

Introduced 09.06.2022
Public Hearing 09.19.2022
Council Action 10.03.2022
Executive Action 10.13.2022
Effective Date 12.13.2022

County Council of Howard County, Maryland

2022 Legislative Session

Legislative Day No. 13

Bill No. 62 -2022

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County to amend the classification description; the required skills and abilities; and the minimum educational and certification requirements for certain public safety positions; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time Sept 6, 2022. Ordered posted and hearings scheduled.

By order Michelle Harrod
Michelle Harrod, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to the Charter, the Bill was read for a second time at a public hearing on Sept 19, 2022.

By order Michelle Harrod
Michelle Harrod, Administrator

This Bill was read the third time on Oct 3, 2022 and Passed ☒ Passed with amendments ☐ Failed ☐.

By order Michelle Harrod
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 4 day of Oct, 2022 at 2⁰⁰ a.m. (p.m.)

By order Michelle Harrod
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive October 13, 2022

Calvin Ball
Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the
2 Howard County Code provide for the adoption of and amendment to the Classification Plan for
3 Howard County, which describes the qualifications, duties, and general requirements for each
4 class of positions within County government; and

5
6 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill
8 through which the County Council exercises its legislative action on the Classification Plan; and

9
10 **WHEREAS**, changes proposed to the Classification Plan include the following, as
11 shown in the attached Exhibit A;

- 12 1. For the position of Police Officer Probationary, amends the position definition;
13 required knowledge, skills, and abilities; and educational requirements;
- 14 2. For the position of Police Officer, amends the required knowledge, skills, and
15 abilities;
- 16 3. For the position of Police Corporal, amends the required knowledge, skills, and
17 abilities and the minimum education and experience;
- 18 4. For the position of Police Sergeant, amends the minimum educational requirements;
- 19 5. For the Fire positions of Battalion Chief, Fire Captain and Firefighter Lieutenant,
20 amends the minimum education and experience; and
- 21 6. For the position of Fire Captain, amends the class description and minimum
22 education and experience.

23
24 **NOW, THEREFORE,**

25
26 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that the*
27 *Classification Plan of Howard County is hereby amended, as shown in the attached Exhibit A to*
28 *this Bill.*

1 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland that
2 *only the following positions are amended and the classifications for all other occupational*
3 *groups and class families not attached to this Act shall remain in full force and effect:*

4 1. *Police Officer Probationary, Code 7762;*

5 2. *Police Officer, Code 7764;*

6 3. *Police Corporal, Code 7767;*

7 4. *Police Sergeant, Code 2121;*

8 5. *Battalion Chief, Code 2513;*

9 6. *Fire Captain, Code 2511; and*

10 7. *Firefight Lieutenant, Code 2507.*

11
12 ***Section 3. And Be It Further Enacted*** by the County Council of Howard County, Maryland,
13 *that this Act shall take effect 61 days after its enactment.*

POLICE OFFICER PROBATIONARY

7762 PPO

GENERAL DEFINITION

This is public protection/community service work at the trainee and probationary level. RECRUITS LEARN LAW ENFORCEMENT SERVICES RELATED TO PROMOTING THE PEACE, PROTECTING PEOPLE AND PROPERTY, DETERRING AND INVESTIGATING CRIMES, AND REPORTING AND APPREHENDING SUSPECTED VIOLATORS OF LAW. An employee in this class attends a Police Academy and must satisfactorily complete the prescribed courses of academy classroom instruction and Howard County field training. Police Officer (Probationary) is a trainee and probationary class for eighteen months. Employees who do not perform satisfactorily may be terminated at any time by the Chief of Police; employees who satisfactorily complete the probationary period shall be classified as Police Officers.

Contacts with others are frequent, including contacts with the public, members of the police department and personnel other governmental agencies.

TYPICAL EXAMPLES OF WORK

Attends and satisfactorily completes the prescribed courses of training at the Howard County or designated police academy for a period not to exceed one year and receives related on-the-job training.

Performs Police Officer duties upon successful completion of the Academy,

Performs other related duties as assigned or required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the English language so as to be able to read and understand Maryland Statutes, the County Code and police rules and regulations.

Ability to perform effectively under stress and in adverse conditions.

Ability to think clearly, draw conclusions, and initiate action or activity based on upon information received in crisis situations.

Ability to write effectively and to summarize daily activities in a clear, concise and legible manner.

Ability to meet departmental emotional stability, physical conditions, medical and agility standards.

POLICE OFFICER (PROBATIONARY)

page 2

[[Ability to interact effectively with others and to make value judgements in a fair and impartial manner.]]

