

Introduced _____

Public Hearing _____

Council Action _____

Executive Action _____

Effective Date _____

County Council of Howard County, Maryland

2019 Legislative Session

Legislative Day No. 11

Bill No. 49-2019

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

AN ACT amending the Classification Plan for Howard County; amending certain class descriptions within the Uniformed Public Safety class; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2019. Ordered posted and hearing scheduled.

By order _____
Diane Schwartz Jones, 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 _____, 2019.

By order _____
Diane Schwartz Jones, Administrator

This Bill was read the third time on _____, 2019 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Diane Schwartz Jones, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2019 at ____ a.m./p.m.

By order _____
Diane Schwartz Jones, Administrator

Approved/Vetoed by the County Executive _____, 2019

Calvin Ball, 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 makes the changes to the
7 following positions:

- 8 1. Police Lieutenant – amends the class description, required licenses/certificates and
9 the FLSA designation;
- 10 2. Police Sergeant – amends the class description, minimum education requirement,
11 required licenses/certificates and the FLSA designation;
- 12 3. Police Corporal – amends the FLSA designation;
- 13 4. Correctional Lieutenant- amends the FLSA designation;
- 14 5. Chief Deputy Sheriff – amends the minimum experience requirement;
- 15 6. Lieutenant Deputy Sheriff – amends the minimum education and minimum
16 experience requirements;
- 17 7. Sergeant Deputy Sheriff – amends the minimum experience requirement;
- 18 8. Corporal Deputy Sheriff – amends the minimum experience requirement;
- 19 9. Police Officer Probationary - amends work examples, minimum education/experience
20 requirements and required licenses/certificates;
- 21 10. Police Officer – amends the general definition, work examples, minimum
22 education/experience requirements and required licenses/certificates;
- 23 11. Police Officer First Class – amends the work examples, minimum
24 education/experience requirements and required licenses/certificates; and
- 25 12. Police Corporal – amends the amends the general definition, work examples,
26 minimum education/experience requirements and required licenses/certificates.
27

1 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
2 amendments thereto, are adopted by the County Council as attachments to the Council Bill
3 through which the County Council exercises its legislative action on the Classification Plan.
4

5 **NOW, THEREFORE,**
6

7 ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland that it adopts
8 amendments to the Classification Plan of Howard County, as attached to this Bill.*
9

10 ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland that
11 only classifications within class families 2-1, 2-2 and 2-4, within Occupational Group 2,
12 Uniformed Public Safety, are amended and attached to this Act and all other occupational
13 groups not attached to this Act shall remain in full force and effect.*
14

15 ***Section 3. And Be It Further Enacted** by the County Council of Howard County, Maryland,
16 that this Act shall apply on July 1, 2019.*
17

18 ***Section 4. And Be It Further Enacted** by the County Council of Howard County, Maryland,
19 that this Act shall become effective 61 days after its enactment.*

Howard County Classification Plan

Fiscal Year 2020

(Revised – September 2019)

The Howard County Classification Plan is a job schematic covering all officers and employees in the classified and exempt service of the merit system excepting those positions identified in Section 1.111.(a)(2) and Section 1.111.(b)(5) of the Howard County Code or under the conflicting provisions of Section 1.111.(e)(1). The Classification Plan contains information on occupational groups, class families, and the qualifications, duties, FLSA status, and general requirements for each position classification contained in the Plan.

The Classification Plan is administered by the Office of Human Resources, under authority of the Personnel Officer, in accordance with Section 1.201. of the Howard County Code. Revisions to the Classification Plan are submitted by the County Executive to the Personnel Board for approval and then transmitted to the County Council for legislative action.

TERMS:

Position (full-time): A group of duties and responsibilities, assigned by legitimate authority, requiring the full-time services of an employee. A position can be either vacant or occupied.

Classification: A group of positions similar enough in job content, qualification requirements and market worth as to share the same official title, classification code number, class description, test of fitness and salary grade.

