



GREENBELT POLICE DEPARTMENT

Job Description-Master Police Officer

Department: Police

FLSA Designation: Non-Exempt

Approved: 6/26/2006

Revised: 7/14/2016

Revised:

Distinguishing Features of the Class

The fundamental reason this classification exists is to participate in the activities of a police patrol, detective, traffic or other specialized squad/unit/function on an assigned shift; assist in supervision or perform responsible administrative staff duties. Supervision maybe exercised over the ranks of Police Officer First Class and Police Officer.

Incumbents of this class frequently participate in the work performed by Police Officers, and in some assignments are required to become involved in situations requiring extreme physical exertion. Master Police Officers may be called on to assume complete charge in the absence of a higher ranking officer. Master Police Officers may work independently in performing regularly assigned duties under the general orders of a Police Corporal or other higher ranking supervisor. Performance is evaluated through observation, oral and written reports, and by results obtained.

Essential Functions

- Serves as a witness in court in connection with arrests and investigations;
- Enters and retrieves data from a terminal, PC or other keyboard device;
- Interviews persons with complaints and makes proper disposition or directs them to the proper authorities;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Responds to calls and complaints involving automobile accidents, domestic and neighborhood disturbances, assaults, robberies, and other misdemeanors and felonies;
- Writes detailed reports on police-related activities;
- Secures crime scenes, administers first aid, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports offenders;
- Gives advice and general information to inquiries from the public;
- Attends periodic training classes in police methods, first aid, firearms and related subjects.
- Ability to perform the duties of police officer first class.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- United States and Maryland Constitutions, Federal, State and City criminal and traffic laws and ordinances, and related court decisions.
- General social problems and cultural diversity of citizenry.
- Modern police methods, practices, and procedures.
- The geography of the City, community service organizations, location of facilities and buildings.
- City of Greenbelt Personnel Rules/Policies, Administrative Regulations, Memorandum of Understanding, Department policies, General Orders and Rules and Regulations,
- First aid principles and practices.

Ability to:

- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Use and properly care for firearms and related police emergency equipment.
- Work cooperatively, courteously, but firmly with all segments of the public.
- Observe and monitor people's behavior to determine compliance with laws, regulations, and recall details.
- Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Recognize and control sources of personal stress in order to perform class requirements.
- Remain in a standing or sitting position for extended periods of time.
- Maintain a level of physical fitness to meet Department standards.
- Maintain moral integrity.
- Work in a variety of weather conditions with exposure to the elements.
- Work safely without presenting a direct threat to self or others.
- Maintain personal appearance and equipment to set example.
- Travel across rough, uneven or rocky surfaces. .

Additional Requirements

- This classification requires the use of City vehicles on City business. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Some positions may require the performance of other essential functions, depending upon work location, assignment, or shift.

Acceptable Experience and Training

Immediately preceding the eligibility period for the promotional process, each candidate must have served at least two years at at the rank of police officer to become a PFC and one year at the rank of police officer first class to become an MPO.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Commander Signature: _____ Date: _____

Chief of Police Signature: _____ Date: _____

City Manager's Signature: _____ Date: _____

The City of Greenbelt is an Equal Opportunity Employer

