



Montgomery
County Council

Committee: PS

Committee Review: At a future date

Staff: Amanda Mihill, Legislative Attorney

Purpose: To introduce agenda item – no vote expected

Keywords: #MoCoAsstPoliceChief

AGENDA ITEM #11A

June 16, 2020

Introduction

SUBJECT

Bill 24-20, Administration – Police – Assistant Chiefs of Police

Lead Sponsor: Council President at the request of the County Executive

EXPECTED ATTENDEES

None

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

- To introduce Bill – no vote expected

DESCRIPTION/ISSUE

Bill 24-20 would create a non-merit civilian assistant chief of police position and rename the existing non-merit assistant chief of police positions.

SUMMARY OF KEY DISCUSSION POINTS

- None

This report contains:

Staff Report	Page 1
Bill 24-20	©1
Legislative Request Report	©3
County Executive Memorandum	©4
Fiscal Impact statement	©6
Executive Regulations	©8

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MEMORANDUM

June 11, 2020

TO: County Council

FROM: Amanda Mihill, Legislative Attorney

SUBJECT: Bill 24-20, Administration – Police – Assistant Chiefs of Police

PURPOSE: Introduction – no Council vote required¹

Bill 24-20, Sworn and Civilian Assistant Chiefs of Police, sponsored by Lead Sponsor Council President at the request of the County Executive, is scheduled to be introduced on June 16, 2020. A public hearing is tentatively scheduled July 7 at 1:30 p.m.

Bill 24-20 would create a non-merit civilian assistant chief of police position and rename the existing non-merit assistant chief of police positions. Attached on ©8-19 are Executive Regulations to implement Bill 24-20. The Public Safety Committee will review these regulations when it reviews Bill 24-20.

This packet contains:	<u>Circle #</u>
Bill 24-20	1
Legislative Request Report	3
County Executive Memorandum	4
Fiscal Impact statement	6
Executive Regulations	8

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¹ #MoCoAsstPoliceChief

Bill No. 24-20
Concerning: Administration – Police
– Assistant Chiefs of Police 1
Revised: _____ Draft No. _____
Introduced: June 16, 2020
Expires: December 16, 2021
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Council President at the Request of the County Executive

AN ACT to:

- (1) create a non-merit civilian assistant chief of police position,
- (2) rename the existing non-merit assistant chief of police positions; and
- (3) make other stylistic changes.

By amending

Montgomery County Code
Chapter 2, Administration
Section 2-43

Boldface	<i>Heading or a defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland, approves the following act:

1 **Sec 1. Section 2-43 is amended as follows:**

2 **Sec. 2-43. Organization and functions.**

3 (a) The Department of Police includes the County police, Division of
4 County Security, and the Animal Services Division. The Department
5 has the authority, functions and activities prescribed by law.

6 (b) The Department has five non-merit positions: four Assistant Chief of
7 Police (Sworn) positions and one Assistant Chief of Police (Civilian)
8 position. [Four positions of Assistant Chief of Police are non-merit
9 positions].

10 (c) Any reference in this Code or in regulation or other document to
11 “superintendent of police” or “superintendent” means “Director of
12 Police,” or “Chief of Police,” or “Director”

LEGISLATIVE REQUEST REPORT

Bill 24-20

Administration – Police – Assistant Chiefs of Police

DESCRIPTION: This bill revises §2-43 to create a non-merit civilian Assistant Chief of Police position and rename the existing Assistant Chief of Police positions.

PROBLEM: The County Executive and County Council expects the Montgomery County Police Department to be more engaged, transparent and accountable to the community as evidenced by the passage and proposal of recent legislations.

GOALS AND OBJECTIVES: The creation of the 5th Assistant Chief of Police will focus on community relations and evidenced-based policing.

COORDINATION: Office of the Chief Administrative Officer

FISCAL IMPACT: Office of Management and Budget

ECONOMIC IMPACT: Office of Legislative Oversight

EVALUATION: Subject to the general oversight of the County Executive and the County Council. The Office of the County Attorney will evaluate for form and legality.

EXPERIENCE ELSEWHERE: To be researched

SOURCES OF INFORMATION: Caroline Sturgis
Assistant Chief Administrative Officer

APPLICATION WITHIN MUNICIPALITIES: N/A

PENALTIES: N/A




OFFICE OF THE COUNTY EXECUTIVE
Rockville, Maryland 20850

Marc Elrich
County Executive

MEMORANDUM

May 6, 2020

TO: Sidney Katz, President, Montgomery County Council

FROM: Marc Elrich, County Executive 

RE: **Proposed Legislation: Sworn and Civilian Assistant Chiefs of Police**

I am transmitting for Council introduction the attached legislation which would create a non-merit civilian Assistant Chief of Police position and rename the existing Assistant Chief of Police position. The creation of the fifth Assistant Chief of Police (Civilian) position supports my vision for thriving youth and families as well as safe neighborhoods by strengthening the Montgomery County Police Department's (Department) focus on community engagement and evidence-based policing. The vision addresses the expectations of the Council to be a more engaged, transparent and accountable Department to the community as evidenced by the passage and proposal of recent bills.