Class Family: A group of job classifications which are similar enough in the area of work as to be joined together in representing the various levels of an occupation(s) for which Howard County has positions.

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Occupational Group: The largest division of work which combine various class families into several broad categories of Howard County employment, i.e.; Technical Services, Public Safety, Community Services, etc.

Job Related Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully after a normal orientation period and is typically in or related to the work of the position to be filled. Such experience is typically acquired by work performed at the next lower grade, and within the occupational class family of the position to be filled.

NOTES:

Class Descriptions in this Plan are intentionally general and brief containing only such information on job content as is useful in defining the nature and level of work and in differentiating the work from other classes.

Job Descriptions specifically identify various key aspects and components of a singular position such as duties and responsibilities, work location, work schedule, equipment utilized, task statements, physical requirements, etc. and are useful in classification matters, communicating job standards, recruitment, organizational development, performance evaluation and so forth. The Office of Human Resources strongly encourages county departments to maintain up-to-date job descriptions on all department positions and assistance is available for such purpose.

Classification Specifications for job classes covered by collective bargaining agreement with Police Local 21 and Blue Collar Local 3085 will be maintained separately by the Office of Human Resources and are considered an official addendum to the Howard County Classification Plan. These classes are listed by union local within the Howard County Pay Plan. Each specification shall contain the title, grade, duties and qualification requirements of the class.

Some Job Classifications in the Classification Plan are covered by the provisions of a collective bargaining agreement and are listed in the Howard County Pay Plan by union local affiliation. However, not all positions in these listed Classifications are covered by the collective bargaining agreement; some are excluded from union participation due to the confidential or managerial nature of the work or because the position is grant funded, state-authorized exempt, seasonal, part-time, or temporary. Pay, benefits and working conditions for these employees shall follow the Employee Manual and other Pay Plan rules. The Office of Human Resources will maintain a register of these ineligible positions.

The Office of Human Resources encourages the use of functional job titles to identify individuals and positions in the public service. Official titles, grades, code numbers and other designations are maintained by the OHR as necessary to administer the provisions of the

Classification and Pay Plans. The Office of Human Resources may also use functional or working titles in order to exchange classification and pay information with other employers.

General Reviews - The Classification Plan will be periodically reviewed to ensure that classes reflect County jobs and are correctly allocated to the appropriate grade. At such time department heads will be advised to furnish the Office of Human Resources with requests to review specific aspects of the Classification and the Pay Plans.

Position Reclassification - The Office of Human Resources will review the classification of individual positions when requested by a department head. Employees may initiate the process within their department. The procedure for conducting this review is established in Policy and Procedure titled POSITION RECLASSIFICATION, found in the Employee Manual.

Minimum Requirements - Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines educational and experience equivalency and sufficiency.

Preferred Qualifications - Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates – Any license, certificate or recognized equivalent required for the job issued by the State of Maryland or other authority.

