

Introduced 7/7/2014  
Public Hearing 7/14/2014  
Council Action 7/25/2014  
Executive Action 7/30/2014  
Effective Date 9/29/2014

### County Council Of Howard County, Maryland

2014 Legislative Session

Legislative Day No. 8

Bill No. 43-2014

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

AN ACT amending the Classification Plan for Howard County; transferring the responsibility for certain police records operations to the position of Police Services Support Supervisor II; amending certain licensure and education requirements for the position of Police Services Support Supervisor II; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time July 7, 2014. Ordered posted and hearing scheduled.

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on July 14, 2014.

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

This Bill was read the third time on July 26, 2014 and Passed , Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 28<sup>th</sup> day of July, 2014 at 12:30 a.m.

By order Sheila M. Tolliver  
Sheila M. Tolliver, Administrator

Approved Vetoed by the County Executive July 30, 2014

Ken Ulman  
Ken Ulman, 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 transfers the responsibility for  
7 certain police records operations from the position of Police Services Support Supervisor I to the  
8 position of Police Services Support Supervisor II; and  
9

10           **WHEREAS**, the licensure and experience requirements for the position of Police  
11 Services Support Supervisor II are also amended accordingly; and  
12

13           **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any  
14 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
15 through which the County Council exercises its legislative action on the Classification Plan.  
16

17           **NOW, THEREFORE,**  
18

19           *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts*  
20 *amendments to the Classification Plan of Howard County, as attached to this Bill.*  
21

22           *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*  
23 *that this Act shall apply beginning with the first pay date after July 1, 2014.*  
24

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

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
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 SHIFT ENGAGED IN POLICE RECORDS OPERATIONS AND FOR ALL ASSIGNED PERSONNEL. [[a 24-hour police records operation and for all division personnel, equipment and criminal records, incident and accident reports, and reproduction services for the department.]]	Associate Degree	[[3]]2 Years	[[N/A]] REQUIRES MILES/NCIC AUTHORIZATION CLASS C MD DRIVER'S LICENSE	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	E

