



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

**GENERAL ORDER: 4-2.2 PRIVATE FIRST CLASS POSITION**

DATE: 5/4/2023      Pages: 1      ♦ New      ◇ Amended

*Police Chief: John M. Fitzgerald*

**I. POSITION DESCRIPTION**

The Private First Class (PFC) position encompasses all of the duties and responsibilities of the Police Officer position but at a higher proficiency and without direct supervision. Additionally, to be eligible to become a PFC, an officer must:

- A. Have at least 15 years of police experience; and
- B. Have been assigned and successfully executed, for a period of at least one year, additional responsibilities that are critically important to our agency over and above the general responsibilities of other police officers\*; and
- C. Have demonstrated a high degree of proficiency while requiring little direct supervision in the execution of the duties of a police officer for the most recent 3-year period; and
- D. Consistently follow all policies, procedures and rules of the Department; and
- E. Consistently maintain a positive attitude toward his/her job; and
- F. Whenever in public or when performing his/her duties, conduct himself/herself honorably and in a way that reflects positively on the Department and on the profession; and
- G. Have had no sustained misconduct allegations for the most recent 3-year period, and no sustained misconduct allegations resulting in suspension or demotion for the most recent 5-year period.

*\* Typically, these added responsibilities are preceded by the officer obtaining specific certifications or additional training.*

**II. EXAMPLES OF ADDITIONAL RESPONSIBILITIES**

The following non-exhaustive list of responsibilities are examples of those that are important to the Department.

- A. **Field Training Officer** with primary responsibility for developing and delivering training to newly

-hired officers to satisfy Police Training and Standards Commission learning objectives.

- B. **Certified general instructor** responsible for generating lesson plans and delivering training on critical topics such as the use of force, vehicular pursuits, search and seizure, etc.
- C. **Certified firearms instructor** responsible for generating lesson plans and designing and delivering training on pistol and rifle qualification, tactical drills, judgemental shooting, etc.
- D. **Other regularly-assigned duties** that increase the officer's workload consistently performed with a high degree of competence such as:
  - Conducting assigned follow-up investigations as lead investigator and liaison to other agencies;
  - Functioning as primary crime scene processor;
  - Serving as primary evidence handler for transmitting evidence to the MCPD Crime Lab; and
  - Regularly performing other assigned administrative tasks/duties that increase the officer's workload beyond that of other officers.