

4.1 RESERVED**4.2 CLASSIFICATION PLAN**

- .1 The City Human Resources Department is responsible for the administration and maintenance of the City's Position Classification Plan. The plan is described in the City of Hagerstown Human Resources Manual, policy number 300.00.
- .2 Each job in the department is grouped in classes based on similarities in duties, responsibilities, and qualification requirements. For example, the sworn job classes are Chief of Police, Captain, Lieutenant, Sergeant, and Police Officer. A list of all job classifications is maintained by the Human Resources Department .
- .3 Class specifications (descriptions of jobs included within the same class) exist within the sworn ranks. The Chief of Police establishes class specifications according to operational needs. Some examples of class specifications are:
 - K-9, School Resource Officer, and Warrant Squad Officer (within the Police Officer class).
 - CIU Sergeant and Training and Safety Sergeant (within the Sergeant class)
 - Investigative Division Lieutenant (within the Lieutenant class).

For each class specification, Police Department staff will be assigned by the Chief (or designee) to develop a job description based on that job's function. Such job descriptions will be revised as appropriate based on subsequent assessments and Department need.

- .4 The job descriptions in this chapter may include additional descriptions of duties and responsibilities that may not necessarily appear in the descriptions on file with the City Human Resources Department, as those are rarely all inclusive. Such additional descriptions are designed to assist employees and supervisors with establishing and clarifying performance expectations. The duties, responsibilities, and tasks listed in each position description are illustrations of the various types of work performed, and are not intended to be all inclusive. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- .5 To properly show the appropriate divisions in the Hagerstown Police Department, this Chapter is divided into Administration, Special Services Bureau, and Operations Bureau. Shown under each heading are the job descriptions that report to that particular division. The order of appearance in no way reflects the importance of the position, as all positions here are important.

4.3 ADMINISTRATION**4.3.A CHIEF OF POLICE**

.1 **Job Objectives:** To be responsible, through the proper administration of the Police Department, for all activities related to the prevention and suppression of crime, apprehension of violators of the law, protection of life and property, and traffic and pedestrian safety.

.2 **Function:** The Chief of Police is the chief executive officer of the Police Department and is responsible for the protection of lives and property in the City of Hagerstown through the supervision of all police functions. The Chief is the final departmental authority in all matters of policy, operation, and discipline. The Chief of Police is an unclassified civil service appointee who serves in accordance with the provisions of the City Charter and functions in accordance with general policy established by the City Council and City Administrator, with considerable latitude in the exercise of independent judgement and discretion in the management and operation of the Police Department.

.3 Duties, Responsibilities, & Tasks:

1. Manage and supervise the activities and personnel of the Police Department; establish objectives and standards for the performance of work; administer the operations of the Department in an efficient manner for the effective providing of police service.
2. Develop and recommend an annual budget and program plan for the Police Department; approve and control the expenditure of funds within the Department's approved budget; report to the City Administrator on the operations and activities of the Department.
3. Consult with and advise the City Administrator on the operation of the municipality as it relates to the Police Department; perform such other duties, activities, and functions as the City Administrator may direct.
4. Cooperate with other Departments in furnishing them such service, labor, and material as may be requested by the manager of such other department, subject to such regulations as the City Administrator may prescribe.
5. Administrative duties such as conferring daily with appropriate division supervisors for information exchange to ensure that departmental goals are being met; read daily activity reports ; refer citizen complaints which come to his/her attention to the Internal Affairs Administrator; confer with other city departments on personnel and management matters, and other police related issues; review major case reports and follow-up with supervisors on these investigations and make daily contact with C.I.D. personnel on case review; inspect the department's facilities, personnel, and equipment; review overtime expenses; review monthly and weekly work schedules of uniform patrol and C.I.D.; execute special projects; prepare and/or collect reports as needed for the accreditation process; plan response to unusual occurrences; plan responses to crime and traffic problems; take other action to correct administrative and operational deficiencies.
6. Hold regular department staff meetings; attend city administrative staff meetings; attend sessions of the Mayor and Council; hold periodic citizen input meetings; attend meetings with civic groups, business leaders, and criminal justice agencies including but not limited to Narcotics Task Force, Board of Public Safety, Maryland Police Training Commission, Drug and Alcohol Abuse Coalition; attend seminars, conferences, and training.
7. Approve personnel for hiring; terminate employment as necessary; review internal investigations and make decisions on disciplinary action; ensure that all personnel are properly trained and that all certifications are maintained.
8. Supervision of subordinates under their command; reviews reports from subordinates; employee evaluations; prepares employee evaluations; schedules working days and leave.
9. Take appropriate law enforcement action when necessary.

- .4 Working Conditions:** The working environment is more or less stable and controlled and is indoors in the office environment. Certain responsibilities may require the employee responding to any location or area in the city. The potential is there for the employee to be exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations, although these are seldom encountered.
- .5 Knowledge, Skills, and Abilities:**
- .1 Knowledge of:
 - Management principles, including planning, organizing, staffing, directing, coordinating, reporting, and budgeting principles.
 - Financial management.
 - Personnel administration.
 - Labor relations.
 - Equal Employment Opportunity.
 - Basic statistical analysis.
 - City personnel regulations.
 - .2 Knowledge, skills, and abilities of the duties, responsibilities, and tasks of all sworn subordinates.
 - .3 Ability to apply administrative principles to ensure the proper operation of the department.
- .6 Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.3.B COMMUNICATIONS AND INFORMATION MANAGER (PART-TIME)

- .1 **Job Objectives:** To disseminate and manage the Police Department's crime information both internally and externally; provide administrative support/assistance with grant application and reporting processes.
- .2 **Function:** This position transmits crime information between the police department and the public through the department's web page, social media and other written and televised outlets for the purpose of engaging the community in the department's crime reduction efforts. The position coordinates citizen feedback with the department's crime analyst to enhance the agency's Intelligence-Led Policing model. The position also supports grant-related efforts in data gathering and reporting.
- .3 **Duties, Responsibilities, and Tasks:**
 - .1 Assist with the preparation of citizen surveys; tabulates responses; provides results to Chief of Police and other Department personnel as directed.
 - .2 Assists with updating the Department's web page; using information provided from Department personnel, includes data and composes narratives regarding Department initiatives, crime and disorder issues, and other relevant public information.
 - .3 Creates print and web materials for publication/distribution, based on input from Department personnel.
 - .4 As directed by the Chief of Police, collects financial and programmatic data from relevant Department personnel; assists in reporting same to grant providers per established procedures.
 - .5 Maintains liaison and communicates regularly with grant providers.
- .3 **Working Conditions:** The normal operating hours are the normal business hours for city government. This environment is more or less stable and controlled. The job is mostly sitting and is indoors.
- .4 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - Grant application and reporting processes applicable to HPD.
 - PC operation.
 - MS Word & Excel, as well as other applications utilized by HPD.
 - .2 Skills:
 - Excellent oral and written communications skills.
 - Analytical and problem solving skills.
 - .3 Abilities:
 - Ability to work with little or no supervision.
 - Ability to deal effectively with the public, other city departments, police department personnel, and other agencies.
 - Ability to adapt to changing technology required to do this job.
 - Ability to use a computer.
 - Ability to organize records.
 - Ability to make decisions.
- .5 **Physical Tasks Required:**
 - Sitting at a desk or table with some walking, standing, bending, or stooping, or carrying of light objects.
 - Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 - Grasping: Applying pressure to an object with the fingers and palms.
 - Talking: Expressing or exchanging ideas by means of the spoken word.

- Hearing: Ability to receive detailed information through oral communication.
- Lifting or carrying objects up to 20 lbs.

4.3.C ADMINISTRATIVE COORDINATOR I

- .1 **Job Objectives:** To assure that the office of the Chief of Police is operated in an efficient manner by providing assistance to the Chief of Police and other members of the department as needed.
- .2 **Function:** The Administrative Coordinator I, in addition to being the secretary to the Chief of Police, provides secretarial support, budgetary support, organizational support, and coordination for members of the Administration. The Administrative Coordinator I maintains organization of the Administrative offices and provides assistance for other Department members as needed and approved by the Chief of Police.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Prepare correspondence and reports; compose letters, with or without some brief verbal instructions; take dictation; prepare final drafts of correspondence and reports; ensure that grammar, spelling, punctuation and form are correct; forward correspondence and reports to the appropriate persons; maintain files of all correspondence and reports from the Chief's office.
 - .2 Assist Support Services Administrator with preparation of Departmental Budget.
 - .3 Organize and maintain various records ; categorized material; type, index, and maintain file folders for easy accessibility; maintain and ensure security of personnel files according to applicable laws and Department policy.
 - .4 Provide assistance to the Chief of Police and Planning and Research Lieutenant related to maintaining and updating the Department's Rules and Regulations. This includes maintaining the Rules and Regulations manual on disc, updating as required; prepare drafts of rules and regulations based on input from Departmental components and members; assist other Department member/components in drafting directives/Rules and Regulations revisions; provide the Union with draft copies of applicable proposed Rules & Regulations modifications for review per the Union contract; submit Rules and Regulations revisions to the Chief of Police for review and approval; prepare copies of Rules and Regulations modifications for distribution to Department personnel via hard copy and the Department E-mail.
 - .5 Maintain, distribute, and update as necessary the following: personnel lists (with such pertinent information as addresses, phone numbers, dates of birth, social security numbers, driver's license numbers, hire/sworn/promotion dates, etc.); seniority list; attendance sign in sheets for patrol and civilian employees; HPD telephone extension directory; files of fines charged and paid relative to disciplinary action; files of Use of Force forms; Department inventory record.
 - .6 Compile information from all Department components for the monthly report; prepare and type the report, and distribute as required; maintain monthly reports on file.
 - .7 Prepare and maintain records relative to the selection process for Police applicants; notify and schedule applicants for various components of the process; notify applicants of their standing after each phase in the selection process; check scores and compile eligibility lists; maintain a tracking system record and procedural checklist detailing each step of the process; prepare required correspondence with Personnel Department; prepare new personnel files for new employees; ensure all necessary paperwork for new employees is completed.
 - .8 Transcribe confidential investigative statements for criminal or internal investigations; ; transcribe minutes of staff meetings and Board of Public Safety meetings and distribute copies to appropriate persons; type reports and letters for other Department personnel as needed.
 - .9 Type Department directives; prepare directives receipts and distribute to appropriate persons; keep directives and receipts on file.
 - .10 Provide initial contact with the public by answering telephone calls directed to the Administrative offices; identify callers and nature of calls; provide information either through personal knowledge or from other sources; transfer calls to the appropriate

- person or component; make calls out to set up meetings, appointments, conferences, and other activities as needed.
- .11 Make travel arrangements for Department personnel; compile receipts and prepare required financial reports; forward reports to appropriate city departments.
 - .13 Provide purchasing assistance as needed, for example, ordering badges, name plates, and other materials as needed, etc.
 - .14 Act as liaison between the various city departments and the city's phone service provider to schedule repairs.
 - .15 Maintain services for postage, faxes and copiers for two floors.
- .4 Working Conditions:** The working environment is more or less stable and controlled. The employee is assigned to an inside office and will generally work during regular business hours. On occasion the employee may be needed to work other hours necessary for the accomplishment of the job objectives and characteristics of the assignment. The employee comes into contact with citizens on a regular basis either by telephone or in person.
- .5 Knowledge, Skills, and Abilities:**
- .1 Knowledge of:
 - Administrative office management.
 - General office procedures.
 - Secretarial duties including shorthand or Speedwriting, typing, filing, etc.
 - Department Rules and Regulations relative to the position.
 - Department organization and duties of each organizational component.
 - Personal computer applications, including WordPerfect, dBase, Lotus, Knowledge of City Accounting System, Payroll and Budgetary Procedures.
 - Grammar and spelling.
 - Mathematics
 - Accounting Functions
 - .2 Skills:
 - Typing
 - Shorthand or Speedwriting
 - Interpersonal communication
 - .3 Ability:
 - To maintain strict confidentiality in all matters.
 - Plan and schedule activities of the Chief's Office.
 - Prepare, organize, and maintain files in an efficient manner.
 - Plan and coordinate activities of others.
 - Take direction.
- .6 Physical Tasks Required:**
- .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
 - .2 Standing or walking for long periods of time.
 - .3 Repeated bending, crouching, stooping, stretching, reaching or crawling.
 - .4 Lifting objects up to 20 lbs.
 - .5 Working, primarily with fingers rather than with the whole hand or arm as in handling.
 - .6 Talking: Expressing or exchanging ideas by means of the spoken word.
 - .7 Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound.

4.4 OPERATIONS BUREAU**4.4.A OPERATIONS CAPTAIN**

- .1 Job Objectives:** To have command over those operational components of the Department responsible for the patrol and investigative functions; to set division goals and objectives and coordinate their attainment; to directly assist the Chief of Police with the efficient administration and operation of the Police Department.
- .2 Function:** The Operations Captain is responsible for ensuring that the police mission is accomplished through the patrol and investigative functions as well as seeing that other responsible police work is performed within the City of Hagerstown. The Operations Captain oversees operations of the Patrol Division, Special Operations Division, and Civilian Services Division. The Operation Captain works closely with the Chief of Police in planning, organizing, staffing, directing, coordinating, reporting, and budgeting activities within the Department. The Operations Captain also represents the Department through interaction with various civic organizations and governmental entities.
- .3 Duties, Responsibilities, & Tasks:**
 1. Administrative duties such as conferring daily with appropriate division supervisors for information exchange to ensure that departmental goals are being met; confer with other city departments on personnel and management matters, and other police related issues; communicate with supervisors and investigators regarding major cases; ensure that all requests for service are appropriately handled by department personnel; inspect the department's personnel and equipment; ensure department vehicles are properly maintained; attend and direct department staff meetings; attend public meetings as designated by the Chief of Police; help prepare the department's budget; approve subordinates' leave time (holidays, vacation days, compensatory time); execute special projects; prepare and/or collect reports as needed for the accreditation process; plan response to unusual occurrences; plan responses to crime and traffic problems; prepares operational quarterly report; take other action to correct administrative and operational deficiencies.
 - .2 Supervision of subordinates under their command; reviews reports from subordinates; employee evaluations; prepares employee evaluations.
 - .3 All other duties, responsibilities, and tasks as designated by the Chief of Police.
 - .4 All those duties, responsibilities, and tasks of the Special Services Captain in his/her absence.
 - .5 Take appropriate law enforcement action when necessary.
- .4 Working Conditions:** The working environment is more or less stable and controlled and is indoors in the office environment. Certain responsibilities may require the employee responding to any location or area in the city. The potential is there for the employee to be exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - Administrative principles.
 - Budgeting principles.
 - Management principles.
 - Patrol Operations
 - Emergency Operations/Functions and capabilities.

