Rockville City Police Department
GENERAL ORDER

Subject RANK AND RESPONSIBILITY		Procedure G.O. 2-14
Authorizing Signature	Effective: 02-26-10 Revised: 05-18-17 Revised: 02-26-25	Total Pages 7

I. POLICY

It is the policy of the Rockville City Police Department to assign responsibilities to personnel commensurate with their rank and to delegate the appropriate authority to ensure that these responsibilities are completed. Command and supervisory personnel are accountable for the activities of employees under their immediate control.

II. PURPOSE

While the Chief of Police is responsible for the overall performance of the Department he cannot personally plan, direct, coordinate and supervise all activities and personnel. Responsibilities for the Department's daily operation needs to be assigned as appropriate to command and supervisory personnel. The Department is rank-structured and includes both sworn and civilian personnel who have been vested with both responsibility and authority to carry out the mission of the Department.

III. DEFINITIONS

A. Bureau Commander- "Commander" designates any officer who has attained the rank of Major.

B. Civilian Personnel - "Civilian personnel" designates any member of the department who is not sworn.

C. First Line Supervisor - "First Line Supervisor" is any member of the department who has been designated by the Chief of Police as having the direct and immediate responsibility and authority to control, coordinate and evaluate the performance of subordinate personnel. "First Line Supervisor" includes the rank of sergeant, any Corporal approved as an Officer-in-Charge and having been so designated by their Sergeant, and its civilian equivalent (example: Support Services Coordinator).

D. Seniority

1. Seniority for sworn personnel shall be determined by:

a. Rank.

b. By date of promotion to current rank.

c. Length of full-time service with the department.

d. By initial date of hire by the department.

e. For the purposes of a tie breaker between an entry level officer and a lateral officer, preference will be given to the lateral officer.

f. For the purposes of a tie breaker between two officers attending either an entry level class or comparative compliance academy, overall grade point average will be used.

2. Seniority for civilian personnel shall be determined by:

a. Pay grade and step.

b. By date of promotion or attainment of current pay grade.

c. Length of full-time service with the department.

d. By initial date of hire with the City of Rockville.

IV. COMMAND POSITIONS

Subject to direction from higher authority, department members assigned to command positions maintain direct authority over all personnel within a command. A commander at any level exercises direction, control and inspection of subordinates; maintains morale, harmony and discipline within the command. Sets goals and objectives for their command that are in keeping with the department's strategic plan and mission; properly organizes and assigns functions and tasks to units and personnel of the command; provides for appropriate training; communicates organizational needs through budget requests; and performs other assigned duties. A *commanding officer* may delegate the position's authority or duties to other personnel but **not** the ultimate responsibility for the tasks to be completed.

V. DUTIES AND RESPONSIBILITIES

Specific job descriptions defining in detail the duties and responsibilities of each position in the Department have been developed by the Personnel Department, in conjunction with the Chief of Police. These descriptions are available to each employee from the Personnel Department. However, to provide an overview of the various ranks within the Department the following general lists of duties and responsibilities for each position has been developed.

VI. DUTIES AND RESPONSIBILITIES - CHIEF OF POLICE

As established by the Charter of the City Rockville, Article VI, section 2.1 the Chief of Police is appointed by the City Manager. The Chief of Police is the Chief Executive Officer of the Department and the final authority in all matters of policy, operations and, except where otherwise provided, discipline. Responsibilities of the Chief of Police include enforcing laws and ordinances and ensuring the efficient and effective operation of the Department.

Examples of duties include but are not limited to:

A. Plans, organizes resources, directs and coordinates the activities of the Police Department.

B. Prepares the Department's multi-year strategic plan and oversees the Department's progress to implement it.

C. Ensures the enforcement of laws and municipal ordinances.

D. Formulates departmental rules, policies and procedures.

E. Approves assignments of departmental personnel.

F. Formulates the annual departmental budget and has final authority over Department budget expenditures.

G. Directs the preparation of internal department reports, the annual report and reports addressed to the City Manager.

H. Directs the preparation of external reports to outside agencies in conformance with Federal, State and Municipal laws or department policy.

I. Coordinates the activities of the Police Department with those of other law enforcement and criminal justice agencies.

J. Promotes public cooperation and goodwill through presentations to civic, fraternal and other groups and by making regular reports through the news media.

K. Maintains efficiency and effectiveness within the Department.

L. Maintains effective Department discipline.

VII. DUTIES AND RESPONSIBILITIES - MAJORS

The Bureau Commander(s) assignments are made by the Chief of Police and report directly to him.

Examples of duties include but are not limited to:

A. Oversees a bureau and supervises unit supervisors.

B. Ensures the enforcement of laws and ordinances.

C. Participates in the preparation of the department's multi-year strategic plan and evaluates progress toward implementation.

D. Develops and reviews bureau programs, records and reports and recommends changes as necessary.

E. Ensures the preparation of the bureau budget and provides administrative control of bureau expenditures.

F. Manages the preparation of plans to improve bureau operations, to anticipate future needs, and to deal with emerging problems.

