



CAREER DEVELOPMENT PROGRAM - ACTING SUPERVISOR POLICY

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I. ACTING SUPERVISOR POLICY

A. Policy

The Police Department is committed to providing members with the opportunity to gain insight, skills, knowledge, and abilities of a supervisory nature in the role of an acting supervisor. The transition from a subordinate to a supervisory role is not automatic and satisfactory performance as a subordinate does not guarantee success as a supervisor. Training in such programs as the acting supervisor will aid in the development of effective future supervisors. An employee designated as "acting" is granted the authority and responsibility of the rank in which they are designated. Supervisors and Commanders who are "in charge" of components but have not been designated as acting may be delegated many tasks and administrative responsibilities by their command but they are not considered to be acting-out-of-class. Acting-out-of-class is a special designation that renders full authority and responsibility of the rank filled.

B. Responsibilities of Supervisors

1. Supervisors are responsible for assisting in the development of subordinates who have the potential to assume supervisory positions. When a subordinate meets the qualifications for the acting supervisor program, the immediate supervisor will:
 - a. Provide the subordinate the opportunity to perform as an acting supervisor during the supervisor's absence;
 - b. Explain what is expected during the assignment;
 - c. Be available for advice or assistance prior to and after the assignment.
2. Every attempt should be made to coordinate the acting supervisor assignment with scheduled leave and other expected absences.

C. Selection Criteria (Represented Employees Acting as Sergeants, Lieutenants and Captains)

Participation in the acting supervisor program will be conducted in accordance with the requirements listed below and with the provisions of union contracts containing a temporary transfer pay provision. To be eligible to participate in the program, an officer must meet the following criteria:

1. Demonstrate leadership qualities;
2. Ability to plan and organize assignments effectively;
3. Possession of an extensive degree of job knowledge;
4. Completion of probationary period.

D. Selection Criteria for acting-out-of-class Command Officers (Non-Represented Employees)

Participation in the acting supervisor program under this section will be conducted in accordance with the requirements listed below and with the provisions of the Anne Arundel County Code. The following directions govern the designation of employees as acting-out-of-class:

1. A supervisor may only act-out-of-class if the position to which the employee is assigned is vacant or if the employee regularly assigned to that position is absent from duty, and if the position is an authorized, budgeted position.
2. Supervisors may be temporarily assigned to a position under this section only if the employee meets the minimum qualifications of the position and is qualified to perform the duties of the position to which the employee is being temporarily assigned.
3. If a non-represented employee is assigned temporarily to a position with a higher pay grade, the employee shall be paid for all hours worked in the higher pay grade at 5% above the employee's regular pay rate or at a minimum base pay for the position to which assigned, whichever is greater.
4. Designation of employees as acting-out-of-class requires the approval of the applicable Bureau commander. All acting-out-of-class assignments under this section require that an inter-office memorandum be forwarded to Police Personnel stating the name of the acting supervisor and the duration of the acting supervisor assignment.
5. The next officer in the acting supervisor's chain of command will:
 - a. Review the officer's performance as an acting supervisor and provide feedback to the officer and his supervisor;
 - b. Document the officer's performance as an acting supervisor on the form distributed by Police Personnel after receipt of the inter-office memo cited above. Evaluations will be completed for assignments of five or more days in duration.

E. Acting Supervisor's Responsibilities and Restrictions

The acting supervisor/commanders have the same authority and responsibilities as the supervisor/commander temporarily being replaced. The following restrictions apply:

1. Officers may not perform in an acting supervisor capacity for more than twelve consecutive work days without the approval of the applicable bureau commander.
2. At least one supervisor on each Bureau of Patrol platoon must be a permanent patrol supervisor.
3. Supervisors may be placed in charge of components by existing commanders but this is not considered as a designated acting role. Designees left in charge may function in administrative capacities which have been delegated to them but are not authorized to perform any duties outside the mandates of their rank unless they have been approved to act out of class.

F. Personnel Section

The Personnel Section will maintain appropriate records to identify officers who have participated in the acting supervisor program, and assume responsibility for the distribution and maintenance of completed acting supervisor evaluation forms, which will be stored in individual department personnel files.

G. TeleStaff

1. Short Term Acting Supervisor - Non-supervisory personnel placed on a roster on a short term/day-to-day basis with a supervisory unit number associated with the position (i.e. N232, E311, W521, S431, D21, etc.) will have supervisory role access to TeleStaff on that date. Short term supervisory assignments do not require notification to the TeleStaff Administrator.

2. Long Term Acting Supervisor – Non-supervisory personnel assigned to a platoon, section or unit to fill a vacant supervisor's position on a long term basis must notify the TeleStaff Administrator so their long term role can be updated. The Platoon/Section/unit receiving the long term acting supervisor is responsible to notify the TeleStaff Administrator of the assignment. This will be accomplished by completing the Sworn Personnel Status Change Notification Google Form. The Google Form may be accessed via:

<https://forms.gle/vtTJkyDFAEKCLtB27>

H. Payment for Acting Out of Class

1. Non-represented Employees – The approving authority of a non-represented employee may approve the payment of out-of-class pay to an eligible employee only in cases where the employee has worked at least five consecutive workdays in an acting capacity.
2. Represented Employees – All pay and authorization for acting status must follow guidelines established in current union contracts.

II. PROPONENT UNIT: Bureau of Administration.

III. CANCELLATION: This directive cancels Index Code 813.D, dated 07-15-15.