

Bowie Police Department - General Orders



TITLE: POSITION DESCRIPTION – MASTER POLICE OFFICER	NUMBER: 309
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AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 21.2.2	TOTAL PAGES 3
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I. PURPOSE

The Master Police Officer is expected to perform all duties required of every police officer. The Master Police Officer assists with and is concerned with the achievement of the police purpose. Master Police Officers are directly responsible for law enforcement activities within an assigned area. They are the primary force in accomplishing adherence with the law and attempts to achieve compliance with established laws through reasonable enforcement dedicated to the protection and service of each individual citizen.

II. POLICY

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The grade of Master Police Officer is superior to Police First Class and Patrol Officer but subordinate to the grade of Corporal. Must serve as a Police Officer First Class for (2) two years with the City of Bowie Police Department and maintained a satisfactory performance rating or better will be eligible to test for the advancement to the grade of Master Police Officer; refer to General Order 319 Promotion.

III. GENERAL RESPONSIBILITIES

1. 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;

2. Assist in supervision or perform responsible administrative staff duties. Supervision may be exercised over the ranks of Police Officer First Class and Police Officer.

3. 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.

4. Master Police Officers may be called on to assume complete charge in the absence of a higher ranking officer.
5. Master Police Officers may work independently in performing regularly assigned duties under the general orders of a Police Corporal or other higher ranking supervisor.
6. Performance is evaluated through observation, oral and written reports, and by results obtained.

IV. ESSENTIAL DUTIES

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude an MPO from the position if the work is similar, related, or a logical assignment to the position.

A. Responsibility for the following:

1. Conducts assigned patrols;
2. Answers calls from citizens for assistance or protection of their life and property;
3. Responds to violations of traffic regulations and traffic accidents;
4. 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;
5. Conducts courtroom presentation of cases;
6. Provides effective and efficient service to the citizens of Bowie;
7. Enters and retrieves data from a terminal, PC or other keyboard device;
8. Writes detailed reports on police-related activities;
9. Interviews persons with complaints and makes proper disposition or directs them to the proper authorities;
10. Gives advice and general information to inquiries from the public;
11. Attends periodic training classes in police methods, first aid, firearms and related subjects.
12. Performs related duties as required.

V. KNOWLEDGE, SKILLS AND ABILITIES

A. Knowledge of:

1. Federal, State and City criminal and traffic laws and ordinances, and related court decisions;
2. General social problems and cultural diversity of citizenry;
3. Modern police methods, practices, and procedures.
4. The geography of the City, community service organizations, location of facilities and buildings.

VI. EDUCATION AND EXPERIENCE

1. Must serve as a Police Officer First Class for (2) two years with the City of Bowie Police Department.
2. Must be Computer proficient
3. Knowledge of using internet for information searches.

4. Knowledge of use of e-mail to contact individuals and/or groups (both within and outside the City).

VII. PHYSICAL REQUIREMENTS

1. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
2. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine.
3. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions.
4. Must be able to pass appropriate physical examinations. Must be able to work in extreme weather conditions and be able to lift 50 pounds.