AGENDA ITEM IV

August 18, 2022

To: Personnel Board Members

From: Anju A. Bennett, Administrator and HR Staff
Office of Human Resources

Chief Winston, Department of Fire and Rescue

Chief Der, Police Department

Re: Classification Plan Changes for Fire and Police Positions

The Personnel Board is respectfully asked to support requested Classification Plan amendments to address critical employment concerns and ensure classifications reflect up to date knowledge, skills and abilities.

I. We are seeking to amend college credit criteria for:

- Fire and Rescue positions of Battalion Chief, Captain, and Lieutenant.
- Entry level Police positions

The request is being made to address staffing challenges in recruitment, promotion, succession planning, and enhancement of workforce diversity. The County’s existing requirements (and some which are scheduled for implementation at the end of this year), notably hamper the County’s ability to compete for and attract an already narrowing pool of candidates. The requested changes uphold the County’s standing as leader of a highly skilled workforce and recognize the:

- Extensive research conducted by both public safety departments on current skills needed for success in the positions.
- Steps taken by the Governor of Maryland and surrounding public jurisdictions to promote greater opportunities and diverse candidate pools by moving away from college-based qualifiers and placing greater focus on needed occupational proficiencies.
- Robust training programs that the County requires of its positions to gain skill-based proficiencies. The County is recognized as a leader in in-service training requirements.
A. Classification Changes for Fire and Rescue Positions (Lieutenant, Captains, and Battalion Chief).

The County’s promotional system for Fire Fighters is based on the development and promotion of internal staff. Lateral transfers from external sources are not utilized for promotional ranks, as the skilled-based training gained on County specific protocols is critical for our leadership positions.

Ten years ago, in 2012, the Department of Fire and Rescue Services (DFRS) requested the County consider increasing college credit requirements for Lieutenant, Captains, and Battalion Chief. At the time, it was believed these changes could provide a more skilled workforce, but failed to consider in-service training, which has proven to be a more effective indicator of success.

The increased college credit requirement was initially slated for in 2016. However, it was deferred multiple times (to December 31, 2022) due to the growing realization that the changes would result in unintended consequences to the County, place too much emphasis on generic college classes vs. needed skill proficiencies, and compound existing challenges in staffing.

With respect to staffing challenges, the County is having greater difficulty recruiting candidates for essential public safety positions. Candidate pools are shrinking for leadership positions.

- Increasing college credit requirements adversely affects the Department by narrowing opportunities for seasoned and highly trained, and diverse pool of applicants to qualify for consideration.

- Furthermore, the department has been facing high levels of attrition due to retirement of seasoned professionals, creating vacancies that are already difficult to fill. The DFRS has lost a vast number of senior leaders due to retirements in recent years.
  - Since 2017, forty-five personnel have retired from the leadership ranks of Lieutenant and above.
  - In 2023, 23% of the uniformed fire personnel (or 120 out of 527 individuals) will be eligible for retirement.
  - Over the next two years the department estimates it will lose another 10 employees to retirement at the ranks of Lieutenant and above.

Addressing Challenges

Because of the deepening challenges, the County realized that further deferment of the pending increase in college credits is not a suitable long-term solution. As such, the County launched a work group to address these challenges while ensuring the County maintains a high level of competency for its positions.

The workgroup consisted of Fire leadership, Union leaders, affinity professional groups representing diverse fire professionals (St. Florian’s, Phoenix Sentinels, Fire Officer’s Association) and Human Resources representatives. The group met over the past year on a biweekly basis, to conduct a comprehensive review of national best practices in Fire safety qualifications, identify skills most needed for success at various ranks, find solutions for recruitment/promotional challenges as compared with surrounding jurisdictions, and recommend needed changes for position eligibility.

