



POSITION RESPONSIBILITY

Directive 2 - 108

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I. PURPOSE

The purpose of this Directive is to define and describe the responsibilities of positions within the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

All members of DGS-MCP will strive to meet the responsibilities described within their position.

III. POSITION RESPONSIBILITIES

A. Chief of Police

The Chief of Police is the highest ranking officer within DGS-MCP. Under the General direction of the Secretary of the Department of General Services, the Chief shall be responsible for administering the Department in accordance with all applicable laws and regulations and for ensuring the goals of the agency are met. The Chief shall apply principals of organizational management, including short and long range planning, fiscal management, discipline, personnel management and the evaluation of police service delivery. The Chief shall hold responsibility for the Department's annual budgets and control of police expenditures.

The Chief shall direct and coordinate the activities of all organizational components of the Department so that the objectives of the agency are met in an efficient and effective manner. The Chief will hold staff meetings to develop plans and programs, identify and solve problems, discuss policy and procedural issues, and facilitate communication concerning other areas needing attention.

B. Deputy Chief / Chief of Staff

The Deputy Chief is the second highest ranking position within DGS-MCP. The Deputy Chief performs as an assistant to the Chief of Police; and as such will be given special duties and responsibilities at the discretion of the Chief of Police. The Deputy Chief will assume all duties of the Chief, in his absence.

C. Operations Commander / Captain

The Operations Commander is responsible for overall supervision and management of the operational components of the MCP to include Detachment and Division activities. The Operational Commander directly supervises the detachment and division commanders.

D. Detachment Commander / Lieutenant

1. Responsibilities:

The Detachment Commander is responsible for the supervision and management of a Detachment and all of the facilities, grounds, service centers, and buildings that are assigned and designated to be a part of the detachment. The Detachment Commander is also responsible for the supervision and management of any special units that have been assigned to him or her by the Chief of Police or the Deputy Chief.

In order to maintain a good working relationship with the civilian administrators, state employees groups and organizations, and other components of state government with which the Department interacts and provides police services, the Detachment Commander will encourage, facilitate and maintain open communication with all of these groups and components. Meetings will be held periodically, or as needed to exchange information, discuss any problem areas, work to formulate solutions, and enlist and encourage the participation of all employees in providing a safe and secure work environment.

It will be the responsibility of the Detachment Commander to ensure that all General Orders, Directives, and other forms of communication designated for dissemination to all Police Officers and/or Security Officers reach every member under his or her command that falls within the target category.

Detachment Commanders are responsible for the overall operation of their assignment to include:

- a. Compliance with DGS-MCP policy and procedures.
- b. Insure proper supervision and operations, to include:
 1. Employee performance and morale
 2. Public safety
 3. Public relations
 4. Building security

2. Duties:

Lieutenants will:

- a. Report directly to the operations commander.
- b. Command one of the MCP Detachments or Special Services Division.
- c. Be physically located at their respective commands and ensure there is a command presence on weekdays, except for holidays.
- d. Monitor the performance of his respective commands on a daily basis to ensure operational efficiency and effectiveness that contributes to enhanced safety and security, the reduction of crime and traffic hazards in their area of responsibility.
- e. Review law enforcement and security operations to develop timely, accurate and effective responses by personnel assigned to their respective commands.
- f. Review all disciplinary cases involving personnel assigned to their respective commands, and consult with and refer disciplinary action to the operations commander for concurrence.
- g. Ensure timely investigations and review of all personnel complaints and departmental collisions that occur in their area of responsibility.