- Functions of civilian components (auxiliaries, COP, etc.)
 - Planning principles.
 - Financial management.
 - Personnel administration.
 - Labor relations.
 - Equal Employment Opportunity.
 - Basic statistical analysis.
 - City personnel regulations.
 - All the knowledge of all sworn subordinates.
- .2 Skills--
- All the skills of all sworn subordinates.
- .3 Abilities--
- Of all sworn subordinates.
 - To apply administrative principles to ensure the proper operation of the department.
- .6 Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.4.B CRIME DATA AND INTELLIGENCE ANALYST

- .1 **Job Objectives:** Conduct tactical, strategic, and administrative crime analysis for the Hagerstown Police Department; establish and maintain working relationships with all relevant components of the criminal justice system, as well as community partners.
- .2 **Function:** Crime Data and Intelligence Analyst performs duties related to analyzing criminal activity and intelligence in order to identify crime trends and crime series, forecast future criminal activity, and provide useful data and information to authorized law enforcement personnel, parole and probation agents, the State's Attorney, and other authorized personnel.
- .3 **Duties, Responsibilities, Tasks:**
 - Perform short term, tactical planning and analysis through cluster/hotspot identification.
 - Perform long-term planning and analysis.
 - Conduct crime analysis using community characteristics, demographic reports, intelligence data, field interviews, etc.
 - Analyze temporal and spatial crime patterns in preparation for Departmental Intelligence briefings and team discussions Conduct preliminary and advanced statistical analysis;
 - Compile and analyze crime, arrests and calls for service data;
 - Identify trends and patterns in the data, generate maps, graphs, charts, and tables;
 - Brief members of the Command Staff and designated law enforcement partners on developing crime patterns and intelligence matters;
 - Write professional crime and intelligence analysis bulletins relating to on-going trends;
 - Communicate with various levels of management;
 - Make substantial contributions to the development and implementation of new analytical methods;
 - Manage data relating to CompStat and BOLOs.
 - Other related duties as assigned.
- .4 **Working Conditions:** The working environment is more or less stable and controlled. The employee is assigned to an inside office and will generally work during regular business hours. On occasion the employee may be needed to work other hours necessary for the accomplishment of the job objectives and characteristics of the assignment.
- .5 **Knowledge, skills, and abilities:**
 - .1 Knowledge:
 - Basic knowledge of crime analysis methods and techniques.
 - Knowledge of computer applications related to the positions.
 - .2 Skills:
 - Verbal and written communications.
 - General qualitative and quantitative analysis skills of a variety of data related to criminal activity and intelligence.
 - .3 Abilities:
 - The ability to think logically and to analytical methods that will provide the most useful information.
 - Ability to make sound, unsupervised decisions.
 - Ability to work effectively with little direct supervision.
 - Ability to recognize discrepancies or inconsistencies in analytical findings.
 - Ability to understand intelligence information including any conditions or circumstances that could effect the conclusions.
 - Ability to communicate clearly, both orally and in writing.

.6 Physical tasks required:

- Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palms.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound.

4.4.C PATROL DIVISION LIEUTENANT

- .1 **Job Objectives:** To achieve the basic objectives of the patrol function through the direct control and supervision of subordinates under their command and coordination of squad sergeants. This is achieved by coordinating the functions and activities of the various members under their command and through the application of various administrative principles.
- .2 **Function:** The Patrol Division Lieutenant is responsible for ensuring that life and property are protected, the peace is preserved, local, state, and federal laws are enforced, violators are apprehended, and seeing that other responsible police work is performed within the City of Hagerstown. The Patrol Division Lieutenant coordinates the squad Sergeants and oversees the Patrol Officers. This includes administrative work as well as basic supervision of subordinates to ensure that Departmental objectives are attained. The Patrol Division Lieutenant serves as one of the HPD Sector Managers.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Provide information to the general public via telephone or in person as requested in regards to such matters as they relate to the police mission.
 - .2 Supervision of subordinates under their command; reviews reports from subordinates; assists officers, at times, with decision making or any general questions that may arise during an investigation or request for service; is responsible for the scheduling of days off and annual leave of members under their command and evaluate the performance of subordinates.
 - .3 Serves as Sector Manager for one of the designated geographic sectors of the city; utilizes available resources such as daily capsule reports, crime bulletins, crime trend maps and data, police reports, etc., to identify emerging crime trends; coordinates HPD's role in any response strategies devised within the sector.
 - .4 Assign the Sergeants under their command the duties which shall assist them in the proper supervision and administration of the squad.
 - .5 Various administrative duties some of which are (but not limited to); preparing monthly inspections, analysis of police related problems and their solutions, ensuring that all paperwork, such as work schedules, leave, payroll, etc., is complete and is forwarded properly; ensuring goals and objectives for the Patrol Division are developed carried out; communicate with the Operations Captain to evaluate the operation of the Division as well as to give input regarding any problems which may come to surface.
 - .6 Take appropriate law enforcement action when necessary.
- .4 **Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills and abilities of the duties of the sergeant and patrol officer.
 - .2 Knowledge of administrative principles.
- .6 **Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.4.D PATROL SERGEANT

- .1 Job Objectives:** To achieve the basic objectives of the patrol function through the direct control and supervision of subordinates under their command. This is achieved by coordinating the functions and activities of the various members under their command and through the application of various administrative principles.
- .2 Function:** The Sergeant of Patrol is responsible for ensuring that life and property are protected, the peace is preserved, local, state, and federal laws are enforced, violators are apprehended, and seeing that other responsible police work is performed within the City of Hagerstown. The Sergeant of Patrol supervises patrol officers and other departmental personnel to include those not assigned to their respective squad but working in the absence of their immediate supervisor. This includes administrative work as well as basic supervision of subordinates to ensure that departmental objectives are attained. Patrol Sergeants may also be assigned to supervise the Downtown Squad.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Conducting roll call which may include various forms of in-service training as needed.
 - .2 Prepare daily news releases.
 - .3 Provide information to the general public via telephone or in person as requested in regards to such matters as they relate to the police mission.
 - .4 Supervision of subordinates under their command; reviews reports from subordinates; assists officers, at times, with decision making or any general questions that may arise during an investigation or request for service; is responsible for the scheduling of days off and annual leave of members under their command and evaluates the performance of subordinates.
 - .5 Ensure that a thorough building and lot check are conducted during their shift. This includes routine cell block checks.
 - .6 Various administrative duties, some of which but are not limited to; ensuring that all paperwork, such as work schedules, leave, payroll, etc., is complete and is forwarded properly; setting goals and objectives for their respective squad in order to ensure that the Department's goals and objectives are carried out; also ensuring that the Patrol Division goals and objectives are carried out; communicate with the Patrol Division Lieutenant to evaluate the operation of the shift as well as to give input regarding any problems which may come to surface.
 - .7 Take appropriate law enforcement action when necessary.
 - .8 Staff or assign personnel to departmental lobby area as required.
 - .9 Act as second officer for prisoner processing.
 - .10 Other duties and responsibilities as assigned by superiors.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills and abilities of the patrol officer's duties and corresponding rank.
 - .2 Knowledge of administrative principles and the ability to apply supervisory and administrative principles to ensure the proper operation of their work shift.
- .6 Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.4.E PATROL OFFICER

- .1 Job Objectives:** To protect life and property, to preserve the public peace, to enforce local, state, and federal law, to apprehend violators of laws, and to perform other responsible police work in the City of Hagerstown. The Officer works with the resources of the community, city government, police department and other agencies or institutions to identify, prioritize and solve problems in an effort to improve the overall quality of life within his/her assigned area.
- .2 Function:** A Patrol Officer is responsible for performing patrol functions in an assigned area, responding to calls for routine and emergency service, arresting violators of laws, completing reports, enforcing traffic laws, testifying in court, and performing routine and special daily assignments. Work is performed under general supervision. The employee follows well-defined guidelines, policies, and procedures, and usually refers questions or problem cases to the supervisor. Officers is responsible to be receptive to the input and ideas of citizens and should use all available information and resources to resolve concerns through either traditional or creative and resourceful problem solving. Emergency situations may require the employee to use his/her own judgement and interpretations.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Patrols sector and maintains a visible presence; responds to emergency and routine calls for service to observe and investigate suspicious conditions or persons and to provide assistance to citizens; concentrates patrol in high crime areas and other areas requiring special attention to deter crime.
 - .2 Stops those who are violating laws; may physically arrest and detain violators; confiscates evidence, performs records checks, transports prisoner, provides assistance with processing, prepares charging documents, serves warrants, summonses, and other legal process.
 - .3 Responds to crime scenes; maintains the integrity of the scene, aids injured, calls for appropriate assistance, locates and interviews victims and witnesses, and prepares reports and forms; gathers physical evidence, may take measurements and photographs; checks records and verifies information.
 - .4 Performs follow-up investigations on their own cases when a substantial amount of investigatory time and expertise is not required; checks all records and leads; performs follow-up interviews of victims and witnesses.
 - .5 Identifies crime trends, determines possible solutions to problems; implements problem solving techniques, and notifies proper authorities.
 - .6 Prepares departmental reports and supplements; files reports and forms; prepares warrant requests.
 - .7 Patrols on foot to maintain high visibility, to make positive contacts with businessmen and residents, to gather information and to investigate suspicious conditions or circumstances; completes field interview cards.
 - .8 Enforces traffic control laws and regulations; stops violators, performs records checks, may administer field sobriety tests; issues citations warnings, equipment repair orders, and re-examination orders; may physically arrest and detain violators, confiscate drivers licenses and impound vehicles; uses special enforcement techniques and current technology.
 - .9 Responds to traffic accidents; collects and preserves evidence; interviews victims and witnesses; restores the flow of traffic; may assist in other traffic related matters such as funeral details, and assisting in accident investigations.
 - .10 Obtains and organizes citations and other materials for court cases; reviews cases with the State's Attorney; attends court and testifies as required.
 - .11 Transports prisoners to the police department, courts, detention centers, hospitals and any other necessary destination.
 - .12 Attends roll call, roll call training, in-service training, firearms training, and various training seminars; passes required knowledge and proficiency tests.
 - .13 Performs vehicle and equipment maintenance; has vehicle washed; inspects and cleans equipment; maintains uniform and self to present a neat appearance.
 - .14 Attends Community Relations meetings to keep community and the Police Department informed; listens to citizens' concerns about certain events and situations; answers questions and explains policies and procedures; may give security and other police presentations to community groups, civic organizations, and school groups. Works on building an atmosphere of mutual respect and trust among community members, leaders and departmental personnel to facilitate an atmosphere of partnership.

- .15 Provides assistance to other agencies and the public; responds to animal complaints, checks road conditions, hazardous weather conditions, and assists invalid or incapacitated people.
 - .16 Provides crowd and traffic control at fires, strikes, civil disturbances, and public gatherings such as parades, fairs, sporting events, and concerts.
 - .17 May work temporary assignments in other Department components; may perform surveillance and other special investigative functions.
 - .18 Performs other duties and performs similar and related work as required.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or on any day. Considerable time is spent in a patrol vehicle. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
- .1 Knowledge of:
 - Federal, State, and local criminal and traffic laws.
 - Laws of arrest, evidence, and search and seizure.
 - H.P.D. Rules, Regulation, Policies, and Procedures.
 - Local geography.
 - Grammar and spelling.
 - Arithmetic.
 - Courtroom rules, procedures, and customs.
 - Modern, humane and secure methods of handling prisoners.
 - Basic investigative methods
 - Basic evidence collection and preservation techniques.
 - Basic emergency medical care.
 - Problem solving techniques.
 - Officer survival techniques.
 - Crime prevention techniques, and victim/witness assistance options.
 - Use of department approved speed measuring devices.
 - Business hours of operation and normal routines.
 - Regulars (people), hang outs, problem areas and individuals, and crime patterns in the sector/beat.
 - Other referral agencies.
 - Proactive/preventive patrol techniques.
 - Neighborhood Policing Procedures.
 - .2 Skills:
 - Interpersonal and verbal communication skills.
 - Operation of a high performance vehicle under hazardous and stressful conditions.
 - Use of standard police weapons, restraints, and protective equipment.
 - Basic self defense and restraining techniques.
 - Interviewing skills.
 - Operation/use of all issued, related, and required equipment.
 - .3 Ability to:
 - Make decisions utilizing established precedents and procedures
 - React quickly and appropriately in emergency situation.
 - Apply required knowledge and skills to work related situations.
 - Function effectively under stressful conditions.
 - Comprehend and carry out written and oral instructions.
 - Prepare concise and effective reports, correspondence, and other documents.
 - Use tact and resourcefulness in coping with varied problems and situations.
 - Interact effectively and responsibly with persons of varied cultural, ethnic, religious, and economic backgrounds, and other employees and persons from other agencies.
 - Work independently.

.6 Physical Tasks Required:

- .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
- .2 Standing or walking for long periods of time.
- .3 Repeated bending, crouching, stooping, stretching, reaching or crawling.
- .4 Running, chasing, jumping.
- .5 Grappling or fighting with others.
- .6 Lifting or carrying objects up to 50 lbs.
- .7 Climbing over or through obstacles.
- .8 Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects/persons in a sustained motion.
- .9 Pushing: Using upper extremities to press against something or someone with a steady force in order to thrust forward, downward, or outward.
- .10 Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- .11 Grasping: Applying pressure to an object with the fingers and palm as well as distinguishing between degrees of pressure applied.
- .12 Talking: Expressing or exchanging ideas by means of the spoken word.
- .13 Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- .14 Balancing when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.
- .15 Smell: ability to detect odors commonly encountered on the job, including but not limited to natural gas leaks, smoke, and other environmental odors, CDS odors such as marijuana, odor of alcoholic beverage.
- .16 Sight: Correctable to at least 20/30 in each eye; ability to identify and distinguish differences in colors.

4.4.F K-9 OFFICER

- .1 Job Objectives:** To protect life and property, to preserve the public peace, to enforce local, state, and federal law, to apprehend violators of laws, and to perform other responsible police work in the City of Hagerstown.
- .2 Function:** The K-9 Officer is responsible for performing patrol functions in an assigned area, responding to calls for routine and emergency service, arresting violators of laws, completing reports, enforcing traffic laws, testifying in court, and performing routine and special daily assignments. Work is performed under general supervision. The employee follows well-defined guidelines, policies, and procedures, and usually refers questions or problem cases to the supervisor. Emergency situations may require the employee to use his/her own judgement and interpretations. The K-9 Officer functions as the Patrol Officer but assists in the apprehension of criminals with the use of the K-9. The purpose of the K-9 unit is to utilize the dog's special capabilities as a tool in the prevention and detection of crime.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 All the duties of the patrol officer
 - .2 Utilizes the K-9 dog for:
 - the detection of narcotics, evidence (articles), and/or explosives (dependent upon their specialty);
 - detection and/or apprehension of criminal offenders/suspects who have secreted themselves;
 - tracking criminal offenders/suspects who are attempting to evade arrest by flight
 - tracking missing persons (non-biting K9s only);
 - perimeter security containment or control;
 - self-protection, protection of other officers, and/or the general Public
 - .3 Responsible for the care, safety and actions of the assigned dog.
 - .4 Responsible for the safety of others with regard to the assigned dog.
 - .5 Responsible for the care and maintenance of the assigned K-9 vehicle.
 - .6 Follows K9 Program Standard Operating Procedures.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or on any day. Considerable time is spent in a patrol vehicle. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - The patrol officer.
 - Current K9 procedures, regulations, training, and applicable case law.
 - .2 Skills:
 - Of the patrol officer.
 - Command of the animal, both voice and hand.
 - Use of the K-9 equipment. This includes leads, tacking harnesses, collars, chokers, muzzles, agitation sleeve, and blank gun.
 - Reading the track of a suspect in accordance with the K-9's responses.
 - .3 Ability:
 - Of the patrol officer.
 - To work with animals which includes maintaining control over the animal at all times.
 - To comprehend and carry out the training of the K-9.
 - To provide the animal with a proper home.
- .6 Physical Tasks Required:** All the physical tasks required by the patrol officer.

