general assistance to the public (e.g., assists stranded motorists, gives directions to lost travelers, removes hazardous objects from roadway, searches for lost children; etc.); assists persons with special problems and directs them to the proper agency, as applicable.
- Issues traffic summonses and warnings, parking tickets and vehicle repair notices; directs traffic at special events (e.g., parades) and at other locations where traffic accidents occur, unusual hazards exist, and where traffic signals malfunction.
- Serves arrest warrants and summonses issued by District Court.
- Advises shopkeepers, business executives, and citizens on crime prevention and security measures; gives talks before civic and community groups about police operations generally.

- Maintains vehicles and equipment to keep them clean and in good working order.
- Officers within this class may be temporarily assigned to undercover work for limited use in narcotics enforcement and other related areas.

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 analyze emergency situations, apply first aid and/or request emergency fire and rescue services.
- 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 needed dictates.
- Ability to handle sensitive public contacts.
- Knowledge of and the ability to use self-defense.
- Knowledge, skill, and ability to effectively use standard police weapons.
- Knowledge of, or the ability to acquire knowledge of County geography by street and road locations.
- Skill or the ability to acquire the skill to operate auto under emergency conditions, two-way radio, motor scooter.
- 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 Officer I class of work.

MINIMUM QUALIFICATIONS:

In-Grade Requirement: Graduation from Police Department's entrance level training program for sworn officers.

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

Equivalency: Education may not be substituted for the In-Grade Requirement. Experience outside the Montgomery County Police Department in a training program substantially similar to the Montgomery County Police Officer Candidate training which covers the Maryland Training Commission requirements may substitute for the in-grade requirement. This determination of equivalency will be made by the Chief of Police.

Other: Satisfactorily completion of required Department training programs.

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.

LICENSE:

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

MEDICAL EXAM PROTOCOL: Core I Exam with Drug and Alcohol Screen.

Class Established: June, 1979

Revised: September, 1993

August, 1996

October, 1998

August, 2013

Revised: Medical Protocol per OMS Review: March, 2022