

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

**Code No. 003074
Grade P5**

MASTER POLICE OFFICER

DEFINITION OF CLASS:

This is police work of a complex and difficult nature. An officer at this level is utilized as a lead worker, i.e., one who leads, trains, guides, or directs others (usually a minimum of three (3) persons) in performing work while participating in the work itself. The officer is given technical assignments and is expected to conduct and direct complex investigations and to lead and train others in the work with a minimum of supervision according to established Department policy and procedure. An officer in this class may assume supervisory duties in the absence of the supervisor. The work requires sworn status to maintain public peace, protect life and property, and enforce laws. Officers must exercise considerable latitude in defining objectives, developing methods of approach, and carrying out work plans. Officers are expected to make some independent judgments in making decisions to carry out assignments. 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 involves high risk and the officer must be able to take appropriate action under stress. Work performance is carefully monitored, reviewed, and evaluated by officer's immediate supervisor.

EXAMPLES OF DUTIES:

Patrol

- Performs and leads others in performing the following duties:
- Analyzes police records and other crime data and discusses crime situation with district and other Department personnel to identify most serious crime problems within district; defines objectives, develops methods 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 (or other areas as appropriate) in police cruiser or on foot; maintains radio contact with Emergency Communications Center (ECC); reports crimes or unusual situations, e.g., large disorderly parties, barricade situations; responds to calls or initiates action, as appropriate.
- Conducts follow up investigations of crimes best handled at district level; responds to scene of crimes; interviews victims and witnesses, searches area for evidence; catalogs packages and transports evidence to laboratory for examination; canvasses area to locate and interview possible witnesses, checks pawn shops, police records and information systems to recover stolen property and develop leads, interviews informants and other known sources of information; conducts stakeouts and surveillances; obtains search warrants and makes arrests; searches suspects for weapons and evidence; advises suspects of rights; transports suspects to police station; fingerprints, photographs, and interrogates suspects; deposits evidence and recovered property in Departmental storage; writes police reports; assists in preparation of cases for trial; testifies in court as needed.

- Trains other patrol officers in patrol methods and criminal investigation techniques.
- Assumes supervisory duties in the absence of the supervisor.

Criminal Investigations

- Performs and leads others in performing the following duties:
- Conducts investigations of most difficult cases involving serious crimes; gives technical assistance to other criminal investigators.
- Assembles material for daily staff meeting and assists supervisor in assigning and scheduling cases.
- 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 areas to locate other known sources of information; analyzes crime statistics and police records for possible leads; supervises and assists in stakeouts 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 other investigators in investigation techniques.
- Assumes supervisory duties in the absence of the supervisor.

Internal Investigations

- Performs and leads others in performing the following duties:
- Investigates serious 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 stakeouts and surveillances; supervises polygraph examinations.
- Compiles and analyzes statements, documents, and other evidence to determine whether violation occurred; submits comprehensive written report of findings and recommendations if appropriate to supervisor for review and approval.
- Trains others in the conduct of investigations.
- May assume supervisory duties in the absence of the supervisor.

Traffic

- Performs and leads others in performing the following duties:
- Conducts investigations of most difficult cases involving serious accidents and gives technical assistance to other traffic officers. 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 cruisers, 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.
- Trains other traffic officers in traffic patrol methods and traffic accident investigation techniques.

- May assume supervisory duties in the absence of the supervisor.

Undercover Investigations

- Performs and leads others in performing the following duties:
- Assists supervisor in planning, scheduling, and assigning work to subordinates and controlling special funds necessary for undercover investigations; assembles materials for daily staff meetings, supervises daily operation of unit/shift in absence of supervisor.
- 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; finger-prints, photographs, and interrogates suspects; writes criminal offense reports.
- Trains others in conducting investigations.
- May assume supervisory duties in the absence of the supervisor.

Additional Assignments

- An officer in this class may also be assigned to Training, Management and Budget, Personnel, Media Services, or other functional areas if assigned duties are commensurate with the lead level definition of 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 function, Department written directives (General Orders, Field Operations Manual, etc.).
- Ability to define problems, establish facts, and draw valid conclusions.
- Ability to analyze problems quickly and take appropriate action under stress.
- Ability to read and understand technical literature.
- Ability to understand, demonstrate, and implement problem solving techniques based on the concepts and tenets of community oriented policing.
- Knowledge and ability to read and write technical reports, literature, and correspondence.
- Ability to handle sensitive public contacts and information.
- Knowledge of and ability to use self-defense.
- Knowledge or ability to 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, pay attention to details, be emotionally stable and physically fit to perform all of the duties of the Master Police Officer class of work.

MINIMUM QUALIFICATIONS:

In-Grade Requirement: Applicants must be a Montgomery County Police Officer III.

NOTE: Effective January 1, 1998, applicants must be a Montgomery County Police Officer III and must have one (1) year sworn experience as a Police Officer III.

Education: Satisfactory completion of an Associate of Arts degree, or equivalent.

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

Other: Satisfactory completion of required Departmental training programs.

LICENSE:

- Possession and maintenance at all times of a 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: June, 1982

December, 1985

September, 1993

August, 1996

October, 1998

August, 2013

Revised Medical Protocol: September, 2022

Formerly Titled: "Master Police Officer I"