4.4.G WARRANT SQUAD OFFICER

- .1 Job Objectives:** To serve or attempt to serve legal process documents associated with crimes occurring throughout Washington County; to assist with administrative tasks (e.g. receiving, recording, documenting, etc.) associated with said legal process.
- .2 Function:** The Warrant Squad Officer is assigned as a member of the Washington County Warrant Task Force. This position is primarily responsible for the service of legal process associated with HPD cases and crimes occurring within the City. This position receives, records, and distributes, and accounts for legal process, both assigned to and served by this Department. The Warrant Squad Officer's main responsibility is the service of legal process. This position also works with other members of the Washington County Warrant Task Force and serves legal process associated with cases and crimes occurring throughout Washington County.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 All the duties, responsibilities and tasks of the Patrol Officer
 - .2 Attempt the service of legal process associated with HPD cases and crimes occurring within the City; contact other agencies to assist in service on persons located outside this jurisdiction; process prisoners arrested on warrants.
 - .3 Assist administrative staff as needed with receiving, recording, and distributing legal process from the courts; maintain statistics on numbers and types of legal process received, served, and returned to the courts; disseminate information on wanted subjects to Patrol officers.
 - .4 Obtain extradition authorization from the State's Attorney on any subject apprehended out of state; retrieve prisoners apprehended by other jurisdictions.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or on any day. Considerable time is spent in a patrol vehicle. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of the patrol officer.
 - .2 Knowledge of extradition and out of state detainer procedures, and of the administrative procedures of the courts, Washington County Warrant Task Force, and State's Attorney regarding legal process.
- .6 Physical Tasks Required:** All the physical tasks required of the patrol officer

4.4.H SPECIAL OPERATIONS DIVISION LIEUTENANT

- .1 Job Objectives:** To provide command and coordination of the functions and activities of the various members and under their command through the application of various administrative principles.
- .2 Function:** The Special Operations Division Lieutenant is responsible for ensuring that life and property are protected, the peace is preserved, local, state, and federal laws are enforced, violators are apprehended, and seeing that other responsible police work is performed within the City of Hagerstown. The Special Operations Division Lieutenant coordinates functions and work of the Downtown Squad, Automated Speed Enforcement, HPD members assigned to the Joint Warrant Squad, and the Directed Patrol Unit. This includes administrative work as well as basic supervision of subordinates to ensure that Departmental objectives are attained. The Special Operations Division Lieutenant serves as one of the HPD Sector Managers.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Provide information to the general public via telephone or in person as requested in regards to such matters as they relate to the police mission.
 - .2 Supervision of subordinates under their command; reviews reports from subordinates; assists officers, at times, with decision making or any general questions that may arise during an investigation or request for service; is responsible for the scheduling of days off and annual leave of members under their command and evaluate the performance of subordinates.
 - .5 Serves as Sector Manager for one of the designated geographic sectors of the city; utilizes available resources such as daily capsule reports, crime bulletins, crime trend maps and data, police reports, etc., to identify emerging crime trends; coordinates HPD's role in any response strategies devised within the sector.
 - .6 Assign the Sergeants under their command the duties which shall assist the Lieutenant in the proper supervision and administration of each squad or function.
 - .7 Various administrative duties some of which are (but not limited to); preparing monthly inspections, analysis of police related problems and their solutions, ensuring that all paperwork, such as work schedules, leave, payroll, etc., is complete and is forwarded properly; ensuring goals and objectives for the Special Operations Division are developed and carried out; communicate with the Operations Captain to evaluate the operation of the Division as well as to give input regarding any problems which may come to surface.
 - .9 Take appropriate law enforcement action when necessary.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills and abilities of the duties of the sergeant and patrol officer.
 - .2 Knowledge of administrative principles.
- .6 Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.4.I AUTOMATED SPEED ENFORCEMENT (ASE) PROGRAM ADMINISTRATOR

- .1 **Job Objectives:** To manage the overall operations as it relates to the department's ASE program and to support patrol operations.
- .2 **Function:** The ASE Program Administrator is a uniformed patrol assignment responsible for managing the overall operations of the ASE program, including, but not limited to operating equipment, scheduling other operators, records keeping, reporting requirements, and coordination of equipment maintenance and repair. The ASE Coordinator is the liaison to the Maryland State Highway Administration, coordinating the programmatic requirements of traffic-related grant programs. The ASE Coordinator supports patrol operations and related functions. The person assigned to this function may be of any rank.
- .3 **Duties, Responsibilities, and Tasks:**
 - .1 All the duties, responsibilities, and tasks of the patrol officer.
 - .2 Provide monthly/annual reports to the Chief of Police as it relates to the ASE program.
 - .3 Coordinate/facilitate traffic safety grants.
 - .4 Maintain a position on the board of the Washington County Traffic Advisory Committee.
 - .5 Serve as the community liaison in matters concerning the ASE program; assist the city PIO with public records requests; respond to questions from the public and media; respond to and resolve disputes arising out of ASE citations.
 - .6 Set schedule for officers serving as system operators.
 - .7 Ensure appropriate persons are scheduled for ASE citation-related court cases (e.g. HPD equipment operators, ASE equipment vendor, city attorney, etc.)
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - Same knowledge requirements as the patrol officer.
 - Operation of the Department's ASE equipment.
 - Maintenance requirements of the Department's ASE equipment.
 - Records keeping requirements of the Department's ASE equipment.
 - Reporting requirements as pertains to the Department's ASE equipment.
 - Current and emerging ASE technologies.
 - .2 Skills:
 - Same skill requirements as the patrol officer.
 - .3 Ability:
 - Same ability requirements as the patrol officer.
- .6 **Physical Tasks Required:** All the physical tasks required by the patrol officer.

4.4J DIRECTED PATROL UNIT SERGEANT

- .1 Job Objectives:** To achieve the basic objectives of the Directed Patrol Unit function through the direct control and supervision of subordinates under their command. This is achieved by coordinating the functions and activities of the various members under their command and through the application of various administrative principles.
- .2 Function:** The DPU Sergeant has the same function as the Patrol Sergeant, but also employs team policing tactics and other strategies to focus on specific crime and disorder problems as they are identified, often in specific areas of the City. The DPU Sergeant oversees DPU Officers.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Conducting roll call which may include various forms of in-service training as needed.
 - .2 Prepare news releases.
 - .3 Provide information to the general public via telephone or in person as requested in regards to such matters as they relate to the police mission.
 - .4 Employ team policing tactics to address crime and disorder problems where the need for focused and innovative strategies is identified. Examples include, but are not limited to, high crime areas, drug trafficking/dealing; weapons violations, and areas periodically inundated with specific crime or disorder problems.
 - .5 Manage the Department's gang investigation function.
 - .6 Develop and execute tactics in response to High Priority Offender and Safe Streets Program strategies, and which focus on gun violence reduction.**
 - .7 Supervision of subordinates under their command; reviews reports from subordinates; assists officers, at times, with decision making or any general questions that may arise during an investigation or request for service; is responsible for the scheduling of days off and annual leave of members under their command and evaluates the performance of subordinates.
 - .8 Various administrative duties, some of which but are not limited to; ensuring that all paperwork, such as work schedules, leave, payroll, etc., is complete and is forwarded properly; setting goals and objectives for their respective shift in order to ensure that the Department's goals and objectives are carried out; also ensuring that the unit goals and objectives are carried out; communicate with the Operations Captain to evaluate the operation of the unit as well as to give input regarding any problems which may come to surface.
 - .9 Take appropriate law enforcement action when necessary.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of the patrol officer.
 - .2 Knowledge of administrative principles.
 - .3 Ability to apply supervisory and administrative principles to ensure the proper operation of their work unit.
 - .4 Knowledge of Safe Streets and HPO goals and objectives.
- .6 Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.4.K DIRECTED PATROL UNIT OFFICER

- .1 **Job Objectives:** To protect life and property, to preserve the public peace, to enforce local, state, and federal law, to apprehend violators of laws, and to perform other responsible police work in the City of Hagerstown.
- .2 **Function:** A Directed Patrol Unit Officer has the same function as the patrol officer, but also engages in team policing tactics and other strategies to focus on specific crime and disorder problems as they are identified, often in specific areas of the City.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Participates in team policing tactics to address crime and disorder problems where the need for focused and innovative strategies is identified. Examples include, but are not limited to, high crime areas, drug trafficking/dealing; weapons violations, and areas periodically inundated with specific crime or disorder problems.
 - .2 Serves as the Department's gang specialists; maintains up-to-date knowledge of gangs and gang activity; regularly shares information and coordinates with County gang officers;
 - .3 Participates in formulation and execution of tactics in response to HPO and Safe Streets Program strategies.
 - .3 Works with other police officers assigned as to the Directed Patrol Unit in addition to patrol officers and the entire Police Department to facilitate information exchange, tactical enforcement policing initiatives, and coordination of departmental efforts.
 - .4 All other responsibilities of the patrol officer as assigned.
- .4 **Working Conditions:** Same as the patrol officer.
- .5 **Knowledge, Skills, and Abilities:** Same as the patrol officer.
- .6 **Physical Tasks Required:** Same as the patrol officer.

4.4.L SCHOOL RESOURCE OFFICER

.1 Job Objectives: To reduce the amount of time and effort administrators and teachers must spend addressing illegal and disruptive behavior; to directly support the instructional mission of the Board of Education through classroom presentations; to work closely with key school programs that address issues that undermine student achievement and reduce the effectiveness of schools; to assist the Patrol Division when school is not in session and when not performing SRO related duties or activities.

.2 Function: The officer works a minimum of 75% of their time in and around the local high school and their feeder schools (in the city limits). The officer is involved in as many community policing strategies as resources permit. In addition to their regular law enforcement function, the officer researches suitable lessons and classroom presentations to focus on delinquent behavior and disorder in and around schools. The officer works closely with each school's administration, the Board of Education, parents, and other relevant community agencies and groups to devise solutions to problems of delinquent behavior and disorder in and around schools.

.3 Duties, Responsibilities, & Tasks:

- .1 Maintain safety and order on campus through routine law enforcement activities, including, but not limited to, taking action with students, intruders, or unwanted visitors.
- .2 Handle all calls for service from the assigned schools and coordinate the response of other police resources to the school.
- .3 Serve as liaison between the school and the police; provide information to students and school personnel about law enforcement matters; provide information to appropriate investigative units on crimes or leads that come to his attention.
- .4 Develop and institute initiatives aimed at preventing student crime and violence, enhancing school safety, and supporting the instructional mission of the Board of Education. This includes working closely with school administrators, the Board of Education, parents and other relevant community agencies and groups to devise solutions to problems of delinquent behavior and disorder in and around the school.
- .5 Act as resource for both staff and students; counsel students and parents on issues related to delinquent behavior and disorder in the school.
- .6 Serve as back-up instructor as directed by HPD supervision for Washington County Children's Safety Village.
- .7 Present public relation talks relating to the SRO position.
- .8 Deal with the administrative matters relating to the operation of the SRO program and other matters relating to the operation of the police department.
- .9 All the duties, responsibilities, and tasks of the corresponding patrol rank when assigned in the patrol function.

.4 Working Conditions: The working environment is the same as that of the patrol officer. During the school year, the employee is primarily assigned to the local high school (in the city limits), and may also include the elementary and middle feeder schools to the high school. The hours and days are those which allow for the accomplishment of the job objectives and characteristics of the assignment. During the summer break, and other times when school is not in session, the SRO may be reassigned to other law enforcement assignments.

.5 Knowledge, Skills, and Abilities:

- .1 Knowledge:
 - Required for the corresponding patrol rank.
 - Successful completion of SRO training
 - Working knowledge of contemporary SRO issues.
 - A current knowledge on matters relating to drugs and personal safety matters.
- .2 Skills:
 - Basic speaking skills.
 - Basic teaching skills.
 - All the skills required for the corresponding patrol rank.
- .3 Ability:
 - Required for the corresponding patrol rank.
 - To relate with different age groups.
 - Planning, coordinating and organizing.

.6 **Physical Tasks Required:** All the physical tasks Of the Patrol Officer.

4.4.M PARKING ENFORCEMENT OFFICER

- .1 **Job Objectives:** To enforce parking ordinances in the City of Hagerstown.
- .2 **Function:** The Parking Enforcement Officer is responsible for enforcing all parking ordinances of the City of Hagerstown.
- .3 **Duties, Responsibilities and Tasks:**
 - .1 Patrol metered and regulated parking areas on foot or by vehicle as assigned for the purpose of observing parking violations.
 - .2 Issue warnings or citations for parking violations consistent with City policy and supervisory direction using electronic devices.
 - .3 Arrange for vehicles to be towed in cooperation with the Hagerstown Police Department.
 - .4 Install and remove vehicle immobilizing devices ("boots") as necessary.
 - .5 Testify in court cases concerning citations or other incidents witnessed as a result of acting in the capacity of an employee of the City.
 - .6 Read, comprehend and apply a variety of legal and other documents, maps and reference material to properly enforce the parking regulations and comply with departmental guidelines and procedures.
 - .7 Respond to questions and inquiries relating to parking regulations and enforcement.
 - .8 Respond to general questions from the public and assist members of the public as appropriate.
 - .9 Performs other related duties as assigned.
- .4 **Working Conditions:** The working environment is variable. The Parking Enforcement Officer may be sent to any location or area in the City. The employee may be assigned to work during the times meters are in operation. The employee may be exposed to extremes of weather and may confront potentially dangerous situations.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - City ordinances as they relate to parking violations
 - Departmental Rules and Regulations
 - .2 Skills in:
 - Communication
 - .3 Ability to:
 - Make decisions
 - Operate under stressful conditions.
- .6 **Physical Tasks Required:** Defined as medium work exerting up to 25 pounds of force to move objects occasionally and/or up to 10 pounds of force constantly; worker is standing and/or in motion most of the time. This position requires a full range of motion, such as, but not limited to: climbing, balancing, stooping, crawling, reaching, kneeling, crouching, lifting, pulling and pushing, grasping, feeling involving fingertips, substantial movements of the wrists, hands and/or fingers, and standing/sitting for sustained periods of time. Physical activities also include active communicative activities, i.e. talking and hearing.

4.4.N VEHICLE MAINTENANCE TECHNICIAN (PART TIME)

- .1 **Job Objectives:** To ensure the fleet of vehicles assigned to the Police Department is properly maintained.
- .2 **Function:** The vehicle maintenance technician is responsible for seeing that the department's fleet is kept in good working order and that vehicle problems are addressed swiftly and efficiently. This requires performing some minor maintenance and seeing that vehicles are delivered to their destination for repair and service. This position is also responsible for ensuring maintenance records are maintained, and for assisting other city employees with acquisition and disposal of fleet vehicles.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Performs basic vehicle maintenance; basic body maintenance (e.g. wax out scratch marks on vehicles, touch-up paint on small scratch marks, etc.) battery maintenance (clean terminals, charge batteries when needed, maintain water level); lighting system maintenance (replace sealed beam headlight units; replace parking lights, side-marker, turn signal and brake lights; tighten, adjust spot lights and lubricate moving parts); replace blown fuses, replace turn signal/4-way flasher units; replace wiper blades; repair door locks and latches as well as lubricate door and trunk hinges; basic engine maintenance (check engine oil, transmission oil, and water levels, check air filter, check belts and hoses; check trunk for flares and spare tire pressure.
 - .2 Coordinates with the City's central maintenance garage and private sector companies to ensure prompt completion of necessary vehicle repairs.
 - .3 Coordinates with the City's Safety and Loss Control Coordinator in matters relating to vehicle insurance claims.
 - .4 Maintains departmental stock of routing maintenance supplies, e.g. oil, anti-freeze, light bulbs, fuses, lights, etc.
 - .5 Coordinates and ensures the removal of equipment from old vehicles and installation of equipment into new vehicles; performs removal and installation when specific technical expertise is not required.
 - .6 Completes paperwork required for vehicle insurance, registration and title.
 - .7 Maintains paper and electronic records of vehicle maintenance; coordinates with/assists Public Works Department as needed to ensure accurate records keeping.
 - .8 Other related duties as may be assigned.
- .4 **Working Conditions:** The working environment is variable. The technician may be sent to any area in the city. The technician can be exposed to extremes of weather. The technician spends time with the City's central maintenance garage and other automotive repair/car dealers. The normal operating hours are the normal business hours for city government. The technician also comes into contact with various chemical compounds including, but not limited to, gasoline, exhaust fumes, oil, antifreeze, etc.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge:
 - General vehicle/automotive repair-maintenance knowledge that coincides with the job tasks.
 - Fair market values for repairs.
 - .2 Skills:
 - Basic vehicle maintenance skills as described above, including the use of related tools.
 - Basic skills in common office computer applications (Word, Excel, etc.)
 - .3 Ability:
 - Maintain and store vehicle maintenance records.
 - Deal with the public and vendors.
 - Recognize/diagnose vehicle maintenance needs.
- .6 **Physical Tasks Required:**
 - .1 Defined as heavy work exerting up to 100 pounds of force to move objects occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly; Worker is standing, sitting or in motion most of the time.
 - .2 This position requires a full range of motion such as, but not limited to climbing, balancing, stooping, crawling, reaching, kneeling, crouching, lifting, pulling and pulling,

feeling involving fingertips, substantial movement of the wrists, hands, and/or fingers, and standing/sitting for sustained periods of time.

