



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

**GENERAL ORDER: 4-4.1 POSITION DESCRIPTION—PUBLIC
SAFETY COORDINATOR**

DATE: 03/01/2023 Pages: 2 ◇ New ◆ Amended

DISTRIBUTION: All Personnel

I. INTRODUCTION

The Public Safety Coordinator is a civilian position assigned to the Police Department which performs the functions of policy compliance auditor, communications center supervisor and administrative assistant. Work involves additional administrative duties as assigned by the Chief of Police. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures and is performed under the general supervision of the Chief of Police.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed.

A. Examples of Work – Policy Compliance and Audit (PCA)

1. Development, review, and organization of the Department's General Orders and Standard Operating Procedures.
2. Creation and/or maintenance of PCA records both written and computerized.
3. Coordinate periodic reviews of all General Orders, Standard Operating Procedures, and departmental forms consistent with agency policies.
4. Coordination/cooperation with allied agencies.
5. Completion of all appropriate reports and communications through the chain of command.
6. Attend MAPP meetings at least 3 times per year.
7. Compile and compare data for a variety of Department reports.
8. Create, implement, and revise records, forms, filing systems, and procedures relating to PCA.
9. Analyze, develop, and implement procedures for expediting administrative workflow for the PCA process.

10. Handling of other duties/assignments as directed by the Chief of Police.

B. Examples of Work – Communications Supervisor

1. Coordinates, supervises, and evaluates communications center operations and personnel. Recommends policy amendments or new policies as appropriate. Keeps the Chief of Police informed on a regular basis of the status and needs of the Communications Center.
2. Handles grievances, maintains discipline and the conduct and general behavior of assigned personnel.
3. Is a secondary back-up dispatcher/'floater'. Fills in during absences if the primary floater is unable to cover.
4. Serves as the lead trainer for newly hired Communications Clerks. In cooperation with the Chief, coordinates the training and development of personnel.
5. Develops and publishes the monthly work schedule in advance, and updates as changes occur.
6. Performs all functions of a Communications Clerk I.
7. Cooperates with county, state, and federal law enforcement, fire, and legal representatives as appropriate where activities of the center are involved.
8. Reviews the maintenance of logs on radio and telephone communications, locations of personnel, and equipment, and brings any deficiencies or problems to the attention of the Chief of Police.
9. Ensures that the Communications Center work area and equipment is clean and in good working condition.

C. Examples of Work – Administrative Assistant

1. Functions as the System Administrator of the CODY RMS and maintains a liaison with the software vendor for updates and technical support.

2. As funds allow, attends the CODY conference.
3. Maintains the CODY RMS.
4. Assists with various reporting and requests for information as directed.

D. Desirable Education and Experience

1. Be a U.S. citizen and at least 18 years of age;
2. Must possess a High School Diploma or GED Certificate recognized in the State of Maryland;
3. Three years of experience in an administrative work environment;
4. Valid driver's license;
5. Strong organizational skills and attention to detail;
6. Excellent verbal and written communications skills;
7. Intermediate to advanced computer software proficiency, including Microsoft Office Suite;
8. Ability to work independently;
9. Ability to maintain a high level of discretion, good judgment, and confidentiality;
10. Ability to understand, interpret, and apply instructions regarding Village rules and regulations and departmental procedures;
11. Ability to establish and maintain effective working relationships with the, Village employees, the general public and outside agencies;
12. Ability to enter and retrieve data or information into a terminal, PC, or other keyboard device;
13. Communicate orally and in writing with customers, clients, the public, and other employees in a face-to-face, one-on-one setting;
14. Perform duties rapidly and accurately;
15. Understand and follow oral and written instructions in the English language;
16. Operate standard office equipment: keyboard device, copy machine, computer, and facsimile machine;
17. Be able to remain in a sitting position for extended periods of time;
18. Ability to move or lift 25 pounds.

This directive voids the previous version dated 3/23/2017.