ABILITY TO INTERACT EFFECTIVELY WITH OTHERS, ACT IN A MANNER TO PROTECT THE HUMAN AND CIVIL RIGHTS FOR ALL PEOPLE AND CARRY OUT LAW ENFORCEMENT RESPONSIBILITIES IN A NONDISCRIMINATORY MANNER THAT ENSURES THAT EVERY PERSON IS TREATED FAIRLY AND PROVIDED EQUAL PROTECTION UNDER THE LAW

Ability to learn the use of and safety precautions necessary for the handling of firearms AND OTHER POLICE ISSUED EQUIPMENT

ABILITY TO OPERATE MOTOR VEHICLES

Ability to satisfactorily pass a background investigation and poly graph examination.

Ability to present verbal information clearly and concisely, demonstrating a command of the English language.

Ability to follow complex written and oral instructions.

MINIMUM EDUCATION AND EXPERIENCE

[[Possession of an Associates degree or a minimum of 60 college credits from an accredited college or university, preferable with course work in the social sciences, business or public administration, or law enforcement. No experience equivalency except that two years actively engaged in military service; or police service may be substituted for the required education on a year or year basis; or experience as a Howard County Police Cadet, allowing each year of full-time cadet service to be equivalent to 30 college credits.]]

POSSESSION OF A HIGH SCHOOL DIPLOMA OR GED

Applicants must be a minimum of 21 years of age prior to the announced date of the swearing ceremony associated with the completion of the training academy.

Must satisfactorily complete written examination, physical agility test, personal history questionnaire, oral board interview, polygraph examination, background investigation, psychological examination, and medical examination.

PREFERRED EDUCATION AND EXPERIENCE

POSSESSION OF 60 COLLEGE CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY, PREFERABLY WITH COURSE WORK IN THE SOCIAL SCIENCES, BUSINESS OR PUBLIC ADMINISTRATION, OR LAW ENFORCEMENT; OR TWO YEARS ACTIVELY ENGAGED IN MILITARY SERVICE OR POLICE SERVICE; OR EXPERIENCE AS A HOWARD COUNTY POLICE CADET,

ALLOWING EACH YEAR OF FULL-TIME CADET SERVICE TO BE THE EQUIVALENT TO 30 COLLEGE CREDITS.

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS

Class C driver's license issued by the State of Maryland or equivalent issued by state of residence. This license must be valid as long as the individual is employed in this class

WORKING CONDITIONS

May be exposed to hazardous conditions and adverse weather.

Class Established: July 1980

Revised: July 1981

Revised: July 1995

Revised: January 1999

Revised: September 2019

REVISED: DECEMBER 2022

POLICE OFFICER

7764 PO

GENERAL DEFINITION

This is full performance level law enforcement position handling public protection and community service work. An employee in this class, prevents, detects and investigates offenses and other irregularities, apprehends and assists in the prosecution of offenders, 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 money or other property as well as collection and preservation of physical evidence. Contacts with others are extensive, including the general public, other law enforcement officers and criminal justice personnel, and officials of other governmental agencies.

An employee who enters at the Police Officer level, without having previously served as a Howard County Police Officer (Probationary), must serve a one-year probationary period.

TYPICAL EXAMPLES OF WORK

- Protects life and property through the enforcement of State and County laws and regulations
- Proactively patrols an assigned area and responds to calls for police service
- Prevents, detects, investigates, and enforces criminal and traffic violations
- Conducts preliminary and follow-up criminal and traffic investigations
- Prepares written reports and field notes of investigations and patrol activities
- Prepares citations, warrants, subpoenas, and other paperwork related to enforcement activities
- Initiates and takes an active role in community-oriented activities
- Initiates crime prevention activities and educates the public on techniques
- Checks businesses to prevent criminal activity and maintain order in areas where the public congregates
- Handles traffic direction and assures proper traffic flow
- Protects crime scenes; collects and submits evidence
- Conducts interviews and testifies in various court settings
- Transports individuals in accordance with departmental regulations
- Exercises judgment in determining when to use force and to what degree
- Performs emergency duties as required during adverse weather conditions or unusual circumstances
- Performs other related duties as assigned or required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the English language so as to be able to read and understand Maryland statutes/ the county code and police rules and regulations.

Knowledge of the geography of Howard County. Knowledge of law enforcement standards and procedures. Knowledge of first aid methods.

Skill in the use of firearms.

Ability to understand and carry out complex oral and written instructions.

[[Ability to interact effectively with others and to make value judgments in a fair and impartial manner.]]

ABILITY TO INTERACT EFFECTIVELY WITH OTHERS, ACT IN A MANNER TO PROTECT THE HUMAN AND CIVIL RIGHTS FOR ALL PEOPLE AND CARRY OUT LAW ENFORCEMENT RESPONSIBILITIES IN A NONDISCRIMINATORY MANNER THAT ENSURES THAT EVERY PERSON IS TREATED FAIRLY AND PROVIDED EQUAL PROTECTION UNDER THE LAW

Ability to exercise good powers of observation and to retain and recall facts and impressions.