- h. Review and endorse all required reports, including, but are not limited to: Use of Force Reports, Injury to Prisoner Reports, Equipment Loss/Damage Reports, Leave Requests and Training/Travel Requests.
- i. Monitor the application and accuracy of the Property and Evidence Inventory within their command.
- j. Conduct quarterly property room inventories to verify the accuracy of the inventory, the use of proper documentation and proper maintenance and disposition of all property in MCP custody.
- k. Ensure the timely submission and quality of daily briefing reports.
- l. Review and submit in a timely fashion all routine correspondence originating from their area of responsibility that is required to be forwarded through the chain-of-command.
- m. Be responsible for all operational and administrative incidents within their respective area of responsibility. The operations commander will be immediately informed of all noteworthy events. If the operations commander is not available, lieutenants will notify the deputy chief. In such instances, lieutenants will continue to attempt to contact the operations commander to ensure proper notification is made. During nighttime hours, initial notifications will be made by phone.
- n. Be fully aware of the health and welfare of employees under their command. Lieutenants will keep the operations commander informed of all personnel injured in the line-of-duty. Lieutenants will also report instances when off-duty employees are transported to the hospital, on extended sick leave or experience a death or significant illness involving an immediately family member.
- o. Be responsible for overtime management, capital equipment assigned to their command and will ensure fiscal responsibility when requisitioning supplies and uniforms for personnel.
- p. Attempt to handle all issues at the lowest possible level. Lieutenants should educate and mentor their subordinates so that they are sufficiently capable to make certain decisions.
- q. Ensure a command response to the scene of major incidents.
- r. Develop local special orders to address specific issues within their area of responsibility. Be innovative in developing crime and security risk reduction strategies. Policies affecting the entire department will be submitted to the operations commander for review and approval.
- s. Interact and work in cooperation with other MCP units, allied agencies, local state's attorney's office, public and private entities and members of the State Legislature. Lieutenants should strive to attend crime meetings, chiefs meetings or any other gathering that facilitates a positive relationship between MCP and external partners.
- t. Continually review and analyze operational activities and inform the operations commander when issues arise.
- u. Recognize exceptional work of subordinates through local incentives and through the department's formal recognition process.
- v. Offer MCP assistance during funerals to the next-of-kin of retired and active MCP and allied agency personnel. If requested, coordinate MCP resources for the event.
- w. Be responsible for work performed by assistant commanders and civilian personnel assigned to their commands.
- x. Ensure that all media-related matters are coordinated with the Office of the Chief. Lieutenants are also considered the custodian of records for their respective commands and will be responsible for collecting, compiling information needed for Public Information Act requests.

- y. Conduct monthly accountability meetings with supervisors to ensure objectives are being met. These meetings are designed to ensure lieutenants are well prepared for staff meetings; and
- z. In the extended absence of the operations commander, be designated as the acting operations commander and will have full authority to act on behalf of the operations commander.

E. Administrative / First Sergeant

1. Responsibilities:

The Administrative Sergeant will assist the Detachment Commander in the overall operation of the Detachment.

2. Duties:

Administrative Sergeants will:

- a. Report directly to the Detachment or Division Commander.
- b. Assist the Commander with the day to day administrative duties of the Detachment.
- c. Monitor leave, scheduling and overtime.
- d. Prepare administrative reports for the Detachment/Division Commander as directed.
- e. Act as Detachment/Division Commander in the absence of the Lieutenant.
- f. Assist the Commander in the development of goals, objectives and expectations for the Detachment/Division.

F. Supervisors / Sergeants

1. Responsibilities:

Supervisors charged with the responsibility to instruct, assist, lead and evaluate subordinates while monitoring their activities to ensure that all tasks performed and actions taken are in conformity with all directives, rules and regulations promulgated by the Department. While performing supervisory functions, sergeants may also be required to answer calls for service, provide assistance to other officers responding to or handling requests for police service, and respond to questions, complaints, and problems involving employees or other persons. Administrative duties of supervisors include preparing work schedules and completing various types of reports. Supervisors will also be leaders, be aware of the morale of those they supervise and also influence and motivate those they supervise relative to the quantity and quality of their work

2. Duties:

Sergeants will:

- a. Report directly to the Detachment or Division Commander.
- b. Monitor the performance of their subordinates on a daily basis to ensure operational efficiency and effectiveness that contributes to enhanced safety and security, and the reduction of crime and traffic hazards in their area of responsibility.
- c. Upon reporting for duty, consult with outgoing sergeant in regards to staffing and any unusual occurrences or special activities going on.

- d. Notify Commander of any noteworthy occurrences and incidents during tour.
- e. Oversee subordinates work by visiting posts at least once per tour of duty (signing supervisor post logs).
- f. Ensuring security officers and police officers meet grooming and appearance standards.
- g. Assure patrol checks are being performed and that enforcement activities are being completed.
- h. Back up officers at the scene of incidents and arrests.
- i. Conduct secondary searches on arrests.
- j. Review paperwork for proper completion.
- k. Review and secure evidence and witness evidence inventories such as money counts and drug weights.
- l. Respond and take command at the scene of incidents requiring additional resources.
- m. Review and approve incident reports completed during shift.
- n. Take complaints from citizens and employees and take action as appropriate.
- o. As time and staffing permit, make patrol checks throughout floors in buildings on the complex.
- p. Review CAD records for each officer and place in F & I file to denote work output and activities of each police officer and security officer as applicable.
- q. Make entries in F & I files to review for PEPs and performance appraisals.
- r. Prepare PEPs and performance appraisals using daily observations and notes as well as CAD records.
- s. Help Officers set individual goals to work towards and devise a plan on how to accomplish same.
- t. Develop performance improvement plans to address deficiencies.
- u. Review law enforcement and security operations to develop timely, accurate and effective responses by personnel assigned to their commands.

