



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> Position Description for Assistant Chief of Police	<b>Number</b> 26-12
<b>Originating Department</b> Office of Human Resources	<b>Effective Date</b>

Montgomery County Executive Regulation on:

## POSITION DESCRIPTION – ASSISTANT CHIEF OF POLICE

Issued by: County Executive  
Regulation No. 26-12

**AUTHORITY:** Montgomery County Code, 2004, Section 1A-104(B)(2)

Council Review: Procedural Method 1

**SUPERSEDES:** No prior regulation

Register Volume xx, Issue xx

Comment Deadline: January 1, 2013

Effective Date:

**SUMMARY:** This regulation establishes the position description for Assistant Chief of Police, a non-merit position proposed to be created in the Department of Police.

### ADDRESS FOR

**COMMENTS:** Department of Police  
Headquarters  
100 Edison Park Road  
Gaithersburg, Maryland 20878

### STAFF

**CONTACT:** Lt. David Anderson  
240-773-5026



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## ASSISTANT CHIEF OF POLICE

### DESCRIPTION OF POSITION:

This is senior level management work directing, coordinating and managing the administrative and operational activities of one of the three bureaus within the Police Department. This position reports to the Chief of Police. The employee in this non-merit position is appointed by the County Executive and confirmed by the County Council. The employee in this class is responsible for ensuring the delivery of police services to the citizens of the County as well as providing leadership, direction and support to Police Department personnel. Employee is responsible for designing, developing and implementing Police Department policies, strategies and programs that directly impact the participants and communities within the County, and explaining initiatives to employees, citizen and business groups and government representatives to gain understanding and support.

### EXAMPLES OF DUTIES:

Represents the County government and the Chief of Police in various forums concerning controversial and sensitive police matters by explaining the County's goals and objectives, responding to questions, misunderstanding and apprehension, and gaining the support of groups being addressed.

Manages a large organizational unit by assigning work priorities to subordinate units in response to organizational needs; overseeing the development and implementation of County, Department and unit operating and administrative procedures and memoranda of understanding with other agencies.

Sets standards for individual and organizational unit performance and coordinates evaluation, and any disciplinary action within appropriate County, collective bargaining and departmental policies and procedures.

Provides research, advice and recommendations to the Chief on a variety of police issues and concerns in order to develop new and innovative solutions, programs, policies and procedures.

Works with other departments of County Government, outside agencies and community and business leaders and organizations to address and resolve work problems, coordinate work efforts, develop partnerships and programs, and present and clarify the County and Department's position on issues and operations.

Oversees preparations and administration of organization's operating budget, including providing testimony before the County Executive and County Council.

Reviews and approves correspondence and reports prepared by subordinate employees for signature of the Police Chief.

Performs other related duties including those of sworn officers generally.



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### MINIMUM QUALIFICATIONS:

**Experience:** Extensive leadership experience in police work, five (5) years of which were in a management level capacity (Lieutenant or above), one (1) year of which was at a level of Police Captain or equivalent with the Montgomery County Police Department or other jurisdiction.

**Education:** Possession of a Bachelor's Degree from an accredited college or university.

**Equivalency:** None.

**Knowledge, Skills and Abilities:**

Knowledge of modern management and supervisory principles and practices.

Knowledge of legislation and developments in the field of law enforcement including police administration, patrol techniques, criminal investigations, crime prevention and the criminal justice system.

Ability to plan, organize, coordinate, lead and otherwise direct large scale and complex police projects and programs and to resolve administrative and operational issues.

Ability to establish and maintain effective working relationship with other County officials and Federal and State officials, civic and business leaders, union representative and the general public, particularly in situations where competing and conflicting concerns, interests, goals and/or objectives require both understanding and resolution.

**Note:** Must be physiologically and psychologically able to perform the essential functions of the job and be able to effectively use police weapons/equipment and vehicles in emergency conditions.

**License:** Possession of a valid motor vehicle operator's license.

MD Police Certification or ability to obtain certification within six (6) months of appointment may be required. Failure to obtain certification within six (6) months could result in termination.


### MEDICAL PROTOCOL:

GRADE: M1

Approved: \_\_\_\_\_  
Isiah Leggett, County Executive

\_\_\_\_\_  
Date

Approved as to form and legality:

 \_\_\_\_\_  
11/14/12

Office of the County Attorney      Date