



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John M. Fitzgerald*

**GENERAL ORDER: 4-2 POLICE OFFICER POSITION**

DATE: 5/16/2016    Pages: 2    ◇ New ◇ Amended ◆ Revised 4-2

**I. INTRODUCTION**

The patrol officer is the most visible and important member of any police department. The attainment of the police mission depends upon how well patrol officers perform.

Patrol officers significantly influence how the public views the Department and they are the single most important contributor to the Department's reputation—both good and bad—within the community.

**II. POSITION DESCRIPTION**

This position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all of the work performed.

A. Nature of the Work

The position of police officer involves actions to protect life and property, the prevention of crime, the apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. A patrol officer may be assigned to uniformed patrol, criminal investigation, juvenile work, or other specialized activity. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in completing both routine and complex emergency assignments. Police officers have the ability to exercise sound judgment, use discretion, and take effective action in extremely varied and challenging situations.

Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

B. Examples of Essential Work/Duties

1. Patrols a designated area of the Village in a patrol car, bicycle, other means of transportation, or on foot; prevents and discovers the commission of a crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes

police presence known in a manner that contributes to deterrence of law violations and builds community trust and good will.

2. Answers radio calls and complaints involving automobile collisions, misdemeanors, and felonies; conducts collision investigations and criminal investigations at the scenes of crimes; administers first-aid to persons; gathers evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances.

3. Delivers credible testimony in court.

4. Thoroughly documents reported crime, daily activities and other occurrences or happenings in writing using proper English grammar and spelling in the appropriate format.

5. Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and other police events in assigned area; checks and reports on deficient street lights, signs, road surfaces, or other public facilities.

6. Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public.

7. On an assigned basis, serves as a police investigator; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants; obtains subpoenas, and makes arrests; conducts surveillance prepares and delivers talks to organized groups.

C. Work Environment

The patrol officer will be expected to work alone in

areas where there is a possibility that a person may be armed while attempting to commit a crime and, during an attempt to evade arrest, the situation may lead to an assault on the officer.

#### D. Physical Demands

The physical demands of this position require that all candidates pass an extensive physical examination and meet such *fitness* requirements as may be established by competent authority. The physical examination includes fitness-based tests which are “construct valid”. This refers to a test’s ability to measure an underlying factor that is a characteristic of an officer’s ability to *complete* an *work-essential task or function*. For example, the purpose of measuring cardiovascular endurance directly relates to the ability of an officer to initiate a foot pursuit and then engage in a use of force situation, or perform CPR for an extended period of time.

The patrol officer must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme *and* varied conditions; successfully qualify with the assigned *firearm* in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).

#### E. Desirable Education and Experience

Possess a high school diploma or equivalent (*4-year college degree preferred*) plus *competence in the following areas*:

1. Knowledge of modern police practices and methods;
2. Knowledge of Village procedures, rules, and regulations;
3. Knowledge of applicable federal, state, and local laws and ordinances including laws of arrest;
4. Knowledge of the street layout and geography of the Village;
5. Ability to deal firmly and courteously with the public, and to control and motivate persons;
6. Ability to communicate effectively, both orally and in writing;
7. Ability to maintain required records and to prepare reports;

8. Ability to analyze situations quickly and objectively, and to take proper courses of action;
9. Ability to establish and maintain effective working relationships with others.

This directive voids the previous version dated 3/26/2014.