Through this research it was learned that:

- The County’s existing college credit levels (prior to changes planned for December 31, 2022) already exceed requirements of surrounding jurisdictions. (See next page)
<table>
<thead>
<tr>
<th>County</th>
<th>Battalion Chief</th>
<th>Captain</th>
<th>Lieutenant</th>
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</thead>
<tbody>
<tr>
<td>Howard (Current Standards)</td>
<td>60</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>Montgomery</td>
<td>60</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>Prince George's</td>
<td>60</td>
<td>30</td>
<td>15</td>
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<tr>
<td>Anne Arundel</td>
<td>60</td>
<td>30</td>
<td>0</td>
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<tr>
<td>Baltimore County</td>
<td>0</td>
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<tr>
<td>Fairfax</td>
<td>0</td>
<td>0</td>
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<tr>
<td>BWI</td>
<td>N/A</td>
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<td>0</td>
</tr>
</tbody>
</table>

| Changes slated for 12/31/2022 that are no longer recommended for Howard County. | 90 | 75 | 45 |

- Nationally, fire departments and fire accreditation institutions have determined that on-the-job occupational proficiency skills are more important indicators of success than college credits. This is especially important in successfully managing crisis-oriented response, ensuring the safety of Firefighters, and employing strategic lifesaving protocols. When the County initially requested an increase in college credits, it had not considered these skill-based educational and certification requirements which must be implemented through on-the-job proficiencies.

- The Department has developed a robust in-service training requirements for Firefighters at all levels through its Leadership, Education, Assessment, & Development (LEAD) program. The trainings/classes supplement current college skills with meaningful emergency response proficiencies, supervisory/leadership instruction, and business administration courses. Training includes state mandated proficiencies as well other instruction developed in conjunction with accredited Fire safety organizations including:
  - University of Maryland College Park, Maryland Fire & Rescue Institute
  - National Fire Protection Association (NFPA)
  - National Fire Academy (NFA)
  - Federal Emergency Management Agency (FEMA)

The County’s program serves as model for other fire departments.

- Increasing college credit requirements (as planned for December 31) would preclude current highly experienced/trained and diverse candidates from being considered for leadership positions. The Department is already facing challenges in having a robust and diverse pool of candidates for its positions due to college credit requirements. Increasing the credit requirement will lead to near empty promotional lists.

**Recommendation**

The County requests maintaining the current qualification/college credit levels for Lieutenant, Captain, and Battalion Chief. The County’s college credit requirements already meet or exceed those of surrounding jurisdictions. The college credits required now are valuable, but more beneficial to the operational ranks in the field are the job-specific training and occupational certifications. The County must have the ability to address critical staffing challenges while continuing to develop well-rounded candidates who possess a combination of college and critical occupational proficiencies essential for leadership roles within DFRS.

**Attachment 1—Requested Changes to Fire Classification Plan**
# Requested Changes to Fire Classification Plan (for Battalion Chief, Captain, and Lieutenant)

<table>
<thead>
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<tr>
<td>2513</td>
<td>BATTALION CHIEF</td>
<td>Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.</td>
<td>Sixty (60) semester-based credits (or 90 quarter-based credits) from an accredited post-secondary institution No experience equivalency</td>
<td>Two (2) years credible service classified as a HCDFRS Fire Captain</td>
<td>General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</td>
</tr>
</tbody>
</table>

**Effective 12/31/2022**

Ninety (90) semester-based credits (or 135 quarter-based credits) towards a bachelor's degree program at an accredited post-secondary institution No experience equivalency
<table>
<thead>
<tr>
<th>No.</th>
<th>Class Title</th>
<th>Class Description</th>
<th>Min. Educ.</th>
<th>Min. Exper.</th>
<th>Lics. /Cert.</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2511</td>
<td>FIRE CAPTAIN</td>
<td>Performs supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.</td>
<td>Forty-five (45) semester-based credits (or 68 quarter-based credits) from an accredited post-secondary institution</td>
<td>Two (2) years credible service classified as a HCDFRS Firefighter Lieutenant</td>
<td>General Order #100.04 - Licenses, Certifications, Experience and Education Prerequisites</td>
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</tr>
<tr>
<td>No.</td>
<td>Class Title</td>
<td>Class Description</td>
<td>Min. Educ.</td>
<td>Min. Exper.</td>
<td>Licens. /Cert.</td>
<td>FLSA</td>
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<tr>
<td>2507</td>
<td>FIREFIGHTER LIEUTENANT</td>
<td>Performs senior technical level fire and rescue operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment, and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher-ranking officer. Work also includes skilled tasks in response to fire, rescue, and medical emergencies.</td>
<td>Thirty (30) semester-based credits (or 45 quarter-based credits) from an accredited post-secondary institution</td>
<td>Four (4) years credible service classified as a HCDFRS Firefighter</td>
<td>General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</td>
<td>N</td>
</tr>
</tbody>
</table>
B. **Classification Changes for Entry-Level Police Officer Positions (Probationary)**

