



MARYLAND CAPITOL POLICE ADMINISTRATIVE DIRECTIVE



Position Responsibilities

Distribution:	All Employees	Index:	ADM 02.04
Responsible Unit:	Headquarters	Rescinds:	Directive 2-108
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.01 Purpose

To describe the responsibilities of positions within the MCP.

.02 Policy

All members of MCP will strive to meet the responsibilities described within their position.

.03 Authority

[MD CODE ANN., STATE FIN. & PROC. § 4-204; § 4-601; § 4-603, et seq.](#)

[MD CODE ANN., STATE GOV'T. § 8-205.](#)

[MD CODE ANN. STATE PER. & PEN. § 6-401](#)

.04 Procedures

A. Responsibilities of the Chief of Police

1. The Chief of Police holds the rank of Colonel and is the highest-ranking officer within MCP.
2. Under the general direction of the Secretary of the Department of General Services, the Chief will:
 - a. be responsible for administering the agency in accordance with all applicable laws and regulations and for ensuring the goals of the agency are met;
 - b. apply principals of organizational management, including short and long range planning, fiscal management, discipline, personnel management and the evaluation of police service delivery;
 - c. direct and coordinate the activities of all organizational components of the agency so that the objectives of the agency are met in an efficient and effective manner; and
 - d. be responsible for the agency's annual budgets and control of police expenditures.

B. Responsibilities of the Deputy Chief

1. The Deputy Chief holds the rank of Lieutenant Colonel and is the second highest ranking position within MCP.
2. The Deputy Chief performs as an assistant to the Chief of Police; and as such will be given special duties and responsibilities at the discretion of the Chief of Police.
3. The Deputy Chief will assume all duties of the Chief, in his absence.

C. Responsibilities of the Bureau Chief

1. Bureau Chiefs hold the rank of Major and is the third highest ranking position within MCP.
2. Bureau Chiefs are responsible for overall supervision and management of an operational component of the MCP to include activities of divisions within the Bureau.

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3. Bureau Chiefs directly supervise Assistant Bureau Chiefs / Division Commanders.

D. Responsibilities of the Division Commander / Assistant Bureau Chief

1. Division Commanders / Asst. Bureau Chiefs hold the rank of Captain.
2. A Division Commander / Asst. Bureau Chief is responsible for the supervision and management of a component of the MCP. This includes responsibility for security and law enforcement operations within an assigned geographic area.
3. Division Commanders / Asst. Bureau Chiefs might also be assigned responsibility for and management of special units that have been assigned to him or her by the Chief of Police or the Deputy Chief.
4. Division Commanders / Asst. Bureau Chiefs will be responsible for the overall operation of their assignment to include:
 - a. ensuring compliance with MCP policy and procedures;
 - b. monitoring employee morale to include recognizing exceptional work of subordinates through local incentives and through the department's formal recognition process;
 - c. facilitating public relations and community outreach;
 - d. maintaining safety and security within their assigned jurisdiction;
 - e. ensuring operational efficiency and effectiveness;
 - f. directing enforcement efforts to reduce crime and traffic hazards;
 - g. monitoring performance of employees under their command to include administering the performance evaluation program;
 - h. reviewing all disciplinary cases involving personnel assigned to their respective commands, and consulting with and referring disciplinary action to the operations commander for concurrence;
 - i. ensuring timely investigations and review of all personnel complaints and departmental collisions that occur in their area of responsibility;
 - j. reviewing and endorsing all required reports, including, but are not limited to: Use of Force Reports, Injury to Prisoner Reports, Equipment Loss/Damage Reports, Leave Requests and Training/Travel Requests;
 - k. conducting quarterly property room inventories to verify the accuracy of the inventory, the use of proper documentation and proper maintenance and disposition of all property in MCP custody;
 - l. ensuring submission of accurate daily activity and briefing reports;
 - m. review and timely submission of correspondence that is required to be forwarded through the chain-of-command;
 - n. immediately informing upper command of all noteworthy events;
 - o. being aware of the health and welfare of employees under their command to include of all personnel injured in the line-of-duty;
 - p. being responsible for overtime management, capital equipment assigned to their command and will ensure fiscal responsibility when requisitioning supplies and uniforms for personnel;
 - q. ensuring a command response to the scene of major incidents;

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- r. developing local special orders to address specific issues within their area of responsibility;
- s. interacting and working in cooperation with other MCP units, allied agencies, local state's attorney's office, public and private entities and members of the State Legislature. Commanders should strive to attend crime meetings, chiefs meetings or any other gathering that facilitates a positive relationship between MCP and external partners; and
- t. conducting regular accountability meetings with supervisors to ensure objectives are being met.

E. Responsibilities of the Section / Assistant Division Commander

1. The Assistant Commander for a Division holds the rank of Lieutenant and reports to the Division Commander / Asst. Bureau Chief.
2. The Assistant Commander may be assigned to a Section within the division comprised of shifts or specialized operational units.
3. The Assistant Commander will assist the Division Commander / Asst. Bureau Chief in the overall operation of their assigned area of responsibility.
4. The Assistant Commander's duties include:
 - a. supervising the sergeants assigned to the Division as shift or unit supervisors;
 - b. monitoring leave, scheduling of personnel, and overtime management;
 - c. preparing administrative reports for the commander as directed;
 - d. assisting the commander in the development of goals, objectives, and expectations for the Division; and
 - e. assuming the role of acting commander in the absence of the Division Commander.