*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-1 POLICE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2129	CHIEF OF POLICE	Performs executive level police operations work under executive direction. Work includes directing the general operation of the Police Department, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	Class C Maryland Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2127	POLICE MAJOR	<p>Performs advanced administrative police operations work under executive level direction from the Chief of Police. Work includes operating a significant group of Departmental units and personnel, such as administrative services or field operations; assists in establishing Departmental policies, goals and objectives; and has primary responsibility for ensuring that these policies, goals, and objectives are implemented in an effective and efficient manner. Work also includes budgetary and fiscal responsibility over a significant number of Departmental activities.</p>	<p>Bachelor Degree (No experience or credit equivalency) Graduation from the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses Graduation from a recognized program of police admin. and mgmt (e.g., National FBI Academy)</p>	<p>Satisfactory performance at the level of Howard County Police Captain for at least 1 year 3 years admin. and mgmt. experience</p>	<p>Basic law enforcement training as issued by a Maryland Law Enforcement Agency Class C Maryland Driver's License</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2125	POLICE CAPTAIN	<p>Performs mid-management level and advanced police operations work under administrative direction. Work includes responsibility for the efficient operation of a major division typically comprised of several sections or a high level administrative position within the Police Department; and assisting in formulating and implementing Departmental goals and objectives. Work also includes being responsible for a significant segment of the Department's personnel, property, equipment and budget.</p>	<p>Bachelor Degree (No experience or credit equivalency) Graduation from both the Supervisory and Admin. courses mandated by the MD Police Training Commission or equivalent courses</p>	<p>Satisfactory performance within the grade of Police Lieutenant for at least 1 year</p>	<p>Basic Law enforcement training as issued by a MD law enforcement agency Class C MD Driver's License</p>	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2123	POLICE LIEUTENANT	Performs senior supervisory level and advanced police operations work under general supervision from an administrative or technical superior. [[Work involves]] PERFORMS THE DUTIES OF FIRST RESPONDERS, AND IS RESPONSIBLE for directing personnel, administrative operations within the department, seizure and custody of property, and collection and preservation of physical evidence and typically includes responsibility for the daily functioning of a departmental section, platoon or division. Lieutenants routinely serve as shift commanders.	High School Diploma or GED + 60 college-level credits Graduation from the Supervisory Course of the MD Police Training Commission or equivalent course	Satisfactory performance in the class of Sergeant within the Howard County Police Department for at least 1 year	Basic Law enforcement training [[as issued by a MD law enforcement agency]] AS CERTIFIED BY MPCTC. Class C MD Driver's License OR EQUIVALENT ISSUED BY STATE OF RESIDENCE	[[E]] N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2121	POLICE SERGEANT	<p>Performs intermediate supervisory level and advanced police operations work under general supervision from an administrative or technical superior. [[Work includes]] PERFORMS THE DUTIES OF FIRST RESPONDERS, SUCH AS, preventing, detecting, and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and seizure and custody of money or other property as well as collection and preservation of physical evidence. Sergeants [[routinely]] provide first line supervision to a squad of assigned officers or civilian personnel WHICH INCLUDES BUT NOT LIMITED TO MANAGING CRITICAL INCIDENTS, CONDUCTING REPORT REVIEW, ANALYSIS OF CRIME DATA, ALLOCATION AND ASSIGNMENT OF SQUAD PERSONNEL, ENSURING ADHERENCE TO DEPARTMENTAL POLICY AND PROCEDURE AND PROVIDING MENTORING FOR CAREER DEVELOPMENT.</p>	<p>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.</p>	<p>Five years of Satisfactory performance as a sworn officer in the HCPD including at least one year at the Police Corporal level.</p>	<p>Basic Law enforcement training [[as issued by a MD law enforcement agency]] AS CERTIFIED BY MPCTC. Class C MD Driver's License OR EQUIVALENT ISSUED BY STATE OF RESIDENCE</p>	<p>[[E]] N</p>

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2120	POLICE INFORMATION SUPERVISOR	Performs public information and media relations work at the advanced professional level as spokesperson for the chief of police and the Howard County Police Department. Work involves directing the activities of the Office of Public Affairs including supervision of assigned staff. Prepares news releases, writes and edits copy, conducts research, liaison to the press, responds to crime scenes or emergency situations and conducts on air interviews. Work includes the development and supervision of comprehensive technological strategies to inform the public of Department activities. Develops proactive marketing strategies including the design and approval of marketing materials and Department reports. Supervises the police related, public affairs activities during the management of large scale emergency operations center activities.	Bachelor Degree	4 years	Class C MD driver's license MILES/NCIC Authorization	E
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, 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 MILES/NCIC Authorization Class C MD Driver's License	E