4.4.O CRIME CAMERAS SERVICE OFFICER

- .1 **Job Objectives:** To ensure the street crime cameras are properly maintained, and to ensure that all systems associated with the street crime cameras are operating properly.
- .2 **Function:** The crime cameras service officer performs a variety of activities intended to keep the camera system in good working order, facilitate effective use of the cameras by other personnel, and ensure that problems are addressed swiftly and efficiently. This position is also responsible for ensuring records related to the camera system are maintained.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Obtain and maintain certifications required to perform field maintenance on both covert and overt crime cameras to include specific technical and high-voltage certifications.
 - .2 Perform installations of crime cameras as directed by HPD supervision.
 - .3 Perform routine maintenance and repairs of crime cameras
 - .4 Maintain an inventory of crime cameras to include locations and service availability.
 - .5 Assist the Operations Captain with developing replacement schedules.
 - .6 Work with city I.T. personnel and vendors as needed to maintain the entire crime camera system.
 - .7 Assist officers in retrieving video for court purposes.
 - .8 Perform other related tasks as assigned.
 - .8 When not actively servicing crime cameras or attending to camera-related activities, The CCSO will work in a uniform capacity to support the downtown public safety presence or other areas as assigned.
- .4 **Working Conditions:** Same as the patrol officer.
- .5 **Knowledge, Skills, and Abilities:** Same as the patrol officer.
- .6 **Physical Tasks Required:** Same as the patrol officer.

4.4.P TRAINING AND SAFETY SERGEANT

- .1 Job Objectives:** To ensure training requirements for all personnel are met; to ensure recruitment goals are developed and pursued, and that applicant selection requirements are met; to pursue opportunities for safety improvements.
- .2 Function:** The Training and Safety Sergeant serves as the Department's Training Coordinator, the Department's Safety Coordinator, supervises the applicant recruitment, selection, and background investigation functions. As training coordinator, this position coordinates, schedules, and manages all in-service training, serves as the liaison between HPD and the Maryland Police Training Commission staff, and is the FTO coordinator. As safety coordinator, this position reviews training and operational environments for potential safety improvements.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Assist with coordinating initial City and Department orientation for newly hired police officers; coordinate entry level training and comparative compliance training base on new officer requirements; ensure all required uniform and equipment is issued.
 - .2 Provide instructors with lesson plan format; review lesson plans from instructors and compare with job descriptions to ensure job relatedness; and obtain lesson plan approval through Department procedures.
 - .3 Coordinate and oversee the scheduling of annual in-service training; obtain input from department members regarding in-service needs/recommendations; ensure appropriate instructors are utilized; schedule sessions; ensure all state requirements are met; maintain all relevant documentation; forward appropriate documentation to state agencies as required.
 - .4 Supervise the Field Training Program; make FTO assignments for new officers, review FTO daily and monthly evaluation reports; meet periodically with FTOs on recruits progress; recommend retention or release of officers in field training, coordinate the selection and training of FTOs.
 - .5 Manage the Department's recruitment and selection functions; provide application paperwork, schedule applicant testing and appointments, etc.); conduct and supervise background investigations; ensure all background requirements, reports, files, etc. are completed, collected, and filed; make timely notification to the Chief of Police of significant issues in applicant backgrounds; make hiring recommendations; complete and submit applications for police officer certification to MPTC.
 - .6 Ensures appropriate safety procedures are included in Departmental practical training exercises.
 - .7 Chairs the Department Safety Board as described in the AFSCME union contract; organizes quarterly board meetings; ensures board procedures are followed.
 - .8 Reviews employee injury reports in order to identify preventive strategies (e.g. training, policy improvement, etc.).
 - .9 Performs other operational and administrative tasks as assigned.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of the patrol officer.
 - .2 Knowledge of administrative principles.
 - .3 Ability to apply supervisory and administrative principles to ensure the proper operation of their work shift.
 - .4 Knowledge of MPTC records keeping requirements.
 - .5 Knowledge of MPTC reporting software.
 - .6 Knowledge of MPTC training requirements for entry level, comparative compliance, and incumbent employees.
 - .7 Knowledge of speed camera system.
 - .8 Maintains MPTC instructor certification.
 - .9 Knowledge of instructional methods.

.6 Physical Tasks Required: All the physical tasks required for the patrol officer.

4.4.Q RECRUITMENT AND TRAINING COORDINATOR

.1 **Job Objectives:** To coordinate all aspects of in-service training for Hagerstown Police Department personnel; to serve as liaison between HPD and external training programs and academies; to coordinate with the Hagerstown Community College Police Academy regarding the provision and scheduling of HPD resources; to coordinate all police recruitment activities for HPD; to serve as HPD quartermaster.

.2 **Function:** Coordinates and manages the Department's recruitment activities and selection process components; ensures all entry level and in-service training requirements for HPD personnel are met, all MPTC reporting requirements are met, and all training records are compiled and maintained in accordance with MPTC, accreditation, and other relevant legal requirements; serves as Department quartermaster.

.3 Duties, Responsibilities, & Tasks:

Recruitment/Selection:

- Assists with the development and evaluation of the Department's recruitment plans; executes same.
- Coordinates all aspects of recruitment and selection processes; ensures all requirements are completed in accordance with state, federal, and CALEA standards; serves as main point of contact for recruitment and selection.
- Oversees contractors utilized as background investigators.
- Tracks and records applicant progress at each stage of the selection process.
- Facilitates on-boarding process for new hires.

Training:

- Develops plans to complete all training requirements mandated by MPTC, CALEA, and state and federal laws; ensures all personnel meet training requirements or notifies the Chief of Police when discrepancies occur; schedules and coordinates instructors.
- Seeks and obtains input from Department personnel on training topics for in-service and specialized training.
- Coordinates and facilitates other training needs as may be identified by Department personnel.
- Maintains training records, including but not limited to lesson plans, tests, and attendance; completes reporting requirements for MPTC; assists MPTC staff with training audits.
- Submits approval requests for in-service training courses per MPTC procedures.
- Coordinates the selection and training of Department instructors.
- Instructs in-service and entry level general police topics; instructs specialized topics as certified.

Quartermaster:

- Maintains inventory records of Department equipment/assets; enters new equipment into electronic database, tracks equipment issuance, enters records of equipment disposal.
- Issues or facilitates the issuance of Department equipment.
- Ensures stored items intended for issuance or use are operationally ready, or are to be repaired.
- Coordinates and/or facilitates the purchase of required equipment and materials.
- Assists with the development of requests for proposals for equipment and materials.
- Conducts annual inventory.

.4 **Working Conditions:** A majority of the work is performed indoors where the environment is more or less stable and controlled. However, the employee may be exposed to extremes of weather while participating in training activities. The worker may also come into contact with various chemical compounds including, but not limited to chemical munitions and firearms-related solvents/cleaning materials.

.5 Knowledge, Skills, and Abilities:

.1 Knowledge:

- Maryland Police Training Commission selection and training standards.
- CALEA standards related to recruitment, selection, training, and property control.
- Selection process utilized by HPD.

- Common office computer applications and specific computer applications related to the duties of the position.
 - Information related to careers with HPD, such as salaries, benefits, specialized units, and training.
 - Federal and state employment compliance guidelines.
 - Inventory control.
 - General police operations.
 - Topics which the employee is certified to teach.
 - Instructional techniques and lesson plan development.
- .2 Skills:
- Skills in verbal and written communications.
 - Operation of computers and their applications.
 - Specific skills required for all topics in which the employee is certified to teach.
- .3 Abilities:
- Ability to manage multiple projects, priorities, and deadlines.
 - Ability to work with little or no supervision.
 - Ability to deal effectively with the public, other city departments, police department personnel, and other agencies.
 - Ability to organize and effectively maintain records associated with the job function.
- .6 Physical Tasks Required:**
- .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
 - .2 Frequent bending, crouching, stooping, stretching, reaching, or crawling.
 - .3 Manipulating and utilizing all and tools weapons for which the employee is certified to teach.
 - .4 Grappling or fighting with others, if teaching defensive tactics.
 - .5 Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 - .6 Grasping: Applying pressure to an object with the fingers and palms.
 - .7 Talking: Expressing or exchanging ideas by means of the spoken word.
 - .8 Hearing: Ability to receive detailed information through oral communication.
 - .9 Lifting or carrying objects up to 50 lbs.
 - .10 Visual acuity is required for reviewing, checking, preparing, and maintaining written and computer files.

4.4.R COMMUNITY SERVICES OFFICER

- .1 Job Objectives:** To work the front desk at police headquarters and conduct other assignments within the police department not requiring sworn personnel, in order to allow patrol supervisors to assume their duties on the street.
- .2 Function:** The Community Services Officer is a non-sworn, part-time position that works inside the Police Department building. This position is responsible for assisting the public with obtaining police related information and referrals, and carrying out a variety of activities not requiring sworn personnel. This position serves under the command of the Operations Captain and reports directly to the Internal Affairs Lieutenant.
- .3 Duties, Responsibilities, & Tasks:**
 1. Vigilantly monitor holding facility to ensure that prisoners do not harm themselves or others; make cell block checks per Department procedures; immediately report security problems to the patrol supervisor; keep frequent checks on cell block monitors. (*NOTE: CSO's are not to be used as a second officer in the holding facility*).
 2. Greet police department visitors; ensure all visitors are properly identified and escorted.
 3. Answer general police related questions.
 4. Complete investigative reports on incidents for which no additional immediate investigation is required. This includes walk-in and phone-in complaints, unless the complainant requests a sworn officer.
 5. Give directions; take and relay messages; refer requests for services and information to the appropriate sources.
 6. Distribute and receive "no parking" signs and maintain dispersal log on same.
 7. Operate telephone switchboard in order to take non-emergency incoming phone calls for the Police Department; route calls to the appropriate person or unit.
 8. Other related duties, as assigned by the patrol supervisor, that do not take them away from the front desk (unless approved by the Operations Captain).
- .4 Working Conditions:** The working environment is inside the Police Department building. The normal operating hours vary according to need, and can include portions of any of the patrol shift times. This environment is more or less stable and controlled. It is indoors, with frequent sitting, though not required, and requires movement through the building.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge**
 - Federal, State, and local criminal and traffic laws.
 - Laws of arrest, evidence, and search and seizure.
 - H.P.D. Rules, Regulation, Policies, and Procedures.
 - Local geography.
 - Grammar and spelling.
 - Arithmetic.
 - Courtroom rules, procedures, and customs.
 - Basic investigative methods
 - Basic evidence collection and preservation techniques.
 - Problem solving techniques.
 - Crime prevention techniques, and victim/witness assistance options.
 - Other referral agencies.
 - Proactive/preventive patrol techniques.
 - .2 Skills:**
 - Interpersonal and verbal communication skills.
 - Interviewing skills.
 - Operation/use of all issued, related, and required equipment.
 - .3 Ability to:**
 - Make decisions utilizing established precedents and procedures
 - React quickly and appropriately in emergency situation.
 - Apply required knowledge and skills to work related situations.
 - Function effectively under stressful conditions.
 - Comprehend and carry out written and oral instructions.
 - Prepare concise and effective reports, correspondence, and other documents.

- Use tact and resourcefulness in coping with varied problems and situations.
- Interact effectively and responsibly with persons of varied cultural, ethnic, religious, and economic backgrounds, and other employees and persons from other agencies.
- Work independently.

4.5 SPECIAL SERVICES BUREAU**4.5.A SPECIAL SERVICES CAPTAIN**

- .1 Job Objectives:** To have command and control over the various Special Services functions; to set goals and objectives for the Divisions/units within the Special Services Bureau, and coordinate the attainment of those goals and objectives; to directly assist the Chief of Police with the efficient administration and operation of the Police Department.
- .2 Function:** The Special Services Captain is responsible for ensuring that the police mission is accomplished through the Special Services Bureau functions as well as seeing that other responsible police work is performed within the City of Hagerstown. The Special Services Captain oversees operations of the Training Division, Support Services Division, Professional Standards Division, and Investigative Division. The Special Services Captain works closely with the Chief of Police in planning, organizing, staffing, directing, coordinating, reporting, and budgeting activities within the Department. The Special Services Captain also represents the Department through interaction with various civic organizations and governmental entities.
- .3 Duties, Responsibilities, & Tasks:**
 - .1** Administrative duties such as conferring daily with appropriate division supervisors within the Special Services Bureau for information exchange to ensure that departmental goals are being met; maintain regular contact with the Operations Captain and other supervisors of the Operations Bureau to ensure they are receiving effective support services and identify any needed corrective actions; read reports from all divisions and units to keep abreast of all Department activities and criminal investigations; review major case reports; confer with other city departments on personnel and management matters, and other police related issues; inspect the department's facilities, personnel, and equipment; attend department staff meetings; attend public meetings as designated by the Chief of Police; schedules supervisors leave time (holidays, vacation days, compensatory time); execute special projects; prepare and/or collect reports as needed for the accreditation process; take other action to correct administrative and operational deficiencies.
 - .2** Primary responsibility for preparing and updating the Department's Continuity of Operations Plan (COOP).
 - .3** Primary responsibility for special events planning.
 - .4** Attend City administrative staff meetings; attend sessions of the Mayor and Council; ; attend meetings with civic groups, business leaders, and criminal justice agencies.
 - .5** Supervision of subordinates under their command; reviews reports from subordinates; prepares employee evaluations.
 - .6** All other duties, responsibilities, and tasks as designated by the Chief of Police.
- .4 Working Conditions:** The working environment is more or less stable and controlled and is indoors in the office environment. Certain responsibilities may require the employee responding to any location or area in the city. The potential is there for the employee to be exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1** Knowledge of:
 - Criminal investigation.
 - Management principles, including planning, organizing, staffing, directing, coordinating, reporting, and budgeting principles.
 - Intelligence functions.
 - Financial management.
 - Personnel administration.
 - Labor relations.
 - Equal Employment Opportunity.

 - Basic statistical analysis.
 - City personnel regulations.
 - Recruiting.
 - Training.