G. Police Officers

1. Responsibilities

Police officers are charged with carrying out the orders of those appointed above them to affectively secure the interests of the State and ensure the safety and security of the employees and visitors to State buildings and complexes. They will also answer calls for service and enforce State criminal and traffic laws. They will complete all departmental reports accurately and in a timely fashion.

2. Duties

Police Officers will;

- a. Be assigned a post or detail during their assigned shift and be responsible for carrying out the tasks of that post or detail.
- b. Confer with their supervisor and the outgoing officer assigned to the post to ensure any pertinent information regarding the post conditions are passed on.
- c. Conduct building checks of each assigned building on during each shift. These checks will be called out to communications so that a CAD entry can be made documenting

the check. The checks will consist of ground to top floor inspections for any security, fire or safety issues.

- d. Conduct checks of assigned parking areas and garages during each shift and a CAD entry made.
- e. Be assigned to mobile patrols and conduct traffic enforcement activities and building checks.
- f. Identify and report all unsafe conditions or hazards to their supervisor.
- g. Investigate suspicious persons and activities and take appropriate enforcement action when warranted. Contacts not requiring enforcement action will be documented on a Field Interview Report. NCIC checks for open warrants and wanted persons will be performed on suspicious persons and individuals suspected of being involved in criminal activity.
- h. Take enforcement action upon observation of a violation of the law. Failure to take enforcement action when a violation is observed is neglect of duty and subject to administrative penalty.
- i. Thoroughly investigate incidents and crimes occurring in their assigned area and conduct interviews and follow-up as required. Failure to investigate and document reported criminal activity is considered neglect of duty.
- j. Complete investigative reports on incidents. The submission of investigative reports will be done before the end of the officer's current tour of duty unless express permission to deviate is granted by a supervisor.
- k. Assist the public and state employees with questions and other assistance in a courteous and professional manner. When requested provide their name, rank, duty assignment and supervisor's name.

H. Security Officers

1. Responsibilities

Security officers will be responsible for rendering prompt and courteous service as prescribed by the rules, policies, and standard operating procedures of DGS-MCP. In the absence of written policy covering specific situations, a security officer is expected to exercise reasonable judgment in the performance of their duties.

In addition security officers will observe and report any incident which may result in loss or damage to property or equipment, or endanger the safety of employees, tenants and visitors. Lastly, security officers will ensure the proper credentialing of all employees and visitors to DGS-MCP secured facilities.

2. Duties

Security Officers will:

- a. Report directly to their shift supervisor (Sergeant).
- b. Work static as well as roving posts as assigned in and around the State buildings as directed by their shift supervisor.
- c. Perform "fire and light checks," as prescribed per building SOP.
- d. Direct traffic in pedestrian crosswalks and other locations as directed by shift supervisor.
- e. Maintain presence in building lobbies verifying employee credentials as well as screening and assisting visitors.

- f. Directing visitors to appropriate locations when they have business in a State building.
- g. Where appropriate operate magnetometers and x-ray machines to screen visitors and packages per training and direction.
- h. Contact PCO using MCP radio immediately upon becoming aware of a dangerous situation or unusual circumstance.

I. Police Communication Operators (PCO)

1. Responsibilities:

A Police Communication Operator (PCO) will communicate in a clear and concise manner while receiving and dispatching information and calls for service to both law enforcement and security. In addition PCO's will be able to provide prompt and courteous service to employees and visitors to DGS-MCP managed facilities.

2. Duties:

Police Communications Operators will:

- a. Report directly to Shift Supervisor (Sergeant).
- b. Perform hourly radio checks.
- c. Answer calls for service via landline telephone as well as officer initiated incidents.
- d. Create CAD entries for calls for service.
- e. Issue reports to officers as appropriate per protocol and procedure.
- f. Conduct record checks upon request using local state and federal databases.
- g. Assist visitors and State employees with gate and parking lot access as requested.
- h. Contact allied law enforcement and fire/medical services as needed to assist with incidents on State property.