Ability to meet departmental emotional stability/ physical condition/ medical/ and agility standards.

Ability to act in the capacity of the next higher rank when assigned by a superior.

Ability to write effectively and to summarize daily activities in writing in a clear/ concise/ and legible manner.

Ability to perform effectively under stress and in adverse conditions.

Ability to think clearly/ draw conclusions/and initiate action or activity based upon information received in negative and crisis situations.

MINIMUM EDUCATION AND EXPERIENCE

Must have met the minimum education and/or experience requirements of the Probationary Police Officer classification.

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS

Certificate of basic law enforcement training as issued by the Maryland Police and Correctional Training Commissions (MPCTC).

Class C driver's license issued by the State of Maryland or equivalent issued by state of residence. This license must be valid as long as the individual is employed in this class.

Applicants from other departments (including other States) who have been actively engaged in law enforcement during the previous two (2) years, and who currently possess a certificate of basic law enforcement, may be considered for appointment to this class based on their level of prior training.

WORKING CONDITIONS

May be exposed to hazardous conditions and adverse weather.

Class Established: July 1980

Revised: July 1981

Revised: July 1985

Revised: March 1999

Revised: September 2019

REVISED: DECEMBER 2022

POLICE CORPORAL
7767 CPL

GENERAL DEFINITION

This is an advanced full performance level law enforcement position handling public protection and community service work. An employee in this class performs the full range of duties assigned to Police Officer/Police Officer First Class incumbents in addition to assigned administrative duties, lead worker duties and serving as the first line supervisor when designated to do so by higher authority.

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.

Work involves seizure and custody of money or other property as well as collection and preservation of physical evidence. Contacts with others include law enforcement officers/agencies and criminal justice personnel, officials of other governmental agencies and the public.

TYPICAL EXAMPLES OF WORK

Responsible for handling all aspects and designated work of a Police Officer First Class (7766)

Performs as a lead when working with other officers or employees in the performance of duties and/or specific tasks/details

Works as an operational or administrative lead when supervision is not on-site

Conducts report review, control of investigations, scheduling of leave, and other administrative duties

Assists the first line supervisor with routine inspections of personnel and equipment

Handles other related duties as assigned by supervisor

When designated, acts as the first line supervisor with all authority and responsibility typically associated with that position

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of Howard County geography. Knowledge of law enforcement standards and procedures.

Knowledge of Maryland State Motor Vehicle Code, Constitutional law, criminal law and court procedure .

Knowledge of first aid methods.

Knowledge of administrative and supervisory principles and practices. Skill in the use of firearms.

Ability to read and understand Maryland statutes, County code and police rules and regulations.

Ability to understand and carry out complex oral and written instructions.

Ability to present verbal information clearly and concisely.

Ability to prepare detailed and moderately complex reports, think clearly, draw conclusions and initiate appropriate actions.

[[Ability to interact effectively with others and to make value judgments in a fair and impartial manner.]]

ABILITY TO INTERACT EFFECTIVELY WITH OTHERS, ACT IN A MANNER TO PROTECT THE HUMAN AND CIVIL RIGHTS FOR ALL PEOPLE AND CARRY OUT LAW ENFORCEMENT RESPONSIBILITIES IN A NONDISCRIMINATORY MANNER THAT ENSURES THAT EVERY PERSON IS TREATED FAIRLY AND PROVIDED EQUAL PROTECTION UNDER THE LAW

Ability to effectively carry out routine administrative assignments.

Ability to effectively act in the capacity of first line supervisor when assigned or required.

Ability to perform effectively under stress and in adverse conditions.

Ability to lead and direct the activities of assigned personnel.

MINIMUM EDUCATION AND EXPERIENCE

HIGH SCHOOL DIPLOMA OR GED and [[a minimum of]] 15 college level credits from an accredited college or university [[if the experience substitution was used for the Probationary Police Officer classification]].

One year of experience must have been as a Police Officer First Class with the Howard County Police Department

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS

Certificate of basic law enforcement training as issued by the Maryland Police and Correctional Training Commissions (MPCTC).

Class C driver's license issued by the State of Maryland or equivalent issued by state of residence. This license must be valid as long as the individual is employed in this class.

WORKING CONDITIONS

May be exposed to hazardous conditions and adverse weather.