- Event Planning
 - The duties, responsibilities and, tasks of all subordinates.
 - Operations and functions of all HPD organizational components.
- .2 Skills:
- Excellent oral and written communications skills,
 - Analytical and problem solving skills.
- .3 Abilities:
- Ability to multi-task.
 - Ability to manage multiple projects.
 - Ability to apply administrative principles to ensure the proper operation of the department.
- .6 **Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.5.B SAFE STREETS COORDINATOR

- .1 **Job Objectives:** To coordinate the administration of the Hagerstown Police Department's Safe Streets Program; to ensure strategies align with the core Safe Streets Initiative goals as defined by the Governor's Office of Crime Control and Prevention and/or Chief of Police; to maintain a clear accountability structure to measure progress.
- .2 **Function:** The Safe Streets Program Coordinator arranges for Safe Streets Coalition members to meet on a regular basis to share information and develop operational strategies. The Coordinator manages data to ensure strategies are obtaining results and guides the Coalition accordingly to meet Safe Streets goals. The Coordinator is responsible for the overall operation and implementation of HPD's Safe Streets Initiative.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Communicates regularly with all Safe Streets coalition members.
 - .2 Provides guidance to all coalition members toward the achievement of program goals.
 - .3 Regularly monitors the High Priority Offender list; ensures it is current and accurate, and is disseminated to the appropriate HPD personnel and coalition members.
 - .4 Ensures the appropriate partners are on the HPO activity notification e-mail list; regularly monitors HPO notification system to ensure functionality.
 - .5 Trains agency personnel on Safe Streets strategies.
 - .6 Meets monthly with the HPD Safe Streets officers, the Safe Streets Prosecutor, any Federal Law Enforcement agency that took over a High Priority Offender case, and any U.S. Attorney assigned to any federal case taken over from a Safe Streets local agency. The meeting is to outline processes to thoroughly examine and evaluate priority offender case strategies.
 - .7 Collaborates with the HPD Strategic Enforcement Officers and other watch center partners to identify High Priority Offender target locations; identifies possible code violations at specific residences and coordinates with Code Compliance to address same; works with Code Compliance to address quality of life and environmental issues in these communities.
 - .8 Attends HPD biweekly CompStat meetings to facilitate coordination and communication among collaborating partners.
 - .9 Compiles monthly statistics (and report to GOCCP) on the following:
 - Monthly crime trends as well as a YTD comparison from 2 previous years.
 - A running list of all Safe Streets offenders arrested including their case dispositions.
 - Statistics on a warrants served while using grant funds including planned initiatives or sweeps.
 - Warrant backlog information, including all part I warrants and VPI warrants.
 - .10 Serves as liaison between HPD and GOCCP on matters relating to Safe Streets initiative.
 - .11 Prepares and files quarterly grant reports to GOCCP according to prescribed formats.
- .4 **Working Conditions:** A majority of the work is performed indoors where the environment is more or less stable and controlled.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge:
 - All aspects of the Maryland Safe Streets Initiative and the Hagerstown Police Department's Safe Street's Grant Program.
 - Common office computer applications and specific computer applications related to the duties of the position.
 - General police operations.
 - .2 Skills:
 - Excellent verbal and written communication skills.
 - .3 Abilities:
 - Ability to manage multiple projects, priorities, and deadlines.
 - Ability to work with little or no supervision.
 - Ability to deal effectively with the public, other city departments, police department personnel, and other agencies.

- Ability to organize and effectively maintain records associated with the job function.
 - A high degree of analytical, problem solving, and multi-tasking ability.
- .6 **Physical Requirements:** This position requires the ability to sit and concentrate on complex tasks for prolonged periods of time if necessary; to operate a computer keyboard and mouse; to lift and move various items of inventory; to sit in meetings and participate in discussions with peers; to stand before audiences making public speeches and leading discussions; to travel to and from various locations in and outside the city and state.

4.5.C INVESTIGATIVE DIVISION LIEUTENANT

- .1 **Job Objectives:** To achieve the basic objectives of the criminal investigative function through the direct control and supervision of subordinates under their command. This is achieved by coordinating the functions and activities of the various members under their command.
- .2 **Function:** Through command over the investigative units of HPD, the Investigative Division Lieutenant is responsible for ensuring that life and property are protected, the peace is preserved, local, state, and federal laws are enforced, violators are apprehended, and seeing that other responsible police work is performed within the City of Hagerstown.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Administrative duties such as the review of all criminal information reports prior to their assignment for further follow-up, ensuring that all paperwork is done. This would include but not be limited to, the preparation of work schedules for all detectives, setting goals and objectives for their respective division in order to ensure that the Department's goals and objectives are carried out; also ensuring that the division's goals and objectives are carried out; communicate regularly with the Operations Captain and Special Services Captain, as well as the Chief of Police, to evaluate the operation of the division as well as to give input regarding any problems which may come to surface. Administrative duties also include analyzing crime trends to ensure that police coverage are in accordance with these trends; the monitoring of vice activities, the preparation of a yearly budget for the Investigative Division, and the overseeing of investigative fund monies.
 - .2 Provide information to the general public via telephone or in person as requested in regards to such matters as they relate to the police mission.
 - .3 Supervision of subordinates under their command; reviews reports from subordinates; employee evaluations; assists officers, at times, with decision making or any general questions that may arise during an investigation or request for service. This includes the direct support and coordination of major felony investigations.
 - .4 Take appropriate law enforcement action when necessary.
- .4 **Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of the CIU Supervisor.
 - .2 The ability to apply administrative principles to ensure the proper operation of the division.
- .6 **Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.5.D ADMINISTRATIVE SECRETARY I

- .1 Job Objectives:** To perform secretarial/stenographic duties and other administrative responsibilities required to assist the Investigative Division.
- .2 Function:** The Administrative Secretary I is the secretary to the Investigative Division. This position performs secretarial duties, assists CIU personnel with various administrative tasks, and carries out various data management functions related to the Investigative Division.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Transcribe verbal communications such as witness/victim/ suspect statements from electronically recorded media into an accurate typewritten draft. Compose and prepare typewritten correspondence from brief verbal instructions ensuring correct spelling, grammar, punctuation, and form.
 - .2 Answer the calls to the Investigative Division and ascertain the nature of the call and what assistance is needed; refer callers to the appropriate investigator; provide information either through personal knowledge or from other sources; provide case assignment inquiry assistance; maintain general telephone information concerning city departments, criminal justice agencies; and other related organizations.
 - .3 General office duties in support of the daily operations of the Investigative Division such as office equipment maintenance, supply requisition, development and maintenance of filing systems; copy criminal justice related materials and disseminate to the CIU staff; perform general mail and message relaying duties; generate computer statistical reports for CIU staff; assist in preparation of meetings; compile and type weekly attendance and payroll forms documenting court time and various forms of leave; enter case assignments into task management system. .
 - .4 Enter case.5Perform METERS and NCIC records checks for sworn personnel..6 Process the State of Maryland Missing Person paperwork for juveniles and adults; mail the appropriate forms to the Maryland Center for Missing Persons; ascertain, based on written guidelines, which individuals require completion of the NCIC Missing Persons File Data Collection Entry Guide, and refer this information to the CIU Supervisor.
- .4 Working Conditions:** The working environment is more or less stable and controlled. The employee is assigned to an inside office and will generally work during regular business hours. On occasion the employee may be needed to work other hours necessary for the accomplishment of the job objectives and characteristics of the assignment. The employee comes into contact with citizens on a regular basis either by telephone or in person. The employee may be exposed to mentally disturbed, armed, violent, or emotionally distraught persons who are brought into the Investigative Division, or who contact the Division by telephone.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - Secretarial duties and general office procedures.
 - Division administrative policies and procedures.
 - Department Rules and Regulations relative to the position.
 - Department organization and duties of each organizational component.
 - Personal computer applications, including WordPerfect and MS Office applications.
 - Grammar, spelling, and mathematics .
 - .2 Skills in:
 - Typing
 - Shorthand
 - Interpersonal communication
 - .3 Ability to:
 - Prepare correspondence without review.
 - Prepare, organize, and maintain files in an efficient manner.
 - Rank responsibilities and adjust with expediency.
 - Take direction and work without direct supervision.
- .6 Physical Tasks Required:**
 - .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.

- .2 Standing of walking for long periods of time.
- .3 Repeated bending, crouching, stooping, stretching, reaching or crawling.
- .4 Lifting objects up to 20 lbs.
- .5 Working, primarily with fingers rather than with the whole hand or arm as in handling.
- .6 Grasping: Applying pressure to an object with the fingers and palm.
- .7 Talking: Expressing or exchanging ideas by means of the spoken word.
- .8 Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound.

4.5.E CRIMINAL INVESTIGATION UNIT SUPERVISOR (SERGEANT)

- .1 Job Objectives:** To supervise the Detectives assigned to the Criminal Investigation Unit, to conduct criminal investigations and bring these investigations to a logical conclusion, and to assist the Patrol Division in matters as they relate to criminal investigations.
- .2 Function:** The Criminal Investigation Supervisor performs supervisory duties within the Criminal investigation Unit. This includes reviewing and correcting as necessary the work of Detectives, and ensuring that they are carrying out their responsibilities. Some administrative functions are also performed. Normal criminal investigations may also be assigned in which case the position will have the same characteristics as the Criminal Investigator.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 All the duties and responsibilities of the Investigative Division Lieutenant in his/her absence.
 - .2 Review all initial investigative reports to determine which cases will be followed up; assign cases to individual detectives; monitor overall case load as well as individual case loads; conduct monthly case reviews with each detective.
 - .3 Supervise the Detectives assigned to the Unit; maintain discipline within the Unit; complete annual performance appraisals; conduct regular inspections of subordinates and the Unit; ensure the proper maintenance of the equipment assigned to the Unit.
 - .4 Formulate and disseminate press releases when applicable.
 - .5 As needed, perform all the duties and responsibilities of the Criminal Investigator (Detective).
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of the criminal investigator.
 - .2 Knowledge of supervisory and administrative principles to ensure the proper operation of the Unit.
 - .3 Ability to prioritize work and to distribute an equitable workload.
 - .4 Ability to coordinate and have subordinates work as a team.
- .6 Physical Tasks Required:** All the physical tasks of the patrol officer.

4.5.F CRIMINAL INVESTIGATOR (DETECTIVE)

- .1 Job Objectives:** To conduct criminal investigations and bring these investigations to a logical conclusion. Also, to assist the Patrol Division in matters as they relate to criminal investigations.
- .2 Function:** The Criminal Investigator primarily conducts follow-up investigations on criminal matters reported to the Police Department. Technical assistance is also provided to the Patrol Division in such matters as photography, fingerprints, and general evidence collection. The Investigator not only follows up initial investigations by Patrol but can be responsible for conducting the initial investigation on serious crimes and other investigative matters as designated by Departmental Superiors.
- .2 Function:** The Criminal Investigator primarily conducts follow-up investigations on criminal matters reported to the Police Department, especially those requiring a substantial amount of investigatory time and expertise. Technical assistance is also provided to the Patrol Division. The Investigator not only follows up initial investigations by Patrol but can be responsible for conducting the initial investigation on serious crimes and other investigative matters as designated by Departmental Superiors. Criminal Investigators may also be tasked with investigations involving vice and narcotics offenses.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Conducts follow-up investigations; reviews an incident already reported to the Department, interviews victims, witnesses, and suspects, participates as a team member on major crime scenes; coordinates investigatory efforts with other internal and external investigative units as appropriate.
 - .2 Crime-scene processing; photographs the crime scene, processes the scene for fingerprints, or general evidence collection; submits evidence for laboratory analysis as appropriate.
 - .3 May be called upon to supplement patrol to meet patrol staffing needs;
 - .4 Applies for, obtains, and executes search warrants; completes all administrative requirements.
 - .5 Initial investigations; Investigators also initiate investigations from a complainant which may require more time or expertise than is generally available to the patrol officer. Examples of these investigations are, but not limited to, embezzlements, forgeries, sexual assaults, and internal employee thefts.
 - .6 Employs team policing to address crime and disorder problems where the need for focused and innovative strategies is identified. Examples include, but are not limited to, high crime areas, drug trafficking/dealing; weapons violations, and areas periodically inundated with specific crime or disorder problems.
 - .7 Arrests of those responsible for the perpetration of crimes.
 - .8 Prepares departmental reports and supplements; files reports and forms; prepares warrant requests.
 - .9 Obtains and organizes reports, information, and other materials for court cases; reviews cases with the State's Attorney; attends court and testifies as required.
 - .10 Attends roll call, roll call training, in-service training, firearms training, and various training seminars; passes required knowledge and proficiency tests.
 - .11 Performs other duties and performs similar and related work as required.
 - .12 Takes law enforcement action as needed.
- .4 Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of the patrol officer.
 - .2 Knowledge of the forensic capabilities of the various crime laboratories.
 - .3 Working knowledge of search warrant preparation and execution.
 - .4 Advanced knowledge and skills of evidence collection and preservation techniques.
 - .5 Enhanced knowledge of investigative/interviewing methods and skills.

- .6 Knowledge of typing whether using the typewriter or word processor.
 - .7 Deductive reasoning.
 - .8 Ability to be methodical and disciplined when conducting complex investigations.
- .6 Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.5.G NARCOTICS TASK FORCE SERGEANT

- .1 **Job Objectives:** To achieve the same basic objectives of the Hagerstown Police Department's criminal investigative function, specifically narcotics investigations, through the direct control and supervision of subordinates under their command. This is achieved by coordinating the functions and activities of the various members under their command.
- .2 **Function:** The HPD Sergeant assigned to the Washington County Narcotics Task Force provides direct supervision of HPD personnel assigned to the Washington County Narcotics Task Force, participates in and oversees the investigation of narcotics violations and other violations involving controlled dangerous substances, and serves as WCNTF Director during alternating periods as described in the formal NTF agreement. The subordinates of the Supervisor are both Hagerstown Police Officers and Washington County Sheriff's Department Deputies assigned to the Washington County Narcotics Task Force.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Administrative duties such as the maintenance of the Intelligence Database of the Narcotics Unit. Also to maintain an active working relationship with various other agencies involved in narcotics/drug enforcement such as the Drug Enforcement Administration, Bureau of Alcohol, Tobacco, and Firearms, Maryland State Police, Internal Revenue Service- C.I.D., Food and Drug Administration Office of C.I.D., State's Attorney's Office and other various agencies. The Supervisor also monitors and maintains the formal and informal working arrangements with other agencies. Other administrative tasks such as preparing monthly unit reports, grant reports, and employee evaluations. Research and prepare for review the yearly budget requests. Research and review training needs of the unit. Review, direct, and supervise the contact of the agents of the unit with registered Confidential Narcotics Informants which includes payments made to them. Review all usage of body-wire/wire tap equipment by officers of the unit which includes the issuance of plant registration numbers. Maintain the NTF computer network system, back up, supervise and correct operational problems. Pay outstanding bills of the Task Force. Maintain the fleet of vehicles.
 - .2 Provide information to the general public via telephone or in person as requested in regards to such matters as they relate to the police mission.
 - .3 Supervision of subordinates under their command; reviews reports from subordinates; employee evaluations; monitor caseloads and assign cases as they arise, assists agents, at times, with decision making or any general questions that may arise during an investigation or request for service; and investigate infractions of Rules and Regulations. Authorize audio and video surveillance.
 - .4 Take appropriate law enforcement action when necessary.
- .4 **Working Conditions:** The working environment is variable. The employee may be sent to any location or area in Washington County. The employee may be assigned to work any established shift or any day. Time is spent both in the office as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills, and abilities of corresponding HPD patrol rank and C.I.D. supervisor.
 - .2 Knowledge of administrative principles and the ability in the use of these principles to ensure the proper operation of the unit.
 - .3 Knowledge of basic drug investigation; technical surveillance; financial investigation, narcotics unit investigation; wire-tap/electronic monitoring statute; forfeiture laws.
 - .4 Knowledge and skill in the use of personal computer software such as word processing and data base management.
- .6 **Physical Tasks Required:** All the physical tasks required for the patrol officer.