2118	POLICE SERVICES SUPPORT SPECIALIST	Performs intermediate professional level investigative support work which may include supervisory responsibility. Work may include chemical testing, analysis and determination of unknown substances in support of criminal investigations; analysis of traffic and criminal intelligence information; preparing, giving and interpreting polygraph examinations. May testify as an expert witness.	Bachelor Degree	1 Year	Cert. by the MD ST Dept of Health and Mental Hygiene to perform tests in accordance W/COMAR 10.10.09 MILES/NCIC Authorization May require Certification by the International Association for Identification	E
2117	POLICE SERVICES SUPPORT SUPERVISOR II	Performs supervisory level and advanced police services support work under general supervision from an administrative or technical superior. Work includes responsibility for a police records shift and for all personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department.	Associate Degree	3 Years	N/A	E
2115 *	POLICE CORPORAL	Performs senior technical level police operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes a 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. Assists in personnel and equipment inspections, report review, control of investigations, scheduling of leave and other administrative tasks.	15 college level credits	3 Years satisfactory performance as a sworn officer in the Howard County Police Department including at least one year at the Police Officer First Class level.	Basic law enforcement training as issued by a Maryland law enforcement agency Class C Maryland Driver's License	[[E/]]N

2113	POLICE SERVICES SUPPORT SUPERVISOR I	Performs supervisory level and advanced police support services work under general supervision from a technical superior. Work includes participating in and supervising staff engaged in either the capture, transport and care of animals or in the receiving, warehousing and disposition of property and evidence seized and held in police custody; or in the securing and storing of records in compliance with applicable laws. Trains, evaluates and schedules employees and resolves problems or difficulties.	Associate Degree	1 Year	Class C Maryland Driver's License	N
2111 *	POLICE OFFICER 1ST CLASS	Performs advanced technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence.	As specified in the negotiated agreement with Howard County Police Officer's Association-Lodge 21	As specified in the negotiated agreement with Howard County Police Officer's Association-Lodge 21	Class C Maryland Driver's License	N

<p>2109 *</p>	<p>POLICE OFFICER</p>	<p>Performs technical level police operations work under regular supervision from a technical superior. Work includes preventing, detecting and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and providing a variety of community service activities to members of the public. Work may also include seizure and custody of property as well as collection and preservation of physical evidence.</p>	<p>High School Diploma or GED</p>	<p>Minimum age of 21 years Pass agility test, background investigation and polygraph examination Served as a Howard County Police Officer (Probationary) or serve one-year probationary period or actively engaged in law enforcement (including other states) during the previous 2 years</p>	<p>Basic law enforcement training as issued by a Maryland law enforcement agency ClassC Maryland Driver's License</p>	<p>N</p>
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2107 *	POLICE OFFICER (PROBATIONARY)	Performs entry level technical police operations work under close supervision from a technical superior. Work includes learning basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities, and methods for the apprehension and prosecution of offenders. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy and field training for a period of not less than one year and is a trainee and probationary employee for eighteen months. Employees who satisfactorily complete the probationary period shall be classified as Police Officers.	An Associate's Degree or a minimum sixty (60) college credits from an accredited college or university. 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.	Minimum age of 21 years prior to the announced date of the swearing in ceremony associated with completion of the training academy.	CLASS C Maryland Driver's License or equivalent issued by state of residence.	N
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2105	POLICE SERVICES SUPPORT TECHNICIAN II	Performs advanced technical level police support services work, which may include supervision, under regular supervision from a technical superior. Work involves providing civilian advanced technical support within a police related activity. Work includes responding to and examining crime and accident scenes; and identifying, collecting, recording and preserving evidence. Work may also include being responsible for the forensic field of identification, technical work in a police laboratory; operating and maintaining laboratory equipment; and preparing and analyzing evidence.	High School Diploma or GED	3 Years Qualified in Court as a latent fingerprint expert	Certification by the International Association of Identification as a Crime Lab Technician Class C Maryland Driver's License Fingerprint classification and latent print certificates. MILES/NCIC Authorization	N
2103 *	POLICE SERVICES SUPPORT TECHNICIAN I	Performs technical level police operations work under regular supervision from a technical superior. Work includes enforcing relevant Howard County Code, civilian support to police work, assisting with criminal and non-criminal complaints, and performing support work for the various bureaus within the Police Department. Work may also include custody of property; collecting and preserving physical evidence; identifying criminals by prints and maintaining related records and files; identifying, capturing, transporting, and caring for animals.	High School Diploma or GED	1 Year	Fingerprint Classification Class C Maryland Driver's License MILES/NCIC Authorization	N