G. Provides advice and assistance to the Chief of Police on both bureau-related and departmental issues.

VIII. DUTIES AND RESPONSIBILITIES - LIEUTENANTS

Examples of duties include but are not limited to:

A. Assists in the development of policy and procedure for the department.

B. Administers major programs, projects or functions of the department.

C. Evaluates departmental programs to assure they are consistent with its mission.

D. Prepares annual goals and objectives for the bureau and evaluates the bureau's progress to attain them.

E. Ensures the enforcement of laws and ordinances.

F. Coordinates the work of subordinates.

G. Assigns functions and tasks to subordinates.

H. Assists superiors in preparing and managing the bureau's budget.

I. Assumes command of the bureau in the absence of the Bureau Commander.

J. Coordinates the activities of different components of his/her command.

K. Enforces policies, procedures and rules of department.

L. Interprets orders and directives to subordinates.

M. Ensures the development and implementation of assigned programs or functions.

N. Advises and assists subordinate supervisors in complex and difficult assignments or situations.

IX. DUTIES AND RESPONSIBILITIES - SWORN AND CIVILIAN FIRST LINE SUPERVISORS

A department employee assigned to supervise one or more employees directly is considered a First Line Supervisor. The rank of Sergeant is an example of a "First Line Supervisor" as are civilians holding the

position of Unit Supervisor. First Line Supervisors are responsible for ensuring that specific tasks assigned to them for supervision are performed efficiently and effectively by the personnel assigned to them.

Examples of duties include but are not limited to:

A. Supervises/participates in the enforcement of laws and ordinances (sworn personnel only).

B. Supervises/participates in criminal investigations (sworn personnel only).

C. Assigns tasks to subordinates.

D. Provides direct supervision in complex cases or situations.

E. Directly supervises personnel assigned.

F. Inspects personnel and equipment for conformance to departmental standards.

G. Resolves or, if required, submits to higher authority for resolution, conflicts, problems or disciplinary matters arising from subordinates.

H. Evaluates the performance of subordinate personnel.

I. Submits to higher authority appropriate suggestions from subordinates for improving department operations, programs or functions.

J. Represents the interest and well being of non-management personnel to higher authority, and transmits management concerns and directives to non-management personnel.

X. DUTIES AND RESPONSIBILITIES -OFFICER IN CHARGE (OIC)

An Officer in Charge (OIC) is a sworn officer at the rank of Corporal who is designated to perform direct supervisory functions in the absence of a First Line Supervisor. The absence of a First Line Supervisor may occur because of leave, training or the performance of some other first line supervisory task. In the absence of the First Line Supervisor the team/unit's designated Officer in Charge is vested with the responsibility and authority to ensure the mission of the department is accomplished; their responsibilities are the same as outlined above. In the event there is an unexpected staffing shortage on a shift being supervised by an OIC and a more senior Corporal, who is also OIC certified elects to fill the vacancy, they will perform subordinate job tasks as assigned by the shifts designated OIC.

When not acting as a supervisor the OIC shall perform subordinate job tasks as assigned. In instances where they believe supervisory intervention is necessary for the good of the department, public or individual officer/civilian they will assume the role as supervisor until relieved by higher command or the incident is resolved.

A Corporal may be recognized as a designated OIC by action of the criteria established in General Order

5-19, Career Development under Section IV, D.

XI. NON SUPERVISORY PERSONNEL

A. All personnel not officially designated by the Department as command officers or supervisors either through promotion or appointment by the Chief of Police are considered non-supervisory personnel.

B. In instances where no command or first line supervision is present and where circumstances warrant direct supervision, the senior sworn officer will assume responsibility for the situation until relieved by higher command or the situation is resolved.

XII. DUTIES AND RESPONSIBILITIES - POLICE OFFICERS

A police officer performs law enforcement duties to protect life and property and has the greatest impact on the achievement of the Department's mission. Police officers may be assigned to a variety of positions, either uniformed or not. A police officer is the most visible representative of the department and of the City Government. Conduct displayed by a police officer sets the tone for the public's response to all other Departmental personnel and programs. Success or failure of the departmental mission depends directly upon the police officer's professional conduct, knowledge and sense of duty.

Examples of duties include but are not limited to:

A. Enforces laws and ordinances.

B. Responds to calls for service and investigates complaints of disorder or criminal conduct.

C. Makes arrests of persons who have violated laws or ordinances.

D. Reports all criminal activity to higher authority for proper follow-up investigation and disposition in the criminal justice system.

E. Collects and preserves evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities.

F. Investigates conditions hazardous to life or property and takes appropriate remedial actions.

G. Participates in the prosecution of law violators by appearing in court to testify to situations observed and actions taken.

H. Performs other tasks serving the public interest and well being.

I. Ensures a good Department image by displaying professional conduct at all times.

XIII. DUTIES AND RESPONSIBILITIES- CIVILIAN PERSONNEL

Department civilian employees perform a wide variety of duties and tasks, which do not require law enforcement powers but which support Department goals and objectives.

Examples of duties include but are not limited to:

A. Administers or assists in administering departmental units.

B. Analyzes departmental operations and suggests methods of improvements.

C. Provides clerical support in processing of correspondence, reports, arrests and Departmental records.

D. Provides information to and from automated systems.

E. Performs other tasks, as assigned, to accomplish the departmental mission.