4.5.H NARCOTICS TASK FORCE AGENT

- .1 **Job Objectives:** To investigate complaints of controlled dangerous substance violations to the fullest extent possible within Washington County; To detect, investigate, arrest, and assist in the prosecution of persons who violate CDS laws, regardless of the sophistication of the illicit operation.
- .2 **Function:** A Washington County Narcotics Task Force Agent is responsible for working with NTF Agents from other police agencies in conducting narcotics investigations, arresting violators of laws (especially CDS laws), completing reports, testifying in court and using technical surveillance equipment. Work is performed under general supervision. The agent has jurisdiction in Washington County, MD. and in any other area authorized by statute or agreement. The employee follows well-defined guidelines, policies, and procedures, and usually refers questions or problem cases to the supervisor. Emergency situations may require the employee to use his/her own judgement and interpretations. Most agents are also deputized as DEA Task Force Officers (TFO's) and are required to follow the DEA guidelines when performing this function.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Investigate complaints of CDS violations with emphasis on those requiring more investigatory time and expertise than routinely handled by patrol officers; interview concerned citizens, complainants, other officers, suspects, and arrestees; review records such as telephone toll records, financial summaries, bank statements; identify investigate and take enforcement action in open-air drug markets; conduct street-level operations such as reverse stings; utilize and maintain accurate accounting of investigative funds; identify and gather physical evidence; prepare departmental reports and supplements; file reports and forms; utilize investigative techniques and special training to identify, build cases against, and arrest violators.
 - .2 Conduct surveillance operations in various locations and situations (e.g. buildings or vehicles), and for various periods of time (i.e. short and extended periods); use electronic and other technical surveillance devices and tools; maintain surveillance logs and other required documentation (waivers, notifications, etc.).
 - .3 Obtain and organize reports, records, evidence and other materials for court cases; review cases with the State's Attorney; attend court and testifies as required.
 - .4 Cooperate with other local, state, and federal law enforcement and criminal justice agencies in exchanging information and resources; participate with other agencies in joint investigations; attend periodic meetings with area agencies to discuss/share information; assist patrol officers with narcotics arrests in such areas as field testing, paperwork; exchange appropriate information with patrol officers.
 - .5 Develop information to support search and seizure warrants; write/obtain search and seizure warrants; prepare for raids to include intelligence gathering, equipment gathering, request for SRT when needed; execute search and seizure warrants; collect and inventory property taken; return served warrants.
 - .6 Attend in-service training, firearms training, and various training seminars; attend training specific to narcotics enforcement activities; pass required knowledge and proficiency tests.
 - .7 Utilize informants in such areas as controlled buys and intelligence gathering; develop informants from various sources such as arrestees, concerned citizens, etc.; continually evaluate the value and reliability of each; maintain control of each informant; maintain confidential records of each informant including biographical information, criminal history, payments to, information received from, and involvement in operations.
 - .8 Record all intelligence information gathered; enter same into computerized intelligence system (Drug Trak); review intelligence information for trends, links, developments, etc.
 - .9 Take appropriate law enforcement action as needed.
 - .10 Clean and maintain all equipment.

.4 Working Conditions: The working environment is variable. The employee may be sent to any location or area in Washington County, or outside Washington County when supporting other DEA efforts as a TFO. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.

.5 Knowledge, Skills, and Abilities:

- .1 Knowledge, skills, and abilities of the patrol officer.
- .2 Knowledge to prepare and execute search and seizure warrants
- .3 Knowledge of wire tap and body wire laws, as well as forfeiture laws..
- .4 Knowledge of CDS investigative techniques and procedures.
- .5 Knowledge in regards to the geographical layout of Washington County.
- .6 Skills in interviewing and interrogation; conducting surveillance; developing and utilizing informants.
- .7 The ability to work unsupervised; maintain focus in investigations; manage time/schedule; follow an investigation to a logical conclusion; and be able identify various controlled dangerous substances.

.6 Physical Tasks Required: All the physical tasks of the patrol officer

4.5.I RESERVED**4.5.J ADMINISTRATIVE SPECIALIST II - OPERATIONS BUREAU**

- .1 **Job Objectives:** To provide secretarial and administrative assistance to the Operations Bureau Captain, and to provide similar support to other agency components as directed.
- .2 **Function:** Provides a wide range of mid-level clerical support activities which may include specialized and general computer applications, assisting the general public, bookkeeping and budgetary functions, and other appropriate duties as assigned.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Assists departmental staff by performing general clerical and accounting duties, maintaining schedules, screening calls, mail, and correspondence. May serve as departmental receptionist.
 - .2 May perform specialized computer applications such as desktop publishing, report generation, statistical projects or other departmental specific automation assignment.
 - .3 Prepares reports and correspondence, for various governmental agencies, the public and, Department personnel. Assists with report generation, interpretation and analysis.
 - .4 Prepares payroll for organizational components as assigned.
 - .5 Prepares purchasing documents, procures materials and supplies for organizational components as assigned.
 - .6 Performs all necessary filing, data entry, copying, typing, etc., for staff and assists the remainder of the department when required.
 - .7 Compiles data and develops reports for Department Manager and staff.
 - .9 Assists in maintaining department inventories, records, either manually or through automation.
 - .10 Perform other job related duties as required.
- .4 **Working Conditions:** The working environment is more or less stable and controlled. The employee is assigned to an inside office and will generally work during regular business hours. On occasion the employee may be needed to work other hours necessary for the accomplishment of the job objectives and characteristics of the assignment. The employee comes into contact with citizens on a regular basis either by telephone or in person.
- .5 **Knowledge, Skills, and Abilities:**
- .6 **Physical Tasks Required:** This position requires repetitive motions: substantial movements of the wrists, hands, and fingers, and sitting for sustained periods of time.

4.5.K RESERVED**4.5.L SUPPORT SERVICES ADMINISTRATOR**

.1 Job Objectives: To have direct command and control over the functions and divisions/units specifically assigned by the Chief of Police; to develop goals and objectives for those divisions/units, and coordinate the attainment of those goals and objectives. To directly assist the Chief of Police with the efficient administration and operation of the Police Department.

.2 Function: The Support Services Administrator is responsible for ensuring that the police mission is accomplished through the the functions and divisions/units assigned to the position. The Support Services Administrator oversees operations of the Records Division, Accreditation Manager, and Building Maintenance Personnel, and Evidence/Property personnel. The Support Services Administrator works closely with the Chief of Police and Special Services Bureau Captain in planning, organizing, staffing, directing, coordinating, reporting, and budgeting activities within the Department. The Support Services Administrator may also be called upon to represent the Department through interaction with various civic organizations and governmental entities.

.3 Duties, Responsibilities, & Tasks:

- .1 Administrative duties such as conferring daily with appropriate personnel within the Special Services Bureau for information exchange to ensure that departmental goals are being met; maintain regular contact with the Operations Bureau Captain and other supervisors of the Operations Bureau to ensure they are receiving effective support services and identify any needed corrective actions; read reports from all divisions and units to keep abreast of all Department activities; refer citizen complaints to the Internal Affairs Administrator; confer with other city departments on personnel and management matters, and other police related issues; inspect the department's facilities, personnel, and equipment; attend department staff meetings; attend public meetings as designated by the Chief of Police; have primary responsibility for assisting the Chief of Police with preparing and managing the Department's budget; attend budget meetings with City budget personnel; have primary responsibility for preparing written policy and procedure; schedules supervisors leave time (holidays, vacation days, compensatory time); review various fiscal/budget reports; execute special projects; prepare and/or collect reports as needed for the accreditation process; take other action to correct administrative and operational deficiencies; have primary responsibility for final Department approval of weekly payroll.
- .2 Attend City administrative staff meetings; attend sessions of the Mayor and Council; ; attend meetings with civic groups, business leaders, and criminal justice agencies.
- .3 Oversee the property management function for the Department, including public sales and auctions; assist with the Department's role in recruitment, selection, and promotion.
- .4 Supervision of subordinates under their command; reviews reports from subordinates; prepares employee evaluations.
- .5 All other duties, responsibilities, and tasks as designated by the Chief of Police.

.4 Working Conditions: The working environment is more or less stable and controlled and is indoors in the office environment. Certain responsibilities may require the employee to travel to any location or area in the city, or to locations outside the City or State.

.5 Knowledge, Skills, and Abilities:

- .1 Knowledge of:
 - Management principles, including planning, organizing, staffing, directing, coordinating, reporting, and budgeting principles.
 - Financial management.
 - Personnel administration.
 - Labor relations.
 - Equal Employment Opportunity.
 - Basic statistical analysis.
 - City personnel regulations.
 - The accreditation process.
 - Policy writing and research.

- The duties, responsibilities and, tasks of all subordinates.
 - Operations and functions of all HPD organizational components.
- .2 Skills:
- Excellent oral and written communications skills,
 - Analytical and problem solving skills.
- .3 Abilities:
- Ability to multi-task.
 - Ability to manage multiple projects.
 - Ability to apply administrative principles to ensure the proper operation of the department.
- .6 Physical Tasks Required:** : This position requires the ability to sit and concentrate on complex tasks for prolonged periods of time if necessary; to operate a computer keyboard and mouse; to lift and move various items of inventory; to sit in meetings and participate in discussions with peers; to stand before audiences making public speeches and leading discussions; to travel to and from various locations in and outside the city and state, including annexation sites around the city; to travel to other cities for meeting/seminars. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position.

4.5.M SUPERVISORY FORENSIC SCIENTIST

- .1 **Job Objectives:** To supervise the Western Maryland Regional Crime Laboratory and apply the principles of biology, chemistry, and physics to law enforcement. This includes the application of knowledge of forensic science to the analysis of physical evidence. The Forensic Scientist also provides "expert" court testimony regarding forensic scientific techniques, evidence examination, and interpretation of analysis results.
- .2 **Function:** The Forensic Scientist directs the Western Maryland Regional Crime Laboratory and applies knowledge in forensic science toward the analysis of physical evidence, and provides expert court testimony regarding forensic scientific techniques and the analysis of such evidence.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Responsible for the administrative duties associated with the Western Maryland Regional Crime Laboratory, such as formulation of an annual budget, ordering supplies and materials, submitting statistical and progress reports, developing and justifying capital improvement projects, and supervising personnel assigned to the laboratory.
 - .2 Performs various laboratory analyses such as identifying and processing controlled dangerous substances confiscated by departmental officers, Washington County Narcotics Task Force Agents, and Washington County Sheriff's Department Deputies, using established chemical, physical, and instrumental analytical techniques. Forensic testing of physical evidence other than the analysis of controlled dangerous substances such as but not limited to fingerprint processing, fingerprint comparisons, shoe print comparisons, paint comparisons, hair and fiber comparisons, physical evidence comparisons, and ink comparisons.
 - .3 Performs associated paperwork necessary for updating case files to include preparation of written reports of laboratory findings in a clear, concise, and thorough manner. Prepares a worksheet and case file accurately and clearly describing all tests performed, calculations, and conclusions. All related case data and printouts are included in the laboratory case file.
 - .4 Performs photographic related duties.
 - .5 Investigates and documents serious crime scenes as a member of the Major Felony Team. Responsible for identification, interpretation, collection and processing of evidence. Writes clear and concise reports regarding such scientific criminal investigations.
 - .6 Other miscellaneous duties such as providing technical advice and assistance to law enforcement and judicial officials, insuring the proper interpretation of physical evidence as well as serving as a forensic liaison with other Municipal, County, State, and Federal law enforcement agencies.
 - .7 Testing related duties such as evaluating case evidence while selecting only those analytical tests which as appropriate, and properly interpret analytical data to reach a logical conclusion concerning the evidence, demonstrate quality assurance procedures to include the use of analytical standards and controls, demonstrate proper laboratory safety procedures, maintain and see that all laboratory equipment is repaired when necessary,
 - .8 Research, development and implementation of new scientific techniques for the evaluation of physical evidence associated with criminal investigations.
 - .9 Utilizes a variety of specialized photographic and documentation techniques regarding physical evidence associated with criminal investigations.
 - .10 Testify in court as an expert witness regarding forensic analyses.
- .4 **Working Conditions:** A majority of the work is performed indoors where the environment is more or less stable and controlled. However, the employee may be exposed to extremes of weather while investigating accident, crime, and disaster scenes. The worker may also come

into contact with various chemical compounds including, but not limited to acids, bases, solvents, caustics, and bio-hazards.

.5 Knowledge, Skills, and Abilities:

.1 Knowledge:

- Of evidence collection and preservation which includes selection and use of the appropriate tools for recording and recovering evidence without loss, contamination or changes that would result in the loss of information; the evidence potential of various items and how to safeguard that potential by proper sampling and control collection; proper marking, packaging, and storage of evidence; legal decisions relating to the preservation of evidence; changes caused by time, temperature, and biological agents to evidence and the means to retard or prevent such changes.
- Of evidence examination and data interpretation. This includes but is not limited to the knowledge of the types of measurements, procedures, and tests commonly used in the examination of physical evidence and the nature and significance of the information derived; to think logically and to design a testing protocol that will provide the most useful information while avoiding procedures that are redundant, unnecessarily consumptive, or will interfere with subsequent tests; the properties of commonly encountered evidence materials that allow their characterization; limitations in personal skills and laboratory resources and the potential contributions of other expertise; scientific method and general foundation basis for examinations, evaluations, and interpretations.
- Of laboratory safety. This includes but is not limited to the dangers associated with firearms, explosives, biological materials, and chemical substances and the proper methods for safe handling.
- Of instrumental and equipment usage. This includes but is not limited to instrument and equipment used at crime scenes and in the laboratory including their application and the principles of operation; instrument use based on the size and condition of the sample to be examined.
- Of rules of professional conduct and code of ethics.
- Of forensic science and other applicable literature such as current criminalistic information (via journals, books, newsletters, and professional organizations).
- Of the foundational basis of criminalistics.
- Of basic terminology of analytical chemistry to include but not limited to solubility, absorption, volatility, resolution, emulsion, extraction, amphoteric, pH, weight, molecular mass, chromatography, isomers, stereo-isomers, structural isomers, polarized light, optical activity, racemic mixture, derivative, and polarity.

- Of separation techniques which includes preparation of samples from common dosage forms; basic separation techniques such as simple dry extraction; immiscible solvent extraction (acid/base, ion/pair); preparation of thin layer chromatography; effects of pH and solvent polarity; common diluents/adulterants and how to remove them.
- Of non-instrumental methods such as specificity and limitations such as microcrystalline reagents and tests, color (spot) tests, and thin layer chromatography.
- Of instrumental methods which includes but is not limited to theory and basic design of instrument, physical phenomenon being measured, sensitivity, specificity, limitations, calibration, and care/maintenance; ultraviolet-visible spectrophotometry, dispersive infrared spectrophotometry, FT-IR spectrophotometry, gas chromatography, gas chromatography/mass spectrometry, high pressure liquid chromatography, use of standard libraries and computer data systems in conjunction with instrumental methods, electromagnetic spectrum and basic spectroscopy principles (absorbance vs. concentration, scanning, etc.)
- Of major drug classes subject to abuse which includes knowledge of basic structure, chemistry and relationship to method of analysis; physical properties which facilitate separation from commonly combined drugs and excipients; theory of optical, positional, and geometric isomers; separation procedures to isolate the classes; application of screening tests; application of confirmatory tests.
- Of quantitative analysis such as spectrophotometric methods; chromatographic methods; normalization, internal and external standard methods; selection and preparation of standards and methods of sampling.
- Of clandestine laboratories to include but not limited to a basic knowledge of precursors, intermediates, byproducts and reagents in the manufacture of common clandestine drugs; commonly used synthetic routes for clandestine manufacture; dangers inherent in investigation of clandestine labs and the limitations of forensic lab personnel not specifically trained in clandestine lab seizure procedures; identification of precursors, intermediates, reagents, reaction mixtures and products.
- Of photography to include but not limited to a basic knowledge of the principles photographic documentation to include crime scenes, micro-photography, macro-photography, and specialized lighting and filters; principles of film negative development; and principles of printing photographic negatives to include the use of filters and burning or dodging techniques.
- Of techniques and various methodologies for latent fingerprint processing, fingerprint comparisons, shoe print comparisons, and physical evidence examinations and comparisons.
- Of various documentation techniques for a variety of physical evidence and crime scenes.
- Of crime scene processing, reconstruction and investigation.
- Of general and digital photography. This requires the ability to apply photographic techniques to the documentation of crime scenes and physical evidence; and use a variety of techniques for clarification and enlargement of photographic images.
- Of a variety of computer skills (including hardware and software usage).

