Subject: Position Description for Assistant Chief of Police (Civilian)	
	Number: 17-24
Originating Department: Office of Human Resources	Effective Date:

Montgomery County Regulation on:

POSITION DESCRIPTION FOR ASSISTANT CHIEF OF POLICE (CIVILIAN)

Issued by: County Executive
Regulation No. 17-24
COMCOR 33.07.01
Supersedes: Regulation 1-23
Authority: Montgomery County Code, Section 1A-104(b)(2)
Council Method (1) Under Code Section 2A-15
Register Volume 41, Issue 10
Comment Deadline: October 15, 2024
Effective Date:_____

SUMMARY: This regulation updates the position description for Assistant Chief of Police (Civilian), a non-merit position, to allow the incumbent to supervise and direct sworn officers in administrative duties. Montgomery County Code Section 2-43 designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

ADDRESS: Director, Office of Human Resources
Executive Office Building
101 Monroe Street, 7th Floor
Rockville, MD 20850

STAFF CONTACT: Additional information and copies of the regulation are available from:
Samuel Frushour, Chief
Policy, Practice & Strategic Communications
240-777-5012

	MONTGOMERY COUNTY
	EXECUTIVE REGULATION
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COMCOR 01A.104.34 Assistant Chief of Police (Civilian)

01A.104.34.01 Description of Position.

This is senior level management work directing, coordinating and managing the administrative and operational activities for one of the five 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. In addition, this position is responsible for fostering collaborative partnerships across bureaus in the development and implementation of strategies and initiatives to ensure effective delivery of police services.

This is a civilian <u>management</u> position. The employee in this position is not a sworn law enforcement officer [and is not in the chain of command of the sworn police officers within the Department]. <u>The employee in this position may direct and supervise sworn officers in duties that do not solely rely on the officer exercising their authority as a sworn law enforcement officer. At no time may this employee direct a sworn officer to use their official authority as a law enforcement officer.</u>

01A.104.34.02 Example of Duties.

Represents the County government and Chief of Police in various forums concerning controversial and sensitive police matters by explaining the County's goals and objectives, responding to questions, misunderstandings 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 evaluations, 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

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partnerships and programs, and present and clarify the County and Department's position on issues and operations.

Oversees preparation 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.

01A.104.34.03 Minimum Qualifications.

Experience: At least seven (7) years of progressively responsible leadership experience, five (5) years of which were in a management level capacity. Work in police/law enforcement environment preferred.

Education: Possession of a Bachelor's Degree in Public Administration, Public Policy, Business Administration, Criminal Justice, Law, or related field from an accredited college or university.

Equivalency: An equivalent combination of education and experience may be substituted.

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 relationships with other County officials and Federal and State officials, civic and business leaders, union representatives 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 psychologically able to perform the essential functions of the job.

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

Approved:

_____   _____
Marc Elrich, County Executive   Date

Approved as to form and legality:

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_____

Office of the County Attorney

9/20/2024
_____
Date