



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **POSITION DESCRIPTION – CHIEF OF POLICE**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. INTRODUCTION

The Cottage City Charter and the Annotated Code of Maryland has delegated to the Chief of Police the authority and responsibility for the management, direction, and control of the operations and administration of the Police Department.

II. POSITION DESCRIPTION

It should be noted that the position description reflect illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The Chief of Police is superior to all other members of the department. The Chief of Police reports directly to the Commission through the Police Commissioner.

A. Nature of Work

This is highly responsible professional and administrative work in planning, organizing, and directing the activities of the Cottage City Police Department.

Work involves responsibility for the efficient operation of the Cottage City Police Department through planning, organizing, and directing its activities; assuring that law and order are maintained, that laws and ordinances are enforced, and that measures are implemented to prevent crimes and to protect lives and property. Work also involves consulting with other police officials in determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all employees of the Department. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations. Work is performed under the policy guidance of the Cottage City

Commission. Work is reviewed through conferences and reports for overall program effectiveness.

B. Examples of Work

1. Plans, organizes, and directs the programs and activities of the Police Department.
2. Supervises directly, or through a subordinate supervisor, a moderate- sized staff or law enforcement and civilian employees; prescribes, publishes, and enforces rules and regulations; recommends the appointment, promotion, and dismissal of employees;
3. Prepares the annual departmental operating budget and controls the expenditure of appropriations;
4. Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command of subordinates in emergency situations or major law enforcement operations;
5. Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Police Department are involved; participates in and attends meetings of county, regional, state and national law enforcement associations;
6. Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation of and responds to major citizen complaints;
7. Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports;
8. Performs related work as required or directed by the Commission.

C. Desirable Education and Experience

Graduation from an accredited four-year college or university with major course work in police science or a related field; thorough experience in police operations and administration; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Thorough knowledge of the principles and practices of modern police administration and police methods;

2. Thorough knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration;
3. Thorough knowledge of the principles and methods of organization, management, and supervision;
4. Thorough knowledge of department rules and regulations and of applicable federal, state, and local laws and ordinances;
5. Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work;
6. Ability to plan, organize, and direct the work of employees performing varied operations connected with police activities;
7. Special skills in the psychology of human behavior and public relations;
8. Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public; and,
9. Ability to prepare, and present effectively, oral and written informative material relating to the activities of the Police Department.