2101	POLICE CADET	<p>Performs entry level technical police support services work under regular supervision from a technical superior. Work includes assisting members of the public with non-criminal complaints and performing support work for the various divisions within the Police Department usually on a job rotation basis. A police cadet shall be considered for movement to the Police Officer (Probationary) class upon receiving endorsement from the chief of police and otherwise meeting the minimum requirements of the Police Officer (Probationary) class. This is a training classification and continued employment is contingent upon the incumbent receiving appointment as Police Officer (Probationary). Individuals who do not receive this appointment by the start of the second Police Academy for which they are eligible will be terminated. Movement will be effective with the first day of the academy.</p>	High School Diploma or GED	N/A	<p>Class C Maryland Driver's License</p> <p>Must pass agility test, background investigation and polygraph examination.</p>	N
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**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-2 CORRECTIONS OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2229	DIRECTOR OF CORRECTIONS	Performs executive level corrections operations work under executive direction. Work includes directing the general operations of the Department of Corrections, advising the County Executive and the County Council on related issues, and developing and monitoring the departmental and related capital budget.	Bachelor Degree	10 Years	N/A	E
2227	DEPUTY DIRECTOR OF CORRECTIONS	Performs advanced administrative corrections operations work under executive level direction. Work includes administrative correctional, custodial and programming work assisting the Director of Corrections in daily operational activities. This includes assisting in the planning, organization, coordination and direction of security, programs and treatment at the detention center.	Bachelor Degree	6 Years	N/A	E
2225	CUSTODY AND SECURITY CHIEF	Performs management level corrections operations work under executive level direction. Work includes overseeing the custody and security of inmates at the Detention Center, interpreting and implementing policies and procedures; program planning and development; and participating in the budgetary process. Work also includes supervising inmate classification and coordination with Court systems	Bachelor Degree	5 Years	N/A	E

2223	CORRECTIONAL CAPTAIN	Performs senior supervisory and advanced level corrections operations work under general supervision from an administrative superior. Work includes assigning and supervising the activities of a shift of correctional officers and participating in maintaining order and discipline among inmates at the County Detention Center. Work may also include directing assigned administrative functions or programs within the department.	Associate Degree	3 Years U.S. Citizenship or possession of an Alien Registration Receipt Card	Certification by the Maryland Correctional Training Commission as a correctional "supervisor" Successful completion of required in- service training courses Eligibility for certification by the Maryland Police Training Commission as an instructor Class C Maryland Driver's License	E
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2221	CORRECTIONS PROGRAM SUPERVISOR II	Performs intermediate supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising staff engaged in assessing and evaluating the personal and criminal history of adult inmates in order to recommend a security level, developing and monitoring appropriate work and education programs, and placing and monitoring inmates within a work release program. Assigns and reviews work, develops programs, and assists in the administration of a variety of program and treatment activities.	Bachelor Degree	2 Years	Must meet the selection standards required and successfully complete the training prescribed by the Correctional Training Commission for a correctional classification counselor U.S. Citizenship or Resident Alien status	E
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2219	DETENTION CENTER NURSE	Performs intermediate professional nursing work in a correctional setting under general supervision from an administrative or technical superior. Work includes providing health nursing services at the County Detention Center, planning and coordinating nursing activities, administering patient care; training of personnel, and assisting physicians as needed. Work also includes maintaining records and security of controlled substances and instruments.	Bachelor Degree	U.S. Citizenship or Resident Alien status	Licensed with the Maryland State Board of Examiners of Nurses as a registered nurse under Maryland State Law Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	E
2217	CORRECTIONAL LIEUTENANT	Performs supervisory and advanced level corrections operations work under general supervision from an administrative or technical superior. Work includes maintaining order and discipline among inmates and first line supervision over correctional officers and staff as assistant shift leader. Assigns work, conducts inspections, evaluates performance, and hears employee grievances.	Associate Degree	2 Years U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional "Supervisor" Successful completion of required in-service training courses Class C Maryland Driver's License	[[E]] N