2. Skills:

- In verbal and written communications.
- Operation of computers and their applications.
- Skill in the various isolation and separation techniques as required for sample preparation and/or application.
- Photography and dark room skills.
- General qualitative and quantitative analysis skills of a variety of physical evidence, which includes but is not limited to selection and appropriate method relative to drug type; selection, procurement, preparation, storage and use of reagents and standards; interpretation of analytical data; means of tentative identification of commercially prepared pharmaceuticals from physical appearance and markings; and distinguishing between closely related compounds.

- In a variety of analysis procedures required for the scientific examination of physical evidence.
 - In the scientific investigation of crime scenes.
 - In the supervision of others.
- 3. Abilities:**
- To make unsupervised decisions.
 - To think logically.
 - To recognize discrepancies or inconsistencies in analytical findings and determine their cause and significance.
 - To understand and interpret technical data including any conditions or circumstances that could effect the conclusions.
 - To communicate. This includes both written (report writing) and oral. Also included is the ability to apply and understand court decisions, procedures, and associated legal terms as they apply to expert witnesses, understand and respond appropriately to questions from counsel and or the court.
 - Physical ability as required for the scientific investigation of a wide variety of crime scenes in varied climatic conditions.
 - To operate a motor vehicle.
- 4 Licensing or certification:**
- Certification as a State Forensic Scientist as required through the State Department of Health and Mental Hygiene. This certification is required to perform identification analyses on suspected controlled dangerous substances. This involves a separate investigation regarding education, experience, and training conducted by the State Department of Mental Hygiene.
 - National Board Certification in forensic competency through the American Board of Criminalistics". This involves a background/experience verification and successful passage of a comprehensive written forensic examination.
 - Any additional forensic examinations conducted on physical evidence require specialized training, education, and experience in that specialty area of expertise. The specialty examinations the Forensic Scientist is able to perform are dependant upon such specialty training. The more education/training/experience the Forensic Scientist receives, the wider his scope of forensic expertise. See attached Curriculum Vitae for a listing of specialty training received.
 - Successful completion of annual blind "outside" quality control proficiency tests.
- .6 Physical Tasks Required:**
1. Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
 2. Repeated bending, crouching, stooping, stretching, reaching or crawling.
 3. Lifting objects up to 100 lbs.
 4. Climbing over or through obstacles.
 5. Pulling / Pushing: Using upper extremities to exert force in order to draw, drag, haul, or tug objects/persons in a sustained motion.
 6. Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 7. Grasping: Applying pressure to an object with the fingers and palms.
 8. Talking: Expressing or exchanging ideas by means of the spoken word.
 9. Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound.
 10. Balancing when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.

4.5.N FORENSIC SCIENTIST

- .1 Job Objectives:** To apply the principles of biology, chemistry, and physics to law enforcement. This includes the application of knowledge in forensic science to the analysis of physical evidence. The Forensic Scientist also provides "expert" court testimony regarding forensic scientific techniques, evidence examination, and interpretation of analysis results.
- .2 Function:** The Forensic Scientist assists the Supervisory Forensic Scientist by applying knowledge in forensic science toward the analysis of evidence, and providing expert court testimony regarding forensic scientific techniques and the analysis of physical evidence.
- .3 Duties, Responsibilities, & Tasks:**
 - .1** Performs various laboratory analyses as assigned such as identifying and processing controlled dangerous substances confiscated by departmental officers, Washington County Narcotics Task Force Agents, and Washington County Sheriff's Department Deputies, using established chemical, physical, and instrumental analytical techniques. Forensic testing of physical evidence other than the analysis of controlled dangerous substances.
 - .2** Performs associated paperwork necessary for updating case files to include preparation of written reports of laboratory findings in a clear, concise, and thorough manner. Prepare a worksheet and case file accurately and clearly describing all tests performed, calculations, and conclusions. All related case data and printouts are included in the laboratory case file.
 - .3** Performs photographic related duties.
 - .4** Investigates and documents serious crime scenes as a member of the Major Felony Team. Responsible for identification, interpretation, collection and processing of evidence. Writes clear and concise reports regarding such scientific criminal investigations..
 - .5** Other miscellaneous duties such as providing technical advice and assistance to law enforcement and judicial officials, insuring the proper interpretation of physical evidence.
 - .6** Testing related duties such as evaluating case evidence while selecting only those analytical tests which are appropriate, and properly interpreting analytical data to reach a logical conclusion concerning the evidence, demonstrate quality assurance procedures to include the use of analytical standards and controls, demonstrate proper laboratory safety procedures, maintain laboratory equipment.
 - .7** Assist with research, development and implementation of new scientific techniques for the evaluation of physical evidence associated with criminal investigations.
 - .8** Utilizes a variety of specialized photographic and documentation techniques regarding physical evidence associated with criminal investigations.
 - .9** Testify in court as an expert witness regarding forensic analyses.
- .4 Working Conditions:** A majority of the work is performed indoors where the environment is more or less stable and controlled. However, the worker may be exposed to extremes of weather while investigating accident, crime, and disaster scenes. The employee may also come into contact with various chemical compounds including, but not limited to acids, bases, solvents, caustics, and bio-hazards.
- .5 Knowledge, Skills, Abilities, and Licensing:**
 - .1 Knowledge:**
 - of evidence collection and preservation which includes selection and use of the appropriate tools for recording and recovering evidence without loss, contamination or changes that would result in the loss of information; the evidence potential of various items and how to safeguard that potential by proper sampling and control collection; proper marking, packaging, and storage of

- evidence; legal decisions relating to the preservation of evidence; changes caused by time, temperature, and biological agents to evidence and the means to retard or prevent such changes.
- Of evidence examination and data interpretation. This includes but is not limited to the knowledge of the types of measurements, procedures, and tests commonly used in the examination of physical evidence and the nature and significance of the information derived; to think logically and to design a testing protocol that will provide the most useful information while avoiding procedures that are redundant, unnecessarily consumptive, or will interfere with subsequent tests; the properties of commonly encountered evidence materials that allow their characterization; limitations in personal skills and laboratory resources and the potential contributions of other expertise; scientific method and general foundation basis for examinations, evaluations, and interpretations;
 - Of laboratory safety. This includes but is not limited to the dangers associated with firearms, explosives, biological materials, and chemical substances and the proper methods for safe handling.
 - Of instrumental and equipment usage. This includes but is not limited to instrument and equipment used at crime scenes and in the laboratory including their application and the principles of operation; instrument use based on the size and condition of the sample to be examined.
 - Of rules of professional conduct and code of ethics.
 - Of forensic science and other applicable literature such as current criminalistic information (via journals, books, newsletters, and professional organizations).
 - Of the foundational basis of criminalistics.
 - Of basic terminology of analytical chemistry to include but not limited to solubility, adsorption, volatility, resolution, emulsion, extraction, amphoteric, pH, weight, molecular mass, chromatography, isomers, stereo-isomers, structural isomers, polarized light, optical activity, racemic mixture, derivative, and polarity.
 - Of separation techniques which includes preparation of samples from common dosage forms; basic separation techniques such as simple dry extraction; immiscible solvent extraction (acid/base, ion/pair); preparation thin layer chromatography; effects of pH and solvent polarity; common diluents/adulterants and how to remove them.
 - Of non-instrumental methods such as specificity and limitations such as microcrystalline reagents and tests, color (spot) tests, and thin layer chromatography.
 - Of instrumental methods which includes but is not limited to theory and basic design of instrument, physical phenomenon being measured, sensitivity, specificity, limitations, calibration, and care/maintenance; ultraviolet-visible spectrophotometry, dispersive infrared spectrophotometry, FT-IR spectrophotometry, gas chromatography, gas chromatography/mass spectrometry, high pressure liquid chromatography, use of standard libraries and computer data systems in conjunction with instrumental methods, electromagnetic spectrum and basic spectroscopy principles (absorbance vs. concentration, scanning, etc.)
 - Of major drug classes subject to abuse which includes knowledge of basic structure, chemistry and relationship to method of analysis; physical properties which facilitate separation from commonly combined drugs and excipients; theory of optical, positional, and geometric isomers; separation procedures to isolate the classes; application of screening tests; application of confirmatory tests.
 - Of quantitative analysis such as spectrophotometric methods; chromatographic methods; normalization, internal and external standard methods; selection and preparation of standards and methods of sampling.
 - Of clandestine laboratories to include but not limited to a basic knowledge or precursors, intermediates, byproducts and reagents in the manufacture of common clandestine drugs; commonly used synthetic routes for clandestine manufacture; dangers inherent in investigation of clandestine labs and the limitations of forensic lab personnel not specifically trained in clandestine lab seizure procedures; identification of precursors, intermediates, reagents, reaction mixtures and products.
 - Of photography to include but not limited to a basic knowledge of the principles photographic documentation to include crime scenes, micro-photography, macro-

photography, and specialized lighting and filters; principles of film negative development; and principles of printing photographic negatives to include the use of filters and burning or dodging techniques.

- Of basic techniques and various methodologies for latent fingerprint processing, fingerprint comparisons, shoe print comparisons, and physical evidence examinations and comparisons.
- Of various documentation techniques for a variety of physical evidence and crime scenes.
- Of crime scene processing, reconstruction and investigation.
- Of general and digital photography. This requires the ability to apply photographic techniques to the documentation of crime scenes and physical evidence; and use a variety of techniques for clarification and enlargement of photographic images.
- Of a variety of computer skills (including hardware and software usage).

.2 Skills:

- In verbal and written communications.
- Operation of computers and their applications.
- In the various isolation and separation techniques as required for sample preparation and/or application.
- Photography skills.
- General qualitative and quantitative analysis skills of a variety of physical evidence, which includes but is not limited to selection and appropriate method relative to drug type; selection, procurement, preparation, storage and use of reagents and standards; interpretation of analytical data; means of tentative identification of commercially prepared pharmaceuticals from physical appearance and markings; and distinguishing between closely related compounds.
- In a variety of analysis procedures required for the scientific examination of physical evidence.
- In the scientific investigation of crime scenes.

.3 Abilities:

- To make unsupervised decisions.
- To think logically.
To recognize discrepancies or inconsistencies in analytical findings and determine their cause and significance.
- To understand and interpret technical data including any conditions or circumstances that could effect the conclusions.
- To communicate. This includes both written (report writing) and oral. Also included is testifying in court as an "expert" witness, which includes the ability to apply and understand court decisions, procedures, and associated legal terms as they apply to expert witnesses, understand and respond appropriately to questions from counsel and or the court.
- Physical ability as required for the scientific investigation of a wide variety of crime scenes in varied climatic conditions.
- To operate a motor vehicle.

4. Licensing or certification

- Certification as a State Forensic Scientist as required through the State Department of Health and Mental Hygiene. This certification is required to perform identification analyses on suspected controlled dangerous substances. This involves a separate investigation regarding education, experience, and training conducted by the State Department of Mental Hygiene.
- Any additional forensic examinations conducted on physical evidence require specialized training, education, and experience in that specialty area of expertise. The specialty examinations the Forensic Laboratory Scientist is able to perform are dependant upon such specialty training. The more education/training/experience the Forensic Laboratory Scientist receives, the wider her scope of forensic expertise.
- Successful completion of annual blind "outside" quality control proficiency tests.

- National Board Certification in forensic competency through the American Board of Criminalistics. This involves a background/experience verification and successful passage of a comprehensive written forensic examination.

.6 PHYSICAL TASKS REQUIRED:

1. All those of a Supervisory Forensic Scientist.

4.5.O RECORDS UNIT SUPERVISOR

- .1 **Job Objectives:** To ensure the smooth efficient operation of the Records Unit in accordance with Hagerstown Police Department Rules and Regulations and applicable Federal and State Guidelines.
- .2 **Functions:** This position supervises the daily operations of the Records Unit, manages payable and receivable transactions, manages the payroll function (preparation and entry into the system for final approval by assigned HPD management staff), maintains adequate inventory of report forms and office supplies, ensures proper maintenance of office equipment, is the Terminal Access Coordinator and Site Security Coordinator for CCIS and NCIC, and serves as the Official Custodian for all records under custody and control of the Records Unit.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Supervise Bookkeeping/Clerk Typists to ensure that the records are entered and filed in an accurate and timely manner.
 - .2 Data entry duties as necessary into the systems used by HPD (e.g. Keystone, Munis, METERS, NCIC, etc.).
 - .3 Accounting duties; reviews and approves the departmental payroll on a weekly basis; types purchase orders and prepares invoices for payment; takes care of petty cash dispersal and prepares paperwork for reimbursement.
 - .4 Preparation of the Uniform Crime Report.
 - .5 Miscellaneous duties such as records checks, filing, customer service, switchboard relief.
 - .6 Perform all the duties of the Bookkeeping/Clerk-Typist when necessary.
 - .7 Ensures court ordered records expungements are completed as required by law.
 - .8 Ensures monthly NCIC validation and related records updates are completed.
 - .9 Imports automated/electronic reports into the records management system; validates all data and makes final approval for RMS storage.
- .4 **Working Conditions:** The working environment is more or less stable and controlled. The employee is assigned to an inside office and will work those hours and days which allows for the accomplishment of the job objectives and characteristics of the assignment. The employee may come into contact with citizens in dealing with record keeping functions or in relieving the switchboard operator.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - Clerk-typist.
 - City accounting and budgeting procedures.
 - Crimes that are recorded for the U.C.R.
 - Maintains CN-1 Certification through CCIS.
 - .2 Skill in:
 - Same skills as bookkeeping clerk-typist.
 - .3 Abilities:
 - Organize/maintain records
 - Mathematical ability enabling employee to compute payroll.
 - Communicate with people, agencies, and organizations.
 - Make decisions using established procedures.
 - Work independently.
 - Handle difficult people/dissatisfied citizens.
 - Supervise others.
 - Evaluate others.
- .6 **Physical Tasks Required:** All the physical tasks of the clerk-typist.

4.5.P BOOKKEEPING/CLERK-TYPIST

- .1 Job Objectives:** To accurately enter data in a timely manner and to accurately and efficiently file reports, answering the telephone and disseminate information as the job requires and is allowed by law.
- .2 Function:** The main characteristics of this job are completing all kinds of data entry on all reports and other related clerical work such as filing, copying, answering the telephone, and disseminating routine information. This position may also be assigned as the Alternative Site Security Coordinator for NCIC. This position may also be assigned to the Operations Captain, assisting with a variety of administrative tasks.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Data entry into the systems used by HPD (e.g. Keystone, Munis, METERS, NCIC, etc.).
 - .2 Disseminate proper reports to the State's Attorney's Office and other individuals and agencies as allowed by law.
 - .3 Retrieval of reports for officers attending court.
 - .4
 - .5 May be assigned to operate telephone switchboard in order to take non-emergency incoming phone calls for the City of Hagerstown and route calls to the appropriate person or department.
 - .6 .May be assigned to staff the HPD lobby; greets and assists visitors with information; assists with obtaining appropriate resources.
 - .7 Order, stock, and dispense office equipment and supplies.
 - .8 The proper collection and handling of payment collected for various requested reports from individuals, insurance agencies; maintaining records of collections and depositing same, etc.
 - .9 Other related duties as assigned. .10 Preparation of weekly payroll.
 - .10 Scan/import documents and electronic files into the Laserfiche system.
 - .11 Assign and track state mandated validations; update relevant records as needed.
 - .12 Validation/quality control of HPD-related data entered at Central Booking and the Emergency Communications Center.
 - .13 Prepare and submit quarterly juvenile holding compliance reports to the appropriate state agency.
 - .14 Background records checks for various agencies (as allowed by law).
- .4 Working Conditions:** The normal operating hours are the normal business hours for city government. This environment is more or less stable and controlled. The job is mostly sitting and is indoors.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge:
 - High School education.
 - Of the privacy and security act.
 - Of H.P.D. Rules and Regulations, policies and procedures.
 - Of grammar and spelling.
 - Of arithmetic.
 - Of U.C.R. Classifications
 - Of METERS, CCIS, and NCIC processes and procedures.
 - .2 Skills:
 - General communication.
 - Interpersonal skills.
 - Typing (at least 60 words/minute)
 - Telephone skills.
 - Use of computers and other relevant office equipment.
 - Maintains CN-1 Certification through CCIS.
 - .3 Ability:
 - To work with little or no supervision.
 - To deal effectively with the public, other city departments, police department personnel, and other agencies.
 - To adapt to changing technology required to do this job.
 - To use a computer.