F. Responsibilities of the Shift / Unit Supervisors

1. Shift / Unit Supervisors hold the rank of sergeant and are assigned to specific shifts at a division or to specific units within MCP.
2. Shift / Unit Supervisors are responsible for the supervision of MCP Police Officers and Security Officers, or other civilian staff assigned to their shift or unit.
3. Shift / Unit Supervisors may also be required to answer calls for service and perform routine police, security, or communications duties as necessary to ensure operational effectiveness and efficiency and respond to questions, complaints, and problems involving employees or other persons.
4. Shift / Unit Supervisor's duties include:
 - a. monitoring; instructing and providing assistance to their subordinates in their assigned duties;
 - b. ensure that all tasks performed and actions taken are in conformity with MCP policy and procedures;
 - c. preparing work schedules and assigning posts to subordinates under their supervision;
 - d. reviewing and rating their employees on their job performance;
 - e. notifying command staff of any noteworthy occurrences and incidents during their tour of duty;
 - f. conducting post checks at least once per tour of duty to ensure post assignments and operating procedures are being met;

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- g. ensuring patrol checks are being performed and that enforcement activities are being completed;
- h. ensuring subordinates are meeting grooming and appearance standards;
- i. backing up officers at the scene of incidents and arrests;
- j. conducting secondary searches on arrestees taken into custody;
- k. reviewing evidence and property records and witnessing evidence inventories such as money counts and drug weights;
- l. responding to and taking charge at the scene of incidents requiring additional resources;
- m. reviewing and approving incident reports completed during shift; and
- n. taking complaints from citizens and employees and taking action as appropriate.

G. Responsibilities of Police Officers

1. The primary duties of a Police Officer are to ensure the safety and security of the employees and visitors to State buildings by effectively enforcing the applicable state regulations and the state criminal and traffic laws.
2. Under emergency circumstances, when a supervisor is unavailable, a Police Officer may be assigned as Officer in Charge (OIC) and responsible for functioning as a lead worker overseeing the duties of other police officers, security officers, and police communications operators on a shift.
3. A Police Officers duties include:
 - a. being assigned to a post of patrol area and carrying out the duties for that assignment;
 - b. reporting activities to include building checks, patrol checks, and enforcement efforts over the radio to the Police Communications Operator so that they can be documented in the CAD system;
 - c. identifying and reporting all unsafe conditions or hazards to their supervisor;
 - d. investigating suspicious persons and activities and taking appropriate enforcement action when warranted. Contacts not requiring enforcement action will be documented on a Field Interview Report;
 - e. requesting checks for open warrants and wanted persons using local state and federal databases when investigating suspicious persons and individuals suspected of being involved in criminal activity;
 - f. taking enforcement action for violations of the law;
 - g. completing Incident Reports where required for investigations and submitting them before the end of the officer's current tour of duty unless express permission to deviate is granted by a supervisor; and
 - h. assisting the public and state employees with questions and other requests in a courteous and professional manner and when asked providing their name, rank, duty assignment and supervisor's name.

H. Responsibilities of a Security Officer

1. Security officers are responsible for rendering prompt and courteous service as prescribed by the rules, policies, and standard operating procedures. In the absence of written policy covering specific situations, a security officer is expected to exercise reasonable judgment in the performance of their duties.


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2. Security Officers primary responsibility is to observe and report any incident which may result in loss or damage to property or equipment, or endanger the safety of employees, tenants and visitors.
3. A Security Officer's duties include:
 - a. ensuring the proper credentialing of all employees and visitors to MCP secured facilities;
 - b. work post assignment and building patrols as directed or assigned by their superiors;
 - c. performing "fire and light checks," as prescribed per building standard operating procedures;
 - d. directing traffic in pedestrian crosswalks and other locations as directed;
 - e. assisting employees and visitors as necessary in a professional and courteous manner;
 - f. operating magnetometers and x-ray machines to screen visitors and packages; and
 - g. notifying the Police Communications Operator and their supervisor immediately upon becoming aware of suspicious activities; hazardous situations and unusual circumstances.

I. Responsibilities of a Police Communications Operator

1. A Police Communications Operator's primary responsibility is to communicate in a clear and concise manner while receiving and dispatching information and calls for service to both law enforcement and security.
2. A Police Communications Operator's duties include:
 - a. answering calls for service via landline telephone as well as officer-initiated incidents;
 - d. creating CAD entries to document calls for service and MCP activities;
 - c. issuing Incident Report Numbers to officers as appropriate per protocol and procedure;
 - d. conducting record checks upon request using local state and federal databases;
 - e. assisting visitors and state employees with gate and parking lot access as requested;
 - f. monitoring security camera systems for hazardous situations, security breaches and suspicious activity;
 - g. completing welfare checks on officers who are out on traffic stops, or investigating criminal and suspicious activities; and
 - h. contacting allied law enforcement, fire and emergency medical services as needed to assist with incidents on State property.

Approved:



Colonel Michael S. Wilson
Chief of Police 01/09/24