



# Ocean City Police Department

## General Order

<b>Subject:</b> Police Officer; Duties and Responsibilities		<b>No.</b> G.O. 300 A-1	
<b>Rescinds:</b> C.O.P. 014-06, 07/26/06	<b>Amends:</b> 300 A-1 08/30/05	<b>Related Directive:</b>	
<b>Approval Date:</b> 09/05/06	<b>Effective Date:</b> 09/05/06	<b>Distribution Date:</b> 09/14/06	<b>Distribution Type:</b> A
<b>References:</b> Ocean City Police Department Job Description: "Police Officer"			

### **.10 General**

This position performs general police related duties in the protection of life and property through the enforcement of Federal, State and Local laws and ordinances. This is a full performance level public safety and community service related police work position.

An employee in this class: prevents, detects and investigates criminal offenses and other irregularities; apprehends violators of the law and assists in the prosecution of criminal, traffic and municipal violations, and provides a variety of community service activities to members of the public.

Work is performed under general supervision. Assignments require evaluative thinking and are carried out in accordance with functional precedents, established practices, and well-defined policies. This work may involve seizure and custody of persons, money or other property as well as the collection and preservation of physical evidence.

Contacts with the general public, the law enforcement community, criminal justice personnel, and officials of other governmental agencies are extensive.

### **.20 Duties**

The duties of a police officer include:

- A. Patrolling an assigned sector being alert to unusual circumstances and initiating crime prevention and community service activities.
- B. Investigating unusual occurrences and reporting findings.
- C. Serving as a witness in various courts of law.
- D. Checking businesses to prevent criminal activity and maintaining order in areas where the public congregates.
- E. Responding to calls for service, both criminal and non-criminal in nature and completing police reports as needed.

- F. Protecting crime scenes and investigating criminal offenses.
- G. Conducting follow-up investigations of crimes.
- H. Transporting apprehended individuals in accordance with departmental Regulations.
- I. Enforcing traffic regulations and investigating vehicular collisions, assuring proper flow of traffic.
- J. Apprehending and physically restraining persons as provided by law.
- K. Providing information to the public on crime prevention techniques.
- L. Providing security measures and following proper prisoner booking procedures in the Arrest and Detention Section.
- M. Fulfilling the duties required of a specialty unit or position upon completion of their entrance level probationary period and assignment to the specialty unit or position.
- N. Acting as a Field Training Officer (F.T.O.) for seasonal police trainees.
- O. Performs other duties as assigned.

**.30 Responsibilities**

The responsibilities of a police officer include:

- A. A working knowledge of law enforcement standards and procedures to include:
  - 1. Maryland Criminal Law.
  - 2. Maryland Transportation Article and C.O.M.A.R.
  - 3. Town of Ocean City Ordinances.
  - 4. Constitutional Law issues specific to law enforcement.
  - 5. Maryland criminal procedure.
  - 6. Departmental policies and procedures.
- B. Interacts effectively with citizens, co-workers and community organizations.
- C. Applies a general knowledge and understanding of police functions.

- D. Maintains a knowledge of the locations and functions of community resources and other governmental agencies.
- E. Exercises good powers of observation and retains/recalls facts and impressions.
- F. Applies approved practices for preventing and investigating crimes.
- G. Applies approved first aid standards.