



Ocean City Police Department

General Order

Subject: Police Custody Officer; Duties and Responsibilities		No. G.O. 300 C-2	
Rescinds:	Amends: 300 C-2 (Dated 03/13/07)	Related Directive:	
Approval Date: October 31, 2017	Effective Date: November 2, 2017	Distribution Date: November 2, 2017	Distribution Type: A
References: Ocean City Police Department Job Description: Police Custody Officer-Trainee Police Custody Officer			

I. Purpose:

The purpose of this policy is to set parameters for the position of police custody officer-trainee and police custody officer. These are non-sworn position within the police department that performs a variety of duties that do not require police authority. These positions allow the police department to re-deploy sworn personnel ("police officer") to traditional law enforcement service oriented activities.

II. Definitions:

- A. Police Custody Officer:** An individual classified in this job title must have successfully completed the Maryland Police and Correctional Training Commissions' (M.P.C.T.C.) Entrance Level for Jail and Correctional Officers training curriculum and be eligible for certification by the M.P.C.T.C.. Internally, an employee serving as a Police Custody Officer-Trainee for one year, has reached the age of twenty-one years of age, and has successfully completed the Entrance Level for Jail and Correctional Officer Academy will be reclassified as a Police Custody Officer
- B. Police Custody Officer-Trainee:** This position is an entrance level non-sworn position which must be served before eligibility for a position as a police custody officer, as outlined in II-A of this Policy.

III. General Responsibilities:

The positions of Police Custody Officer-Trainee and Police Custody Officer are non-sworn positions within the police department that perform a variety of duties associated with the care and custody of individuals detained at the Public Safety Building (P.S.B.) for the purpose of initial appearance/bond review before a Maryland District Court. Police Custody Officers and designated Trainees are primarily responsible for the operation of the P.S.B. Arrest and Detention Section; to include prisoner processing, computer entries, telephone complaints, and citizen inquiries and information exchange.

IV. Duties:

- A. Assist in the processing and court appearances of prisoners; to include fingerprinting, property retention, DNA collection and R.M.S./J.M.S. data entry
- B. Maintain an accurate account of persons and property in the custody of the Department from time of entry into the Public Safety Building until release from custody.
- C. Transport arrestees from the point of arrest to the Public Safety Building for processing purposes associated with initial appearances.
- D. Transport prisoners held for confinement by a Maryland District Court Commissioner or Judge of the District Court to the Worcester County Jail.
- E. Complete police reports on minor crimes and miscellaneous incidents through "walk-in" complaints and/or the Telephone Reporting Unit
- F. Provide assistance to citizens who respond to the Public Safety Building
- G. Answer emergency and non-emergency telephone calls and directs calls to the appropriate extension
- H. Monitor the P.S.B. surveillance cameras and police radio
- I. Assist in receiving tow impounds and the release of impounded vehicles to include processing associated fees
- J. Maintain and enters data to the Sex Offender Registry
- K. Direct miscellaneous maintenance work on the facility, equipment and vehicles by police custody officer trainees and/or Public Safety Aides
- L. Serve as a witness in court as needed
- M. Perform other duties as assigned

V. Qualifications:

Specific qualifications for these positions are outlined in job descriptions maintained by the Town of Ocean City Department of Human Resources and are frequently reviewed and amended by the Ocean City Police Department to meet service needs.