



Department Organization

S.O.P. #	ORIGINAL DATE	REVISION DATE	APPROVED BY
2.1	1/1/1994	2/1/2018	E. Fox, Chief of Police

2.1.1 DEFINITIONS

CSCBD – Crofton Special Community Benefit District

CCA – Crofton Civic Association

2.1.2 CHIEF OF POLICE (Non-exempt employee)

The Chief of Police is the senior law enforcement official and commander of the uniformed police department for the CSCBD/CCA. The Chief of Police is considered the Chief Executive Officer of the department and is responsible for the hiring and termination of police employees. The Chief of Police is a “Working Chief” and may, at times, work in the capacity of a patrol officer as department manning dictates.

The Chief of Police is responsible for the planning, organizing, directing, and controls the operations, activities and personnel assigned to the department. The Chief of Police will have a strong working knowledge of law enforcement management and administration and is capable of establishing department functions, rules and regulations. The Chief of Police has independent authority over the police department but is reviewed and evaluated by the Town Manager. The Chief of Police is protected under the L.E.O.B.R.

2.1.3 POLICE CORPORAL (Non-Exempt Employee)

A Police Corporal is a senior law enforcement officer within the police department and is responsible for protecting life and property and enforcing laws and local ordinances for the CSCBD/CCA. A police corporal may be assigned as Acting Chief of Police in the absence of the Chief of Police.

A Police Corporal is responsible for performing, under general supervision, duties in patrol, traffic, investigations, administration and related support services. A Police Corporal is required to have an understanding of law enforcement work and department rules and regulations. Duties of the Police Corporal are performed under the supervision of the Chief of Police.

2.1.4 POLICE OFFICER (Non-exempt employee)

A Police Officer is a uniformed law enforcement officer responsible for the protection of life and property and enforcing laws and ordinances for the CSCBA/CCA. In the absence of a Police Corporal, a Police Officer may be called upon to serve as Acting Chief of Police in the absence of the Chief of Police.

A Police Officer is responsible for performing, under general supervision, duties in patrol, traffic, investigations, administration and related support services. A Police Officer is required to have an understanding of law enforcement work and department rules and regulations. Duties of the Police Officer are performed under the supervision of the Chief of Police.



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2.1.5 ADDITIONAL DUTIES ASSIGNED TO CORPORAL’S AND OFFICER’S

A. In addition to the general duties of Corporal’s and Officer’s, the Chief of Police may assign additional responsibilities.

1. Training Coordinator

The Training Coordinator is responsible for all training conducted by the Crofton Police Department. The Training Coordinator will communicate with the Maryland Police and Correction Training Commission (MPCTC) ensuring all certifications are up to date. The Training Officer is not required to be a certified general instructor but it is recommended.

2. Field Training Officer

Field Training Officer’s are responsible for the field training of new lateral officers. The Field Training Officer reports directly to the Chief of Police.

3. E-Tix Coordinator

The E-Tix Coordinator is responsible for the daily administration of the E-Tix operating system for the department. The E-Tix Coordinator works with Maryland State Police and must be certified through them to perform this function. The Chief of Police is responsible for contacting Maryland State Police to assign a coordinator.

4. Supply Coordinator

The Supply Coordinator is responsible for the ordering and acquisition of required supplies for the police department. The Supply Coordinator performs the duties under the direct supervision of the Chief of Police. No supplies will be ordered without written permission from the Chief of Police.

5. Vehicle Maintenance Officer

The Vehicle Maintenance Officer is responsible for the scheduling of and tracks all vehicle maintenance required for department vehicles.