Howard County, like law enforcement agencies across the United States, is facing significant challenges in the recruitment of new police officers. The International Association of the Chiefs of Police (IACP), the world’s largest professional association dedicated to the advancement of professional standards and the safety of communities, recently issued a study on the state of recruitment, and how it has become a crisis for law enforcement. The aftermath of the pandemic, widespread protests, attitudes toward police, and increased attention has posed unprecedented retention and recruitment concerns. The IACP notes leading factors in recruitment to include:

- Rapid increases in retirements.
- Increase in resignations, as individuals are electing to leave the law enforcement or making other career choices due to strong a competing job market for other positions.
- Fewer applicants.
- Portrayals and attitudes toward police.
- Lengthy and difficult job qualification (entrance) requirements.

The County has been working to address these challenges, while also enhancing diversity of the workforce.

The Department is facing sustained recruitment challenges, which are only expected to become more critical in the near future. This is due to the factors identified by the IACP and the County’s existing job qualification requirements that must be met before a candidate can even be considered by the County to enter the police academy. With surrounding jurisdictions having more favorable entry standards, the Department must compete for a diminishing pool of potential candidates.

**Recruitment and Retention Challenges**

- Between July 2021 and July 2022, Howard County has had a 53% reduction in applicants for entry level Police positions.

- The Police Department is currently facing 37 vacancies for sworn officers representing 8% of its workforce.
  - Since 2020, 62 sworn members have left the Police Department.
  - Through August 2022 alone, 21 sworn members have left the Department.

- Even more troubling is that 23% (or 113) of our Police Officers will become eligible for retirement in the next year. Officers can retire at any time, with only a 30-day notice requirement.

**Addressing Challenges**

In addressing these significant challenges, the County has partnered with the IACP, regional and State law enforcement agencies, and the Maryland Police Training Commission (MPTC). The MPTC was recently charged with evaluating the recruitment standards and practices of law enforcement agencies to increase diversity. The Commission’s review and issued guidance identified that weak law enforcement recruitment processes included systems that were designed to screen out, rather than screen in a candidate: “Applicant elimination points should be identified and meticulously scrutinized to ensure that exclusion decisions are based on failure to meet essential selection standards.”

- College credit requirements adversely affects the Department by significantly reducing the number of qualified applicants, especially in light of competition posed by neighboring jurisdictions.

- Educational requirements also narrow opportunities for diverse applicants to qualify for consideration. Now, more than ever, it is of vital importance to ensure that a law enforcement agency reflects the population which it polices. Minority populations often faced increased challenges with obtaining higher education.
Howard County’s Current Job Application Requirements for Probationary (Entry) Police

The County presently requires candidates to have at least 60 college credits (or two years of active military, police service, or police cadet experience) before they can be considered for a probationary position.

- These standards were implemented nearly 20 years ago and have become a considerable barrier to entry, especially as nearly all other police departments have stayed away from requiring college credits for entry level trainees.

- The County implemented its college credit requirement for new hires prior to the Police Accountability Act of 2021, which requires specific trainings and evaluations, and before the current design of the more comprehensive Police Academy Program.

- The Maryland Police Training and Standards Commission does not require college education to become a police officer. Police trainees (entry level-probationary) must complete rigorous police academy courses, graduate, and then serve a 12-month on the job training/probationary period.

Research of Current Requirements for Entry Level Police Officer – By Jurisdiction