2213	CORRECTIONAL SPECIALIST	<p>Performs professional level corrections operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes interviewing, counseling, orienting inmates in the Detention Center; classifying inmates and developing and implementing treatment plans; and conducting education and rehabilitation programs.</p>	Bachelor Degree	U.S. Citizenship or Resident Alien status	<p>Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment</p> <p>Successful completion of required in-service training courses</p> <p>Class C Maryland Driver's License</p>	E
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2212	CORRECTIONAL TECHNICIAN	Performs advanced technical level correctional support services work, under regular supervision from a technical superior. Work, which may include supervision and training, involves providing civilian advanced technical support within a correction related activity. Work may include technical oversight of staff responsible for initial intake/commitment process, computing inmate release dates, reconciling inmate funds and preparing Department of Public Safety and Corrections billing, reviewing data entry into the jail management system and various court logs, and may require inmate custody and security activities.	Associate Degree	1 U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission Class C Maryland Driver's License	N
2211 *	CORRECTIONAL SERGEANT	Performs senior technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and performing as an assistant shift leader or shift leader, in the absence of a Lieutenant. Work includes monitoring inmates and maintaining security, completing records, directing subordinate correctional officers, and performing related administrative tasks as assigned;	High School Diploma or GED	3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections including at least one year at the Correctional Corporal level. U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License	N

2210 *	CORRECTIONAL SERGEANT- DIETARY	Performs senior level corrections dietary operations work which may include supervisory responsibility, under general supervision from an administrative or technical superior on an assigned shift and would assume the duties and responsibilities of the Dietary Lieutenant in their absence. Work includes monitoring inmates and maintaining security, completing dietary records, directing subordinate Correctional Dietary Officers and performing related administrative tasks as assigned such as scheduling Dietary Officers and reviewing reports from the Dietary Staff.	High School Diploma or GED	3 Years OF Satisfactory performance as a Correctional Officer in the Howard County Department of Corrections. U.S. Citizenship or Resident Alien status	Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License	N
2209	CORRECTIONAL SUPERVISOR I	Performs supervisory and advanced level correctional support work under general supervision from an administrative or technical superior. Work includes supervising the food and meal preparation function at the Detention Center. Directs subordinate cooks, establishes kitchen procedures, and participates in menu planning. Supervises assigned inmates in food preparation, serving, and clean-up.	High School Diploma or GED	3 Years U.S. Citizenship or Resident Alien status	Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment	E

<p>2207 *</p>	<p>CORRECTIONAL CORPORAL</p>	<p>Performs advanced technical level corrections operations work, which may include occasional supervisory responsibility, under general supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center, on an assigned shift. Work also includes care and custody of inmates while monitoring and supervising their activities; and, on occasion, guiding and supervising other employees in the performance of their assigned duties. Participates in counseling and rehabilitation programs as assigned.</p>	<p>High School Diploma or GED</p>	<p>2 Years of satisfactory performance as a Correctional Officer in the Howard County Department of Corrections U.S. Citizenship or Resident Alien status</p>	<p>Certification by the Maryland Correctional Training Commission as a Correctional Officer Class C Maryland Driver's License</p>	<p>N</p>
<p>2205 *</p>	<p>CORRECTIONAL OFFICER</p>	<p>Performs technical level corrections operations work under regular supervision from a technical superior. Work includes maintaining security and discipline of inmates both on and off the property of the Howard County Detention Center on an assigned shift. Work also includes guarding inmates at an assigned location and in cell blocks; and participating in counseling and rehabilitation programs as assigned. An individual in this class will serve a 12-month probationary period during which time they must attend and satisfactorily complete correctional classroom and field training.</p>	<p>High School Diploma or GED</p>	<p>Pass background investigation and medical examination U.S. Citizenship or Resident Alien status</p>	<p>Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment Class C Maryland Driver's License</p>	<p>N</p>