Class Established: July 1993

Revised: July 1995

Revised: September 2019

REVISED: DECEMBER 2022

No.	Class Title	Class Description	Min Educ.	Min Exper.	Lisc./Cert.	FLSA
2121	POLICE SERGEANT	Performs intermediate supervisory level and advanced police operations work under general supervision from an administrative or technical superior. Performs the duties of first responders, such as, preventing, detecting, and investigating offenses and other irregularities; apprehending and assisting in the prosecution of offenders; and seizure and custody of money or other property as well as collection and preservation of physical evidence. Sergeants provide first line supervision to a squad of assigned officers or civilian personnel which includes but not limited to managing critical incidents, conducting report review, analysis of crime data, allocation and assignment of squad personnel, ensuring adherence to departmental policy and procedure and providing mentoring for career development.	High School Diploma or GED + 30 college-level credits from an accredited college or university [[if the experience substitution was used for the Probationary Police Officer classification.]]	Five years of Satisfactory performance as a sworn officer in the HCPD including at least one year at the Police Corporal level.	Basic Law enforcement training as certified by MPCTC. Class C MD Driver's License or equivalent issued by state of residence	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	Sixty (60) semester-based credits (or 90 quarter-based credits) from an accredited post-secondary institution No experience equivalency <i>[[Effective 12/31/2022 Ninety (90) semester-based credits (or 135 quarter-based credits) towards a bachelor's degree program at an accredited post-secondary institution No experience equivalency]]</i>	Two (2) years credible service classified as a HCDFRS Fire Captain	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. [[May participate in other department programs such as training or inspections.]]	Forty-five (45) semester-based credits (or 68 quarter-based credits) from an accredited post-secondary institution No experience equivalency <i>[[Effective 12/31/2022</i> <i>Seventy-five (75) semester-based credits (or 113 quarter-based credits) from an accredited post-secondary institution</i> <i>No experience equivalency]]</i>	Two (2) years credible service classified as a HCDFRS Firefighter Lieutenant	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2507 *	FIREFIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher-ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	Thirty (30) semester-based credits (or 45 quarter-based credits) from an accredited post-secondary institution No experience equivalency <i>[[Effective 12/31/2022</i> <i>Forty-five (45) semester-based credits (or 67 quarter-based credits) from an accredited post-secondary institution</i> <i>No experience equivalency]]</i>	Four (4) years credible service classified as a HCDFRS Firefighter	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N



Howard County

Internal Memorandum

Subject: Council Testimony and Fiscal Impact Statement

To: Lonnie R. Robbins
Chief Administrative Officer

Through: Anju A. Bennett 
Human Resources Administrator

From: Stacey Simmons 
Chief, Classification and Pay

Date: August 10, 2022

The Administration is seeking Council approval for a bill amending the classification plan for class descriptions and certain educational and experience requirements for Police classifications and Fire and Rescue classifications.

With respect to Police, Howard County like all jurisdictions, is experiencing increased competition for qualified Police Officer candidates and having difficulty attracting candidates for policing.

To remain competitive with surrounding jurisdictions, a review of the sworn police classifications was completed to ensure that Howard County is being inclusive for all potentially qualified candidates, and that our requirements are on par with the majority of competing jurisdictions. To that end, we recommend approval of revised minimum requirements for the classification of Probationary Police Officer in order to expand the pool of qualified candidates while still maintaining strong preferred requirements. This revision also requires a minor change to the wording in the minimum requirements for Police Corporal and Police Sergeant.

Additionally, the following changes were made:

- Updated the General Definition and Required Knowledge, Skills and Abilities sections for the Police Officer Probationary
- Updated the Required Knowledge, Skills and Abilities section for the Police Officer and Police Corporal

With respect to Fire and Rescue Services positions, during a review of the requirements for professional certifications, licenses and qualifications, the Department identified challenges in having appropriately qualified candidates for its the promotional process. As a result of the review, the department is developing a promotional procedure that will incorporate greater occupational proficiencies and experience to carry out the needed duties of fire professionals.

These needed proficiencies are specifically related to the duties carried out and more valuable than increasing generic college credits. As such, the promotional process includes required classes provided by accredited organizations in Maryland specializing in Fire safety which will supplement current college credits and time in grade.

The Administration is seeking approval to amend the classification plan to maintain the required college credits and time in grade as they are currently written and foregoing the upcoming (previously planned) change for the ranks of Battalion Chief, Captain and Lieutenant. Maintaining the current education and experience requirements in conjunction with added occupational proficiencies and experience not only produces more skilled candidates, but also broadens the candidates who can be considered for promotional opportunities.

A secondary revision is also being recommended to the class description section for the Captain to ensure listed duties reflect updated programmatic duties carried out by this position.

The changes to the classification plan do not have fiscal impact.

cc: Jennifer Sager

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on October 13, 2022.

Michelle Harrod
Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on _____, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on _____, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on _____, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on _____, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on _____, 2022.

Michelle Harrod, Administrator to the County Council