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Min. Education for Entry Level- Probationary Hires for Police Academy</th>
<th>SUBSTITUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howard County Police Department</td>
<td>Associate degree or 60 credits</td>
<td>Active-duty military, police, or cadet experience</td>
</tr>
<tr>
<td>Anne Arundel Police</td>
<td>High School Diploma or GED</td>
<td>None</td>
</tr>
<tr>
<td>Baltimore City Police</td>
<td>High School Diploma or GED</td>
<td>None</td>
</tr>
<tr>
<td>Baltimore County Police</td>
<td>High School Diploma or appropriate equivalent</td>
<td>None</td>
</tr>
<tr>
<td>Frederick City Police</td>
<td>High School Diploma or GED</td>
<td>None</td>
</tr>
<tr>
<td>Frederick County Sheriff</td>
<td>High School Diploma or GED</td>
<td>None</td>
</tr>
<tr>
<td>Montgomery County Police</td>
<td>Associate Degree or 60 credits</td>
<td>Active-duty military service or police service</td>
</tr>
<tr>
<td>Prince George’s County Police</td>
<td>High School Diploma or GED</td>
<td>None</td>
</tr>
<tr>
<td>Maryland National Capital Police</td>
<td>High School Diploma or GED</td>
<td>None</td>
</tr>
</tbody>
</table>

The County’s current Police Academy provides a very extensive and comprehensive educational program for its recruits, comprised of 32 weeks of instruction, well above the 750 hours of training required by the State. Topics of instruction include, but are not limited to:

- Criminal Law
- Constitutional Law
- Emergency Vehicle Operations Course
- Basic Spanish
- De-escalation Tactics
- Firearms Training
- Defensive Tactics
- Report Writing
- Bias-based policing
- Community Policing
- Use of Force

- Crime Scene Processing and Evidence Collection
- Interview and Interrogation Tactics
- Court Testimony & Preparation
- Human Trafficking
- Vehicle and Personal Search Procedures
- Active Shooter Training
- Cultural Awareness
- Tactical Communication

- Technology Training for Reporting Software and Databases
- Hostage Negotiations
- Collision Investigation
- Crime Prevention
- Traffic Stops and DUIs including NHTSA
- Standardized Field Sobriety Testing
After graduation from the Academy, recruits then spend at least 14 weeks in Field Training with a State certified Field Training Officer to provide real-time guidance and instruction in the real world. Entry level recruits serve an 18-month probation, which includes both the Academy and Field Training.

The Maryland Police Accountability Act of 2021 and other recent police reform laws mandate additional trainings in areas such as implicit bias, additional use of force training to comply with the new Maryland Use of Force Statute, sensitivity to cultural and gender diversity, and interactions with individuals with physical, intellectual, developmental, and psychiatric disabilities. The new laws also require the use of standardized implicit bias testing of officers at hire and on an annual basis (once issued by the MPTC), mental health screening every two years (in addition to the one performed at hire), and an annual physical agility assessment to establish continuing fitness for duties as a police officer. Officers are also required to complete at least 18 hours of Commission-approved in-service training every calendar year.

With our state-of-the-art Howard County James N. Robey Public Safety Training Center, officers have access to the best law enforcement training that the region has to offer, as other agencies, including the Maryland State Police, SWAT teams from neighboring jurisdictions, and the FBI often use the facility for training programs.

**Recommendation**

1. To address critical recruitment challenges, allow for a diverse pool of candidates, and remain competitive with other recruiting police jurisdictions, the County respectfully requests changing the Classification Plan for entry level Probationary Officers. This request is being made in light of police reforms and comprehensive training and reforms which have been implemented in recent years.
   - We are recommending **removing the current minimum** eligibility requirement of possessing 60 or more college credits.
   - The County will maintain college credits (or equivalent military/police/cadet experience) as a **preferred qualification**.

These changes will allow individuals without college education to enter in the process for consideration and for the County to identify a reason to employ, instead of screen out, high value candidates from a more diverse pool.

   - The change follows the guidance of MPTC to modernize and streamline the recruitment and selection process to increase diversity in policing.

   - State regulations require that a certified police officer be at least 21 years old, so applicants will have accumulated different types of work and life experiences to contribute to their overall knowledge base, including military service, travel, experience in other trades and communities, bringing a broader experience to County policing.

   - Further, this change would only impact the qualifications for entry-level Probationary Police Officers. The educational requirement of college credits would remain the same to qualify for promotion to the rank of Corporal or higher.