<p>2201 *</p>	<p>CORRECTIONAL DIETARY OFFICER</p>	<p>Performs technical level correctional operations support work under regular supervision from a technical superior. Work includes general food service work preparing meals in the kitchen of the County Detention Center, serving food, and performing standard kitchen cleaning tasks. Work also includes the custody and security of inmates assigned to the kitchen.</p>	<p>High School Diploma or GED</p>	<p>2 Years U.S. Citizenship or Resident Alien status</p>	<p>Eligibility for certification by the Maryland Correctional Training Commission and possession of such certificate with 1 year of appointment</p>	<p>N</p>
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**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY
CLASS FAMILY 2-4 SHERIFF OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2413	CHIEF DEPUTY SHERIFF	Performs advanced administrative sheriff operations work under executive level direction. As directed by the Howard County Sheriff directs and supervises the activities and personnel of the Sheriff's Office.	Bachelor Degree	6 Years TO INCLUDE 5 YEARS OF LAW ENFORCEMENT EXPERIENCE	Class C Maryland Driver's License	E
2411	LIEUTENANT DEPUTY SHERIFF	Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department.	[[Associate Degree and 30 college level credits]] 90 COLLEGE LEVEL CREDITS	6 Years TO INCLUDE 3 YEARS OF EXPERIENCE AS A HCSO SERGEANT OR EQUIVALENT	Class C Maryland Driver's License Must maintain current status as a certified Police Officer Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2409	SERGEANT DEPUTY SHERIFF	Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court.	High School Diploma or GED and 15 college credits	5 Years TO INCLUDE 2 YEARS OF EXPERIENCE AS A HCSO CORPORAL OR EQUIVALENT	Class C Maryland Driver's License Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment	E
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	4Years satisfactory service as a Howard County Deputy Sheriff OR EQUIVALENT	Class C Maryland Driver's License Satisfactory completion of the supervisory course of the Maryland Police Training Commission or equivalent course within a year of appointment	N
2406	DEPUTY FIRST CLASS	Performs advanced technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. Movement to this classification is through proficiency advancement.	High School Diploma or GED	3 Years satisfactory service as a Howard County Deputy Sheriff	Class C Maryland Driver's License	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2405	DEPUTY SHERIFF	Performs technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. An employee in this class will serve a 12-month probationary period.	High School Diploma or GED	0 Years	Class C Maryland Driver's License Must become a certified law enforcement officer in the state of MD within department timeframes.	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 Minimum Age of 21 Years	United States citizenship or possession of an Alien Registration Receipt Card. Class C Driver's License Must successfully pass, within 6 months of hire, the Maryland Police and Correctional Training Commission-Correctional Entry Level Training program. Must obtain the Special Police Officer certification within 6 months of hire and maintain certification during employment.	N

POLICE OFFICER PROBATIONARY 7762 PPO

GENERAL DEFINITION

This is public protection/community service work at the trainee and probationary level. Recruits learn basic police methods, legal requirements for the prevention, detection and investigation of offenses and other irregularities, and methods for the apprehension and prosecution of offenders. 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 of other governmental agencies.

TYPICAL EXAMPLES OF WORK

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

Performs Police Officer duties [[at the trainee level]] **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 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.

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

Ability to learn the use of and safety precautions necessary for the handling of firearms.

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 Associate's degree or a minimum 60 college credits from

an accredited college or university, preferably 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.**

MUST SATISFACTORILY COMPLETE WRITTEN EXAMINATION, PHYSICAL AGILITY TEST, PERSONAL HISTORY QUESTIONNAIRE, ORAL BOARD INTERVIEW, POLYGRAPH EXAMINATION, BACKGROUND INVESTIGATION, PSYCHOLOGICAL EXAMINATION, AND MEDICAL EXAMINATION. [[Must satisfactorily pass agility test, background investigation and polygraph examination.]]

