

Introduced \_\_\_\_\_

Public Hearing \_\_\_\_\_

Council Action \_\_\_\_\_

Executive Action \_\_\_\_\_

Effective Date \_\_\_\_\_

## County Council of Howard County, Maryland

2017 Legislative Session

Legislative Day No. **9**

### Bill No. 52-2017

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County; amending and adding certain class descriptions within the public safety and Sheriff operations class; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

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Introduced and read first time \_\_\_\_\_, 2017. Ordered posted and hearing scheduled.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to the Charter, the Bill was read for a second time at a public hearing on \_\_\_\_\_, 2017.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

This Bill was read the third time on \_\_\_\_\_, 2017 and Passed \_\_\_\_, Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2017

\_\_\_\_\_  
Allan H. Kittleman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1           **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the  
2 Howard County Code provide for the adoption of and amendment to the Classification Plan for  
3 Howard County, which describes the qualifications, duties, and general requirements for each  
4 class of positions within County government; and

5  
6           **WHEREAS**, this amendment to the Classification Plan is as follows:

- 7           1.       Amends the classification description for the position of Police Services Support  
8                   Supervisor III;
- 9           2.       Amends the education/licensure requirements for the position of Police Services  
10                  Support Specialist;
- 11          3.       Amends the FLSA status for the position of Corporal Deputy Sheriff;
- 12          4..      Removes the following Sheriff Office positions because they are being combined  
13                  into the position of Security Officer:
  - 14                  a.       Security Officer III;
  - 15                  b.       Security Officer II; and
  - 16                  c.       Security Officer I; and
- 17          5.       Adds the position of Security Officer to the Sheriff's Office.

18  
19           **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any  
20 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
21 through which the County Council exercises its legislative action on the Classification Plan.

22  
23           **NOW, THEREFORE,**

24  
25           *Section 1. Be It Enacted by the County Council of Howard County, Maryland that the*  
26           *Classification Plan of Howard County is amended as more specifically show in the attachment to*  
27           *this Bill. .*

28  
29           *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*  
30           *that this Act shall apply beginning with the pay period that begins after the effective date of this*  
31           *Act.*

- 1 *Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,*
- 2 *that this Act shall become effective 61 days after its enactment.*

| No.  | Class Title                            | Class Description  | Min. Educ.      | Min. Exper. | Lisc./Cert.   | FLSA |
|------|--|--|-----------------|-------------|---|------|
| 2119 | POLICE SERVICES SUPPORT SUPERVISOR III | Performs intermediate supervisory level and advanced police services support work or OVERSEES THE OPERATIONS OF A FORENSIC UNIT under general supervision from an administrative or technical superior. Work involves directing a major civilian activity within the department such as a 24-hour police records operation with responsibility for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department[[, the Forensics lab,]] or Animal Control operation OR THE LATENT PRINT UNIT OF THE FORENSIC SERVICES SECTION. Work includes establishing and implementing goals and objectives, assigning personnel, ensuring appropriate training of staff, and preparing and monitoring the unit budget. | Bachelor Degree | 3 Years     | May require Certification by the International Association for Identification and compliance with COMAR 10.51.06 (Forensic Laboratories/ Employee Requirements -Latent Prints)<br><br>MILES/NCIC Authorization<br><br>Class C MD Driver's License | E    |

| No.  | Class Title                              | Class Description   | Min. Educ.         | Min. Exper. | Lisc./Cert.  | FLSA |
|------|--|---|--------------------|-------------|--|------|
| 2118 | POLICE SERVICES<br>SUPPORT<br>SPECIALIST | Performs intermediate professional level forensic chemistry work which may include supervisory responsibility.<br>Performs chemical testing, analysis and determination of unknown substances in support of criminal investigations.<br>Maintains laboratory and chain of custody protocol. May testify as an expert witness. | Bachelor<br>Degree | 1 year      | Cert. by the MD<br>ST Dept of Health<br>and Mental<br>Hygiene to<br>perform tests in<br>accordance<br>W/COMAR<br>10.10.09<br><br>MAY REQUIRE<br>CERTIFICATION BY<br>THE<br>INTERNATIONAL<br>ASSOCIATION FOR<br>IDENTIFICATION<br><br>MILES/NCIC<br>Authorization | E    |

| No.    | Class Title          | Class Description   | Min. Educ.                 | Min. Exper.                       | Lisc./Cert.  | FLSA |
|--------|----------------------|---|----------------------------|-----------------------------------|--|------|
| [[2404 | SECURITY OFFICER III | Maintains security and assists in prisoner custody. This class is distinguished from the Security Officer II due to the requirement to carry a handgun and participating in prisoner transport.   | High School Diploma or GED | 1 Year<br>Minimum Age of 21 Years | Must possess and maintain MD. Correctional Officer's certification including authorization to carry a handgun.   | N]]  |
| [[2403 | SECURITY OFFICER II  | Performs technical level sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned locations and guarding inmates or detainees held relative to criminal or administrative court proceedings. | High School Diploma or GED | 1 Year<br>Minimum Age of 21 Years | United States citizenship or possession of an Alien Registration Receipt Card<br><br>Class C Maryland Driver's License<br><br>Certified in the use of the expandable baton<br><br>Must successfully pass the Maryland Correctional Officers Training Commission program. | N]]  |
| [[2401 | SECURITY OFFICER I   | Performs entry level technical sheriff operations work under regular supervision from a technical superior. Work includes maintaining security at assigned sites and monitoring surveillance equipment.   | High School Diploma or GED | 0 Years                           | Class C Maryland Driver's License  | N]]  |

| No.  | Class Title      | Class Description   | Min. Educ.                 | Min. Exper.                       | Lisc./Cert.  | FLSA |
|------|------------------|---|----------------------------|-----------------------------------|--|------|
| 2404 | SECURITY OFFICER | PERFORMS TECHNICAL LEVEL SHERIFF OPERATIONS WORK UNDER REGULAR SUPERVISION FROM A TECHNICAL SUPERIOR. WORK INCLUDES MAINTAINING SECURITY AT ASSIGNED LOCATIONS AND GUARDING INMATES OR DETAINEES HELD RELATIVE TO CRIMINAL OR ADMINISTRATIVE COURT PROCEEDINGS. THIS POSITION REQUIRES A SPECIAL POLICE OFFICER CERTIFICATION FROM THE STATE OF MARYLAND. | HIGH SCHOOL DIPLOMA OR GED | 1 YEAR<br>MINIMUM AGE OF 21 YEARS | UNITED STATES CITIZENSHIP OR POSSESSION OF AN ALIEN REGISTRATION RECEIPT CARD<br><br>CLASS C MARYLAND DRIVER'S LICENSE<br><br>MUST SUCCESSFULLY PASS, WITHIN 6 MONTHS OF HIRE, THE MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSION-CORRECTIONAL ENTRY LEVEL TRAINING PROGRAM.<br><br>MUST OBTAIN THE SPECIAL POLICE OFFICER CERTIFICATION WITHIN 6 MONTHS OF HIRE AND MAINTAIN CERTIFICATION DURING EMPLOYMENT. | N    |

| No.  | Class Title             | Class Description   | Min. Educ.                 | Min. Exper. | Lisc./Cert.                       | FLSA   |
|------|-------------------------|---|----------------------------|-------------|-----------------------------------|--------|
| 2407 | CORPORAL DEPUTY SHERIFF | Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners. | High School Diploma or GED | 2 Years     | Class C Maryland Driver's License | [[E]]N |