

<b>PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS</b>			
<b>General Order: 9.08</b>	<b>Effective: 05/20/2020</b>	<b>Supersedes: 04/10/2019</b>	<b>Number of Pages: 4</b>
<b>PROMOTIONS: MASTER POLICE OFFICER</b>			

The Master Police Officer (MPO) classification is commensurate with other regional police departments and provides a non-supervisory, lead worker career path for police officers/detectives/investigators. MPO provides additional professional development opportunities for officers who do not want to assume supervisory responsibilities, as well as providing additional professional development for those who are considering careers in the supervisory ranks. The MPO classification provides additional compensation with additional training, experience, qualifications and/or increased job responsibility.

Application for MPO is voluntary and there is no penalty for not participating; however, eligible members are highly encouraged to apply. Although the minimum qualifications are listed, the Department encourages all members to pursue professional development through the continuation of formal education and participation in advanced and specialized training pertinent to current and desired assignments.

**A. Expectations and Duties**

The MPO classification serves as a lead non-supervisory worker, capable of operating independently, with minimal direction, and filling in for a first-line supervisor on an acting basis. MPOs provide general and advanced support for internal and external customers following general procedures.

MPOs are expected to perform at high levels and conduct additional responsibilities beyond that of a standard officer/detective/investigator. Responsibilities may include instructing and reviewing work of probate officers/detectives; preparing work schedules; prioritizing patrol/bureau needs; providing guidance to the public; responding to public inquiries and complaints; preparing a variety of statistical reports and policy review; ensuring compliance with Federal, State and local law; representing the Department at Community Policing interactive meetings, and serving as a mentor to Cadets, probate and junior officers/detectives.

Duties of MPOs are as follows. Additional duties and training requirements may be assigned for efficiencies in the Department, following approval by a District or Bureau Commander.

- 1. Lead Officer/Investigator:** trains new recruits in the field; investigates fatal motor vehicle accidents; assists in the preliminary investigation of crimes of a serious nature; acts as a crime scene technician or analyst; prepares crime scene sketches and graphics for testimony in court; fully investigates crimes not forwarded to a detective; mentors

cadets and junior officers; serves as a member of a part-time specialty team in an on-call capacity; serves in a specialty assignment at the direction of the Chief of Police.

2. **Detective:** conducts thorough investigation for a variety of complex crimes; secures search warrants; coordinates with the Commonwealth Attorney's Office in presenting a case at trial; collects and interprets physical evidence; participates in surveillance operations; trains and mentors newly appointed detectives; serves in an on-call capacity.
3. **SWAT Team:** participates in special operations, such as surveillances, crowd and riot control, service of high risk warrants, VIP security, barricade and hostage situations, and selective enforcement; serves in an on-call capacity.
4. **Academy Basic or In-Service Instructor:** may serve as full time or adjunct instructor; develops comprehensive lesson plans and delivers training programs; researches and analyzes training and equipment needs; instructs recruits and experienced officers.
5. **Canine Officer:** trains and cares for a police dog; responds to calls in which police dogs can assist, such as tracking suspects or lost persons, and searching for evidence; serves in an on-call capacity.
6. **Crime Prevention Officer/Public Outreach and Media Officer:** prepares and delivers presentations on a variety of law enforcement topics to a wide range of business, professional, student, and civic groups; acts as an agent of the Department in ensuring the needs of the community are met; serves as a Department spokesperson with the news media or the public; responds to the scene of major police incidents and coordinates the release of information to the news media; conducts outreach and provides resources to underserved and special population groups.
7. **School Resource Officer:** prepares and delivers presentations on a variety of law enforcement topics to students; conducts thorough investigations for a variety of complex crimes involving juveniles; mentors students; responsible for overall security and safety of County public schools; collaborates with Community Safety Officers for security and safety in elementary schools.
8. **Applicant Investigator/Recruiter:** conducts background investigations on all applicants for Department positions; interviews applicants; conducts polygraph examinations; coordinates and attends job fairs and recruiting trips; conducts background investigations on candidates for County positions as a Department head, or in the Department of Public Works or the Department of Information Technology.
9. **Traffic Safety Officer:** maintains safe and efficient flow of traffic at the scene of accidents, traffic signal malfunctions, disasters, and large gatherings; provides an escort for parades, funerals and dignitaries; collects and analyzes information relating to traffic problems; develops and implements selective enforcement tactics.

## **B. Eligibility**

The member must have:

1. Ten (10) full years of sworn service with the Prince William County Police Department as of August 1 of the year of application.
2. As of the date of application, a minimum of seven hundred fifty (750) hours of cumulative training credited through the Prince William County Criminal Justice Academy, excluding the Basic Police Academy, Certified Officer Course and initial Field Training program, as recorded by the In-Service Training Section.
  - a. 750 hours of training are achieved through a combination of mandatory in-service training and self-initiated training. This allows each member to customize his/her professional training path that focuses on interests, skills and talents.
  - b. Recurring training for specialty units/teams, roll call training, and unit meetings are not counted toward the 750 hours.
3. Review and evaluation of eligibility requirements will be conducted annually prior to the open enrollment period. Expectations for application are subject to change based on the needs of the Department.

## **C. Process**

1. The open application process will occur from May 1 through May 31 every calendar year. Members who do not apply by the deadline will not be permitted to apply for MPO until the next open application period.
2. The Assistant Chief for Support Services, or designee, will be responsible for organizing, initiating and conducting the application process for MPO by annual announcement to the Department each April. A finite number of positions exist, and the number of existing openings will be communicated during the open application process. The Prince William County Office of Human Resources may monitor the process.
3. Aspirants must complete the on-line application as directed by the Assistant Chief for Support Services. Supporting documents must be uploaded to show proof of training hours.
4. After verification of eligibility, the Chief of Police will select MPOs and successful applicants will be placed in a Master Police Officer position. Selections will be effective July 1 of each calendar year.
5. Once selected, annual application is not required.

**D. Tenure Priority and Tie-Breaker**

There will be times when there are more eligible applicants than positions available. Once eligibility has been verified, selection for available positions will be made first by total time in service as a Prince William County Police Officer and secondly in ascending order by code number.

**E. Removal or Disqualification**

1. The Master Police Officer position is a non-competitive promotion to a higher job classification.
2. Once a member achieves a Master Police Officer position, removal may only occur upon separation from sworn employment, promotion to a supervisory position, or through a disciplinary or voluntary demotion.