The Assistant Chief of Police (Civilian) would oversee a fifth bureau to be named the Community Resources Bureau (Bureau). The new Bureau will oversee the Community Engagement Division, the Policy and Planning Division, and the Public Information Office. The new Assistant Chief of Police (Civilian) would be responsible for creating the Evidence-Based Policing Unit to research and discover best practices within this concept. Creation of this Assistant Chief of Police (Civilian) position and Bureau will support a reorganization that allows the Department to:

- Enhance community engagement efforts and continue to build trust in the community
- Enhance department communications with the public
- Structure the department in the most effective manner to deliver police services
- Align organizational units with similar missions to eliminate silos and enhance efficiencies
- Balance span of control to provide greater supervision and accountability
- Create a framework for evolving needs of the community and department

Montgomery County Code § 1A-104(b)(2) requires that each of these positions be supported by a position description established by executive regulation under method (1).

Reorganization Update and Related Proposed Bills

May 6, 2020

Page 2 of 2

Executive Regulation No. 3-20 (Assistant Chief of Police (Civilian)) and 4-20 (Assistant Chief of Police (Sworn)) were advertised in the Montgomery County Register during the period April 1, 2020 through April 30, 2020, but no comments were received. Fiscal impact statements for the regulations are also included.

With this proposed legislation I am attaching a legislative request report and Fiscal Impact Statement. I appreciate the Council's introduction of this legislation and my staff is ready to assist in any way needed.

cc: Marc Hansen, County Attorney
 Dale Tibbitts, Special Assistant to the County Executive

Fiscal Impact Statement
Bill XX-20, Police – Assistant Chief (Civilian Sworn)

1. Legislative Summary

Bill XX-20 would increase the number of Assistant Chief of Police positions from four to five through the creation of a new non-merit Civilian Assistant Chief of Police position. The Bill also renames the existing non-merit Assistant Chief of Police positions to indicate that they are sworn positions.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

This Bill will not affect County revenues and changes to expenditures will be minimal. A vacant Police Captain position is being abolished to ensure that the creation of the fifth Assistant Chief (Civilian) position will be close to cost neutral. The average cost of a Police Captain (Midpoint salary = \$129,765) is roughly equivalent to the cost of a new Civilian Assistant Chief assuming a mid-point hire (Midpoint salary = \$157,505). Given the minor variance and unknown hiring salary this action is not expected to have a material impact on County expenditures.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

This Bill is expected to have a minimal impact on expenditures over the next 6 fiscal years.

4. An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.

Not applicable.

5. An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

Not applicable.

6. Later actions that may affect future revenue and expenditures if the bill authorizes future spending.

Bill XX-20 does not authorize future spending.

7. An estimate of the staff time needed to implement the bill.

There is no additional staff time needed to implement the bill.

8. An explanation of how the addition of new staff responsibilities would affect other duties.

The Civilian Assistant Chief will oversee a newly created bureau within the Department, the Community Relations Bureau. When this bureau is created, several currently existing divisions will be transferred into this bureau to increase oversight and limit span of control to ensure quality of services. The current plan is to transfer the Community Engagement Division, Policy and Planning Division, and the Public Information Office into this new bureau. In addition, Police is planning to merge the School Resource Officer program into the Community Engagement Division. Finally, this Assistant Chief

would research and implement evidence-based policing models through the entire department via the Policy and Planning Division.

By taking these programs from existing bureaus, it will reduce the span of control for three of the current bureau Chiefs. However, the actual reduction in span of control for each of the bureaus would be minor, because the transferred divisions are relatively small in comparison to others in the department.

9. An estimate of costs when an additional appropriation is needed.

No additional appropriation is needed to implement Bill XX-20

10. A description of any variable that could affect revenue and cost estimates.

Not applicable.

11. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

12. If a bill is likely to have no fiscal impact, why that is the case.

This Bill will have no material fiscal impact because a vacant Police Captain position is being abolished to ensure that the creation of the fifth Assistant Chief (Civilian) position will be cost neutral. The average cost of a Police Captain is roughly equivalent to the cost of a new Civilian Assistant Chief assuming a mid-point hire.

13. Other fiscal impacts or comments.

Not applicable.

14. The following contributed to and concurred with this analysis:

Neil Shorb, MCPD Management and Budget Division

Trevor Lobaugh, Office of Management and Budget



Richard S. Madaleno, Director
Office of Management and Budget

4/10/20
Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Civilian)	Number 3-20
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - ASSISTANT CHIEF OF POLICE (CIVILIAN)

Issued by: County Executive

Regulation No. 3-20

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 37 No. 4

Effective Date: _____

Comment Deadline: 4/30/2020

Summary:	This regulation establishes a new position description for Assistant Chief of Police (Civilian).
Staff contact:	Kimberly Williams Office of Human Resources (240) 777-5198
Address:	Executive Office Building 101 Monroe Street, Third Floor Rockville, Maryland 20850
Background:	Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

ASSISTANT CHIEF OF POLICE (CIVILIAN)

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



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Civilian)	Number 3-20
Originating Department Office of Human Resources	Effective Date

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.