The Department still benefits from an educated workforce, as evidenced by a 2018 internal survey, which assessed educational levels in its workforce:
- 32 with a Master’s degree
- 234 a Bachelor’s degree
- 49 an Associate’s degree
- 74 had some college credits.
Even though college credit would no longer be required of entry-level candidates, the Maryland Police Accountability Act of 2021 also established the Maryland Loan Assistance Repayment Program for Police Officers, which would provide state-funded scholarships for current police officers attending a degree program that would further their career in law enforcement. The County also provides a Tuition Reimbursement benefit to employees after six months of employment, with prior course approval, up to $1500. The Department will continue to support its officers in obtaining higher education to work towards professional development of its workforce, with the aim of equipping future supervisors to better serve the Department and its needs.

### Requested Proposed Changes to Howard County Education Requirements

<table>
<thead>
<tr>
<th>RANK</th>
<th>CURRENT REQUIREMENTS</th>
<th>PROPOSED CHANGES</th>
</tr>
</thead>
</table>
| Probationary Police Officer           | Possession of 60 college credits from an accredited college or university, preferably with course work in the social sciences, business or public administration, or law enforcement; OR two years actively engaged in military service or police service; OR experience as a Howard County Police Cadet, allowing each year of full-time cadet service to be the equivalent to 30 college credits. | Possession of a High School diploma or GED  
**Preferred Education & Experience**  
Possession of 60 college credits from an accredited college or university, preferably with course work in the social sciences, business or public administration, or law enforcement; OR two years actively engaged in military service or police service; OR experience as a Howard County Police Cadet, allowing each year of full-time cadet service to be the equivalent to 30 college credits. |
| Police Officer (Promoted into this classification after completing the Academy & 18 mos. probationary period) | Must have met the minimum education and/or experience requirements of the Probationary Police Officer classification.                                                                                     | No Change                                                                                                                                                                                                         |
| Police Officer First Class (Promoted to this classification after 3 years of experience as a Police Officer and passing an exam) | Must have met the minimum education and/or experience requirements of the Probationary Police Officer classification.                                                                                     | No Change                                                                                                                                                                                                         |
| Police Corporal                       | A minimum of 15 college level credits from an accredited college or university if the experience substitution was used for the Probationary Police Officer classification.                                                   | Clarification Only – No Change in College Credits.  
High School diploma or GED and 15 college level credits from an accredited college or university.                                                                                                             |
| Police Sergeant                       | High School Diploma or GED + 30 college-level credits from an accredited college or university if the experience substitution was used for the Probationary Police Officer classification                                                   | Clarification Only – No Change in College Credits.  
High School Diploma or GED + 30 college-level credits from an accredited college or university.                                                                                                             |
II. Changes to Knowledge, Skills, and Abilities

The Personnel Board is asked to approve a few updates to Police Classifications to incorporate current expectations and better reflect position duties. These include:

- General Definition and Required Knowledge, Skills, and Abilities sections for the Police Officer Probationary
- Required Knowledge, Skills and Abilities section for the Police Officer and Police Corporal

These changes, which follow, do not impact the requirements to screen applicants. The changes

Attachment 2: Changes to Knowledge, Skills, and Abilities for Police.
Recommended Updates to Knowledge, Skills and Abilities

POLICE OFFICER PROBATIONARY

7762        PPO

GENERAL DEFINITION

This is public protection/community service work at the trainee and probationary level. Recruits learn law enforcement services related to promoting the peace, protecting people and property, deterring and investigating crimes, and reporting and apprehending suspected violators of law. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy classroom instruction and Howard County field training. Police Officer (Probationary) is a trainee and probationary class for eighteen months. Employees who do not perform satisfactorily may be terminated at any time by the Chief of Police; employees who satisfactorily complete the probationary period shall be classified as Police Officers.

Contacts with others are frequent, including contacts with the public, members of the police department and personnel other governmental agencies.

TYPICAL EXAMPLES OF WORK

Attends and satisfactorily completes the prescribed courses of training at the Howard County or designated police academy for a period not to exceed one year and receives related on-the-job training.

Performs Police Officer duties upon successful completion of the Academy,

Performs other related duties as assigned or required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the English language so as to be able to read and understand Maryland Statutes, the County Code and police rules and regulations.

Ability to perform effectively under stress and in adverse conditions.

Ability to think clearly, draw conclusions, and initiate action or activity based on upon information received in crisis situations.

Ability to write effectively and to summarize daily activities in a clear, concise and legible manner.