- To organize records.
- To make decisions.

.6 Physical Tasks Required:

- .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
- .2 Repeated bending, crouching, stooping, stretching, reaching, or crawling.
- .3 Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- .4 Grasping: Applying pressure to an object with the fingers and palms.
- .5 Talking: Expressing or exchanging ideas by means of the spoken word.
- .6 Hearing: Ability to receive detailed information through oral communication.
- .7 Lifting or carrying objects up to 20 lbs.
- .8 Pulling: upper extremities to exert force in order to draw, drag, haul, or tug objects/persons in a sustained motion.
- .9 Pushing: Using upper extremities to press against something or someone with a steady force in order to thrust forward, downward, or outward.

4.5.Q ACCREDITATION MANAGER

- .1 **Job Objectives:** To provide sufficient administrative guidance and support to HPD personnel as is needed to maintain compliance with all applicable CALEA accreditation standards.
- .2 **Function:** Manages the CALEA accreditation process for the Hagerstown Police Dept.
- .3 **Duties, Responsibilities, & Tasks:**
 - .1 Serves as the primary liaison between HPD and staff and representatives of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), and the Chesapeake Regional Accreditation Alliance (CRLEAA).
 - .2 Prepares and maintains files related to each applicable CALEA standard; gathers relevant proofs of compliance for each year of self-assessment; maintains data in the accreditation database.
 - .3 Prepares and submits required reports to CALEA staff.
 - .4 Coordinates CALEA on-site assessment.
 - .5 Keeps staff apprised of relevant changes in CALEA standards; notifies staff when directives, policies, or procedures need to be created or revised for compliance with standards.
- .4 **Working Conditions:** The working environment is more or less stable and controlled. The employee is assigned to an inside office and will work those hours and days which allows for the accomplishment of the job objectives and characteristics of the assignment.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - HPD Policies and Procedures.
 - CALEA Accreditation processes and standards.
 - Computer office applications and accreditation specific applications.
 - .2 Skill in:
 - Meeting deadlines.
 - Organizing and maintaining multiple files.
 - .3 Abilities:
 - Organize/maintain records
 - Communicate with people, agencies, and organizations.
 - Work independently.
 - Mult-tasking.
- .6 **Physical Tasks Required:** Partially sedentary work, with frequent movement and lifting up to 10 lbs.; exerting up to 25 pounds of force occasionally. his position requires a moderate range of motion such as, but not limited to: digital activities (grasping, feeling involving fingertips); standing/sitting for sustained periods of time; moving throughout the police department building; moving to/from other locations in and out of the City; moving files and file folders frequently in and out of file cabinets/drawers; moving groups of files.

4.5.R EVIDENCE CUSTODIAN

- .1 **Job Objectives:** To ensure the efficient operation of the evidence room, the efficient management of the evidence custody and control function, and the integrity of all evidence under the custody and control of the Hagerstown Police Department.
- .2 **Function:** The Evidence Custodian accepts, records, stores, and manages evidence submitted from the Hagerstown Police Department, Washington County Sheriff's Department and the Washington County Narcotics Task Force. This position completes related clerical work such as filing, copying, answering the telephone, and disseminating routine information.
- .3 **Duties, Responsibilities, Tasks:**
 - .1 Retrieve evidence from the evidence drop boxes and log the evidence into the HPD Evidence Room, assigning internal property tracking numbers; inspect the evidence to insure its proper packaging/labeling, and coordinate corrective measures (when necessary) with submitting police officers.
 - .2 Enter information on all new evidence into the computer database; label all physical evidence with appropriate Property Tracking Numbers.
 - .3 Update the Crime Laboratory case management database; separate all evidence requiring laboratory analysis and place in a designated location; verify all laboratory request paperwork against the submitted Property Record; ensure discrepancies are corrected and/or adequately explained.
 - .4 Check evidence in/out of the evidence room for court, investigative and/or other legitimate purposes.
 - .5 Coordinate the return of evidence from the Circuit Court evidence vault with the Circuit Court Clerk's Office.
 - .6 Submit traces for all submitted firearms through the Bureau of Alcohol, Tobacco and Firearms; maintain appropriate records for each firearm.
 - .7 Determine evidence retention needs periodically by researching case dispositions and adjudications, sending evidence rosters to police officers; separate evidence no longer needed for return to owner, placement in department inventory, sale at auction, or destruction; locate and notify property owners; coordinate and schedule destruction of all CDS and bio-hazard evidence; document final disposition of all evidence.
 - .8 Transfer confiscated funds to CIU Supervisor for deposit on a monthly basis; conduct annual review of all confiscated funds to determine cases which can be forfeited to the City.
 - .9 Conduct inspections of evidence room as directed; conduct annual inventory of all evidence contained within the evidence room
 - .10 Segregate all counterfeit currency/security documents and turn over same to the United States Secret Service.
 - .11 Coordinate the return of firearms; review case history and coordinate owner background check with CIU personnel.
- .4 **Working Conditions:** The normal operating hours are the normal business hours for city government. This environment is more or less stable and controlled. The job is mostly sitting and is indoors. Work is in close proximity to various controlled dangerous substances (CDS), bio-hazards, or other substances which may be submitted as evidence.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge:
 - High School education.
 - Of the privacy and security act.
 - Of grammar and spelling.
 - Of arithmetic.
 - Decisions relating to the preservation of evidence
 - Procedures related to custody and control of evidence.
 - .2 Skills:
 - General communication.
 - Interpersonal skills.
 - Telephone skills.
 - Basic Computer Skills

- .3 Ability:
- To work with little or no supervision.
 - To deal effectively with the public, other city departments, police department personnel, and other agencies.
 - To adapt to changing technology required to do this job.
 - To use a computer.
 - To organize records.
 - To make decisions.
- .6 **Physical Tasks Required:**
- .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
 - .2 Repeated bending, crouching, stooping, stretching, reaching, or crawling.
 - .3 Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 - .4 Grasping: Applying pressure to an object with the fingers and palms.
 - .5 Talking: Expressing or exchanging ideas by means of the spoken word.
 - .6 Hearing: Ability to receive detailed information through oral communication.
 - .7 Lifting or carrying objects up to 50 lbs.
 - .8 Pulling: upper extremities to exert force in order to draw, drag, haul, or tug objects/persons in a sustained motion.
 - .9 Pushing: Using upper extremities to press against something or someone with a steady force in order to thrust forward, downward, or outward.

4.5.S BUILDING MAINTENANCE WORKER

- .1 Job Objectives:** To keep the Police Department building and grounds clean, and to ensure that building systems are operating properly.
- .2 Function:** The building maintenance employees provide general maintenance and cleaning service in and around the Police Department building.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Cleaning duties in the building interior; dust and vacuum offices and facilities; wash windows; scrub and wax floors including stripping old wax as needed; clean and scrub bathrooms; empty trash cans and recycling containers; vacuum and scrub stairways; maintain a sufficient inventory of cleaning supplies.
 - .2 Cleaning and upkeep of building exterior and grounds; shovel snow when needed; cut grass when needed; sweep sidewalk areas as needed.
 - .3 Perform general maintenance duties and minor maintenance repairs; test and perform routine maintenance on emergency generator; clean and scrub cooling tower; mix chemicals for cooling tower; oil and change belts and filters on heat pumps; paint offices and facilities as needed; move office furniture and supplies; act as contact for companies performing service or repairs on building equipment; maintain a sufficient inventory of maintenance supplies.
- .4 Working Conditions:** The working environment is more or less stable. The employee typically works in and around the police building. The employee may be exposed to extremes of weather at times, and is routinely exposed to moderate noise, dust, soil, and cleaning chemicals.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge of:
 - Basic maintenance of facilities and equipment.
 - Custodial techniques and procedures.
 - Use of cleaning equipment.
 - .2 Skills:
 - In operating cleaning equipment and maintenance tools.
 - .3 Ability:
 - To work with little direct supervision.
- .6 Physical Tasks Required:**
 - .1 Sitting at a desk or table with some walking, standing, bending or stooping, or carrying of light objects.
 - .2 Standing or walking for long periods of time.
 - .3 Repeated bending, crouching, stooping, stretching, reaching, or crawling.
 - .4 Lifting or carrying objects up to 100 pounds.
 - .5 Pushing: Using upper extremities to press against something or someone with a steady force in order to thrust forward, downward, or outward.
 - .6 Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
 - .7 Grasping: Applying pressure to an object with the fingers and palms.
 - .8 Talking: Expressing or exchanging ideas by means of the spoken word.
 - .9 Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound.

4.5.T RESEARCH AND GRANTS ADMINISTRATOR (LIEUTENANT)

- .1 Job Objectives:** To conduct research on innovative projects and programs, analyze departmental data, and to seek grant sources.
- .2 Function:** This position is responsible for the planning and research function. In that capacity The Research and Grants Administrator conducts research, and analyzes relevant data, and assists in planning Department programs designed to improve police response to traffic and criminal problems. This position is also responsible for the grant function which includes seeking out grant funding opportunities to support the Department's mission, goals and objectives; maintaining contacts with grant sources; submitting grant applications, and ensuring required grant reports are maintained and submitted.
- .3 Duties, Responsibilities, & Tasks:**
 1. At the direction of the Chief of Police or designee, research programs and operational alternatives by determining and planning future operational programs; assisting in the multi-year planning conducted by the Chief of Police and his staff
 2. At the direction of the Chief of Police, prepare and monitor the grant process which includes: research and define grant program goals and objectives; preparation and submission of grant proposal; evaluation of funded program and documentation through the grant's required reporting process; maintenance of grant records through officer's capsule reports, payroll records, and grant generated statistics; being a liaison with the agency or department providing the funding throughout the grant process.
 3. Take law enforcement action when necessary if the position is held by sworn personnel.
 4. Be able to assume duties, responsibilities, and tasks of the corresponding patrol position if the employee is a sworn member.
 5. Other related duties as directed by the Chief of Police.
- .4 Working Conditions:** The environment is more or less stable and controlled and is indoors. If sworn, the employee may be subjected to the same working conditions as the corresponding patrol rank.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge:**
 - As required for the corresponding patrol rank.
 - Of federal, state, and local criminal laws.
 - Of grant funding sources.
 - Of city budgeting procedures.
 - Of incident data collection through H.P.D. records.
 - Of administrative policies and procedures.
 - Of reporting areas and patrol sectors by geographical location.
 - Of the department's data gathering capabilities as well as personal computer applications.
 - Of research techniques.

- .2 Skills:
 - In verbal and written communications.
 - Operation of computers and their applications.
 - Needed by the corresponding patrol rank.
 - In research techniques.
 - .3 Ability:
 - To develop innovative programs and projects based on assessment needs.
 - To analyze calls for service data, as it relates to manpower allocation.
 - To analyze other data applicable to law enforcement functions.
 - To deal effectively with other agencies, command staff, and city departments.
 - To make decisions.
 - Of the corresponding patrol rank.
- .6 Physical Tasks Required:**
- .1 All physical tasks required of the patrol officer.

4.5.U INTERNAL AFFAIRS ADMINISTRATOR

- .1 Job Objectives:** To promote the public and Department employees' trust and confidence by conducting or overseeing thorough and impartial investigations of alleged employee misconduct, and by providing an assortment of proactive measures to assist personnel with maintaining high standards of integrity and ethical performance.
- .2 Function:** The Internal Affairs Administrator is a sworn supervisory employee responsible for managing the internal affairs function, and for carrying out various duties related to compliance with professional and ethical standards of conduct.
- .3 Duties, Responsibilities, & Tasks:**
 - .1 Receive and process citizen complaints; conduct internal investigations involving sworn and civilian personnel; assist other supervisory personnel with internal investigations; oversee internal investigations to ensure proper procedural steps and documentation are completed; conduct and assist with inquiries; follow-up at the conclusion of investigations to ensure approved personnel actions are implemented; submit notice of personnel action reports to MPTC per state regulations; collect, and maintain internal investigation and disciplinary records.
 - .2 Conduct inspections and audits of evidence and property rooms; assist with disposal/destruction of CDS evidence; review use of force and pursuit reports; conduct other inspections/ reviews as assigned.
 - .3 Collect statistics related to complaints, disciplinary actions, use of force; prepares and/or assists in preparation of statistical reports and analysis.
 - .4 Perform administrative or investigative assignments as directed by superiors.
 - .5 Supplement the patrol function as directed by superiors.
- .4 Working Conditions:** The environment is more or less stable and controlled and is indoors. The internal investigative function may require the same working conditions as they apply to the patrol officer.
- .5 Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills and ability of the patrol officer and corresponding rank.
 - .2 Skills in investigative interviewing and interrogation.
 - .3 Knowledge of Law Enforcement Officers' Bill of Rights.
 - .4 Knowledge of HPD internal investigation procedures
 - .5 Knowledge of City of Hagerstown civilian employee complaint investigation procedures.
- .6 Physical Tasks Required:** All the tasks required of a patrol officer.

4.5.V ADMINISTRATIVE LIEUTENANT

- .1 **Job Objectives:** To provide administrative support for the Department by managing,, executing, and/or contributing to a variety of projects and administrative functions.
- .2 **Function:** The Administrative Lieutenant primarily performs administrative tasks as assigned by the Chief of Police or Special Services Captain, which support the overall mission, goals, and objectives of the department.
- .3 **Duties, Responsibilities, & Tasks:**
 1. Maintains oversight of the body camera program, to include monitoring/sampling video for compliance with departmental regulations, video storage management, and management of all requests for copies or to review any departmentally managed video.
 - .2 Provides assists the Research and Grants Administrator as assigned; may be assigned as coordinator for specific grants.
 - .3 Monitors court scheduling procedures and serves as a liaison with the courts to ensure personnel attendance and scheduling efficiencies.
 - .4 Coordinates and oversee special projects that may include temporary initiatives or those that are to become standard policy and procedure.
 - .5 Manages and conducts volunteer and intern applicant background investigations.
 - .6 Assists the Recruitment and Training Coordinator with applicant processing as assigned.
 - .7 As assigned, assists the Internal Affairs Administrator with complaints requiring additional investigative resources.
 - .8 May be temporarily assigned other duties, responsibilities, or tasks in support of any organizational component.
- .4 **Working Conditions:** The working environment is variable. The employee may be sent to any location or area in the city. The employee may be assigned to work any established shift or any day. Time is spent both in the office environment as well as outside. The employee is exposed to extremes of weather, accident, crime, and disaster scene, and may be required to confront mentally disturbed, armed, or violent persons, hostile crowds, and other potentially dangerous situations.
- .5 **Knowledge, Skills, and Abilities:**
 - .1 Knowledge, skills and abilities of the duties of the sergeant and patrol officer.
 - .2 Knowledge of administrative principles.
- .6 **Physical Tasks Required:** All the physical tasks required for the patrol officer.