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

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:	July 2019

POLICE OFFICER
7764 PO

GENERAL DEFINITION

[[This is full performance level public protection and community service police work.]] **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

[[Patrols an assigned sector being alert to unusual circumstances and initiating crime prevention and community service activities.

Investigates unusual occurrences and reports findings.

Checks businesses to prevent criminal activity and maintain order in areas where the public congregates.

Responds to calls for service of both a criminal and non-criminal nature.

Enforces State laws and County ordinances.

Prevents and detects criminal acts.

Protects crime scenes and investigates criminal offenses.

Transports apprehended individuals in accordance with departmental regulations.

Enforces traffic regulations and investigates vehicular collisions. Assures proper flow of traffic.

Prepares reports as required.

Provides information to the public on crime prevention techniques. May occasionally supervise others.

Performs other duties as assigned or required.]]

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 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

[[Possession of an associate's degree or completion 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/ and a minimum age of 21 years. No experience equivalency. Must satisfactorily pass agility test/ background investigation and polygraph examination.]] **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 a Maryland law enforcement agency.]] **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

POLICE OFFICER FIRST CLASS

7766

P5

GENERAL DEFINITION

Performs duties of Police Officer-See #7764. This class is distinguished from the Police Officer class because the employee has met the minimum qualifications for Police Officer First Class and has successfully passed an examination prior to upgrading to Police Office First Class.

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.

MINIMUM EDUCATION AND EXPERIENCE

[[As specified in the negotiated agreement with Howard County Police Officer's Association, FOP Lodge 21.]] **MUST HAVE MET THE MINIMUM EDUCATION AND/OR EXPERIENCE REQUIREMENTS OF THE PROBATIONARY POLICE OFFICER CLASSIFICATION AND THREE YEARS OF SERVICE AS A POLICE OFFICER WITH HOWARD COUNTY POLICE DEPARTMENT.**

REQUIRED LICENSES, CERTIFCATES AND/OR REGISTRATIONS

[[Possession of a valid Maryland Class D driver's license.]] **POSSESSION OF A VALID CLASS C MARYLAND DRIVER'S LICENSE OR EQUIVALENT ISSUED BY STATE OF RESIDENCE.**

Class Established: July 1980
Revised: September 1980
Revised: July 1992
Revised: September 2019

POLICE CORPORAL

7767 CPL

GENERAL DEFINITION

[[This is full performance public protection and community police work at an advanced level.]] **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

[[When designated, acts as the first line supervisor with all authority and responsibility typically associated with that position.

Assists first line supervisor with routine inspections of personnel and equipment, report review, control of investigations, scheduling of leave and other administrative tasks.

Performs as lead worker when working with other officers or employees in the performance of specific tasks/details.

Renders assistance to officers and members of the public; responds to calls for service of both a criminal and non-criminal nature.

Patrols assigned area; investigates unusual occurrences and reports findings; enforces State laws and County ordinances; maintains order in areas where the public congregates; transports apprehended individuals; checks businesses to prevent criminal activity.

Prevents and detects criminal acts; protects crime scenes and investigates criminal offenses.

Performs other duties as assigned or required.]]

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 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

A minimum of 15 college level credits [[in law enforcement, social and behavioral sciences or related field.]] **FROM AN ACCREDITED COLLEGE OR UNIVERSITY IF THE EXPERIENCE SUBSTITUTION WAS USED FOR THE PROBATIONARY POLICE OFFICER CLASSIFICATION.**

[[Must have 4 years of satisfactory performance as a sworn officer in the Howard County Police Department (to include time served in a probationary class) or 3 years of satisfactory performance as a sworn officer in the Howard County Police Department and 2 years of law enforcement experience in another law enforcement agency.]] **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 a Maryland law enforcement agency.]] **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: July 2019