Ability to meet departmental emotional stability, physical conditions, medical and agility standards.
POLICE OFFICER (PROBATIONARY)

Ability to interact effectively with others and to make value judgements in a fair and impartial manner.

Ability to interact effectively with others, act in a manner to protect the human and civil rights for all people and carry out law enforcement responsibilities in a nondiscriminatory manner that ensures that every person is treated fairly and provided equal protection under the law.

Ability to learn the use of and safety precautions necessary for the handling of firearms and other police issued equipment.

Ability to operate motor vehicles.

Ability to satisfactorily pass a background investigation and polygraph examination.

Ability to present verbal information clearly and concisely, demonstrating a command of the English language.

Ability to follow complex written and oral instructions.

MINIMUM EDUCATION AND EXPERIENCE

Possession of an Associates degree or a minimum of 60 college credits from an accredited college or university, preferable with course work in the social sciences, business or public administration, or law enforcement. No experience equivalency except that two years actively engaged in military service; or police service may be substituted for the required education on a year for year basis; or experience as a Howard County Police Cadet, allowing each year of full-time cadet service to be equivalent to 30 college credits.

Possession of a High School diploma or GED

Applicants must be a minimum of 21 years of age prior to the announced date of the swearing ceremony associated with the completion of the training academy.

Must satisfactorily complete written examination, physical agility test, personal history questionnaire, oral board interview, polygraph examination, background investigation, psychological examination, and medical examination.

PREFERRED EDUCATION AND EXPERIENCE

Possession of 60 college credits from an accredited college or university, preferably with course work in the social sciences, business or public
administration, or law enforcement; OR two years actively engaged in military service or police service; OR experience as a Howard County Police Cadet, allowing each year of full-time cadet service to be the equivalent to 30 college credits.

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS
Class C driver’s license issued by the State of Maryland or equivalent issued by state of residence. This license must be valid as long as the individual is employed in this class

WORKING CONDITIONS
May be exposed to hazardous conditions and adverse weather.

Class Established: July 1980
Revised: July 1981
Revised: July 1995
Revised: January 1999
Revised: September 2019
Revised: December 2022
POLICE OFFICER
7764 PO

GENERAL DEFINITION

This is full performance level law enforcement position handling public protection and community service work. An employee in this class, prevents, detects and investigates offenses and other irregularities, apprehends and assists in the prosecution of offenders, and provides a variety of community service activities to members of the public.

Work is performed under general supervision. Assignments require evaluative thinking and are carried out in accordance with functional precedents, established practices and well-defined policies.

This work may involve seizure and custody of money or other property as well as collection and preservation of physical evidence. Contacts with others are extensive, including the general public, other law enforcement officers and criminal justice personnel, and officials of other governmental agencies.

An employee who enters at the Police Officer level, without having previously served as a Howard County Police Officer (Probationary), must serve a one-year probationary period.

TYPICAL EXAMPLES OF WORK

Protects life and property through the enforcement of State and County laws and regulations
Proactively patrols an assigned area and responds to calls for police service
Prevents, detects, investigates, and enforces criminal and traffic violations
Conducts preliminary and follow-up criminal and traffic investigations.
Prepares written reports and field notes of investigations and patrol activities
Prepares citations, warrants, subpoenas, and other paperwork related to enforcement activities
Initiates and takes an active role in community-oriented activities
Initiates crime prevention activities and educates the public on techniques
Checks businesses to prevent criminal activity and maintain order in areas where the public congregates
Handles traffic direction and assures proper traffic flow
Protects crime scenes; collects and submits evidence
Conducts interviews and testifies in various court settings
Transports individuals in accordance with departmental regulations
Exercises judgment in determining when to use force and to what degree
Performs emergency duties as required during adverse weather conditions or unusual circumstances
Performs other related duties as assigned or required,
REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the English language so as to be able to read and understand Maryland statutes/ the county code and police rules and regulations.
Knowledge of the geography of Howard County.
Knowledge of law enforcement standards and procedures.
Knowledge of first aid methods.
Skill in the use of firearms.
Ability to understand and carry out complex oral and written instructions.
Ability to interact effectively with others and to make value judgments in a fair and impartial manner.

Ability to interact effectively with others, act in a manner to protect the human and civil rights for all people and carry out law enforcement responsibilities in a nondiscriminatory manner that ensures that every person is treated fairly and provided equal protection under the law.