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 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.

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.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Civilian)	Number 3-20
Originating Department Office of Human Resources	Effective Date

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:

A handwritten signature in blue ink, appearing to read "Marc Elrich".

Marc Elrich, County Executive

5/6/20

Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: A handwritten signature in blue ink, appearing to read "Ed Hatten".

DATE: 3/18/20



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Civilian)	Number 3-20
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - ASSISTANT CHIEF OF POLICE (CIVILIAN)

Issued by: County Executive

Regulation No. 3-20

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 37 No. 4

Effective Date: _____

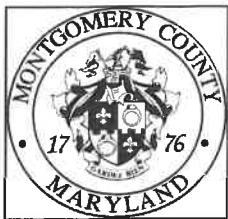
Comment Deadline: 4/30/2020

Summary:	This regulation establishes a new position description for Assistant Chief of Police (Civilian).
Staff contact:	Kimberly Williams Office of Human Resources (240) 777-5198
Address:	Executive Office Building 101 Monroe Street, Third Floor Rockville, Maryland 20850
Background:	Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

ASSISTANT CHIEF OF POLICE (CIVILIAN)

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



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Civilian)	Number 3-20
Originating Department Office of Human Resources	Effective Date

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.

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 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.

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.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Civilian)	Number 3-20
Originating Department Office of Human Resources	Effective Date

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:

A handwritten signature in cursive script, appearing to read "Marc Elrich".

5/6/20

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY: A handwritten signature in blue ink, appearing to read "Ed [unclear]".

DATE: 03/18/20



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Sworn)	Number 4-20
Originating Department Office of Human Resources	Effective Date Jan. 1, 2020

Montgomery County Regulation on

POSITION DESCRIPTION - ASSISTANT CHIEF OF POLICE (SWORN)

Issued by: County Executive

Regulation No. 4-20

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: 26-12AM

Council Review: Method (1) under Code Section 2A-15

Register Vol. 37 No. 4

Effective Date: _____

Comment Deadline: 4/30/2020

Summary: This regulation amends the position description for Assistant Chief of Police (Sworn).

Staff contact: Kimberly Williams
Office of Human Resources
(240) 777-5198

Address: Executive Office Building
101 Monroe Street, Third Floor
Rockville, Maryland 20850

Background: Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

COMCOR 01A.104.12 ASSISTANT CHIEF OF POLICE (SWORN)

01A.104.12.01 Description of Position.

This is senior level management work directing, coordinating and managing the administrative and operational activities of one of the [four] 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



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Sworn)	Number 4-20
Originating Department Office of Human Resources	Effective Date Jan. 1, 2020

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.

01A.104.12.02 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 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.

Acts in the absence of the Police Chief.

Performs other related duties including those of sworn officers generally.

01A.104.12.03 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.] At least seven (7) years of progressively responsible leadership experience in police work, five (5) years of which was 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.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Sworn)	Number 4-20
Originating Department Office of Human Resources	Effective Date Jan. 1, 2020

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

Equivalency: [None.] Equivalent experience may be substituted for education.

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 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.

Approved:

A handwritten signature in black ink, appearing to read "Marc Elrich".

5/6/20

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY:

A handwritten signature in blue ink, appearing to read "Ed [unclear]".

DATE: 3/18/20



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Sworn)	Number 4-20
Originating Department Office of Human Resources	Effective Date Jan. 1, 2020

Montgomery County Regulation on

POSITION DESCRIPTION - ASSISTANT CHIEF OF POLICE (SWORN)

Issued by: County Executive

Regulation No. 4-20

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: 26-12AM

Council Review: Method (1) under Code Section 2A-15

Register Vol. 37 No. 4

Effective Date: _____

Comment Deadline: 4/30/2020

Summary: This regulation amends the position description for Assistant Chief of Police (Sworn).

Staff contact: Kimberly Williams
Office of Human Resources
(240) 777-5198

Address: Executive Office Building
101 Monroe Street, Third Floor
Rockville, Maryland 20850

Background: Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

COMCOR 01A.104.12 ASSISTANT CHIEF OF POLICE (SWORN)

01A.104.12.01 Description of Position.

This is senior level management work directing, coordinating and managing the administrative and operational activities of 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.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Sworn)	Number 4-20
Originating Department Office of Human Resources	Effective Date Jan. 1, 2020

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.

01A.104.12.02 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 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.

Acts in the absence of the Police Chief.

Performs other related duties including those of sworn officers generally.

01A.104.12.03 Minimum Qualifications.

Experience: At least seven (7) years of progressively responsible leadership experience in police work, five (5) years of which was 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: Equivalent experience may be substituted for education.

Knowledge, Skills and Abilities:



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Assistant Chief of Police (Sworn)	Number 4-20
Originating Department Office of Human Resources	Effective Date Jan. 1, 2020

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 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.

Approved:

Handwritten signature of Marc Elrich in blue ink.

5/6/20

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: Handwritten signature of Ed Pratter in blue ink.

DATE: 3/18/20