Ability to exercise good powers of observation and to retain and recall facts and impressions.
Ability to meet departmental emotional stability/ physical condition/ medical/ and agility standards.
Ability to act in the capacity of the next higher rank when assigned by a superior.
Ability to write effectively and to summarize daily activities in writing in a clear/ concise/ and legible manner.
Ability to perform effectively under stress and in adverse conditions.
Ability to think clearly/ draw conclusions/ and initiate action or activity based upon information received in negative and crisis situations.

MINIMUM EDUCATION AND EXPERIENCE

Must have met the minimum education and/or experience requirements of the Probationary Police Officer classification.

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS

Certificate of basic law enforcement training as issued by the Maryland Police and Correctional Training Commissions (MPCTC).
Class C driver’s license issued by the State of Maryland or equivalent issued by state of residence. This license must be valid as long as the individual is employed in this class.

Applicants from other departments (including other States) who have been actively engaged in law enforcement during the previous two (2) years, and who currently possess a certificate of basic law enforcement, may be considered for appointment to this class based on their level of prior training.
WORKING CONDITIONS

May be exposed to hazardous conditions and adverse weather.

Class Established: July 1980
Revised: July 1981
Revised: July 1995
Revised: March 1999
Revised: September 2019
Revised: December 2022
GENERAL DEFINITION

This is an advanced full performance level law enforcement position handling public protection and community service work. An employee in this class performs the full range of duties assigned to Police Officer/Police Officer First Class incumbents in addition to assigned administrative duties, lead worker duties and serving as the first line supervisor when designated to do so by higher authority.

Work is performed under general supervision. Assignments require evaluative thinking and are carried out in accordance with functional precedents, established practices and well-defined policies.

Work involves seizure and custody of money or other property as well as collection and preservation of physical evidence. Contacts with others include law enforcement officers/agencies and criminal justice personnel, officials of other governmental agencies and the public.

TYPICAL EXAMPLES OF WORK

Responsible for handling all aspects and designated work of a Police Officer First Class (7766)
Performs as a lead when working with other officers or employees in the performance of duties and/or specific tasks/details
Works as an operational or administrative lead when supervision is not on-site
Conducts report review, control of investigations, scheduling of leave, and other administrative duties
Assists the first line supervisor with routine inspections of personnel and equipment
Handles other related duties as assigned by supervisor
When designated, acts as the first line supervisor with all authority and responsibility typically associated with that position
REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of Howard County geography.
Knowledge of law enforcement standards and procedures.
Knowledge of Maryland State Motor Vehicle Code, Constitutional law, criminal law and court procedure.
Knowledge of first aid methods.
Knowledge of administrative and supervisory principles and practices.
Skill in the use of firearms.
Ability to read and understand Maryland statutes, County code and police rules and regulations.
Ability to understand and carry out complex oral and written instructions.
Ability to present verbal information clearly and concisely.
Ability to prepare detailed and moderately complex reports, think clearly, draw conclusions and initiate appropriate actions.
Ability to interact effectively with others and to make value judgments in a fair and impartial manner.
Ability to interact effectively with others, act in a manner to protect the human and civil rights for all people and carry out law enforcement responsibilities in a nondiscriminatory manner that ensures that every person is treated fairly and provided equal protection under the law

Ability to effectively carry out routine administrative assignments.
Ability to effectively act in the capacity of first line supervisor when assigned or required.
Ability to perform effectively under stress and in adverse conditions.
Ability to lead and direct the activities of assigned personnel.

MINIMUM EDUCATION AND EXPERIENCE

High School diploma or GED and a minimum of 15 college level credits from an accredited college or university if the experience substitution was used for the Probationary Police Officer classification.

One year of experience must have been as a Police Officer First Class with the Howard County Police Department
REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS

Certificate of basic law enforcement training as issued by the Maryland Police and Correctional Training Commissions (MPCTC).

Class C driver’s license issued by the State of Maryland or equivalent issued by state of residence. This license must be valid as long as the individual is employed in this class.

WORKING CONDITIONS

May be exposed to hazardous conditions and adverse weather.

Class Established: July 1993
Revised: July 1995
Revised: September 2019
Revised: December 2022