

**TOWN COUNCIL OF CENTREVILLE  
RESOLUTION 04-2023**

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**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE FOR THE PURPOSE OF  
AMENDING THE TOWN'S CLASSIFICATION PLAN AND CENTREVILLE POLICE  
DEPARTMENT CAREER LADDER TO REVISE THE LIEUTENANT AND SERGEANT  
CLASSIFIED POSITION GRADES**

WHEREAS, Article VII, Section 702 of the Town Charter established the Town Council may adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary, to include a classification plan; and

WHEREAS, on April 28, 2016, the Town adopted the Centreville Police Department Career Ladder to provide structured direction for internal growth within the department.

WHEREAS, the Town wishes to amend the Town's Classification Plan and Centreville Police Department Career Ladder by amending the Lieutenant's classified position from Grade 14 to Grade 15 and the Sergeant's classified position from Grade 12 to Grade 13; and

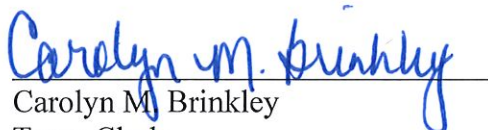
WHEREAS, the Town Council of Centreville concurs with the recommendations of this Resolution;

NOW THEREFORE, be it resolved by the Town Council of Centreville, this 2nd day of February, 2023:

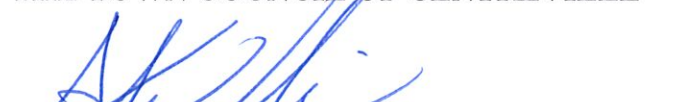
1. That the Town's Classification Plan attached hereto as Exhibit "A" be, and is hereby adopted and shall replace all previous versions.
2. That the Centreville Police Department Career Ladder attached hereto as Exhibit "B" be, and is hereby adopted and shall replace all previous versions.

BY ORDER: We hereby certify that Resolution 04-2023 is true and correct and duly adopted by the Town Council of Centreville, Maryland.

ATTEST:

  
\_\_\_\_\_  
Carolyn M. Brinkley  
Town Clerk

THE TOWN COUNCIL OF CENTREVILLE

  
\_\_\_\_\_  
Steven K. Kline, President

  
\_\_\_\_\_  
Ashley H. Kaiser, Esq., Member

**ABSENT**  
\_\_\_\_\_  
Eric B. Johnson, Jr., Member

  
\_\_\_\_\_  
Daniel B. Worth, Member

  
\_\_\_\_\_  
Jim A. Beauchamp, Member

Effective 01.03.2023

Position Classification Plan		
POSITION TITLES	New Starting Base	
	Grade	Step
Administrative Assistant I	5	Base
Administrative Assistant II	6	Base
Administrative Assistant III	8	Base
Administrative Assistant IV	10	1
Main Street Manager (PT)	9	2
Town Clerk	14	1
Finance Specialist I	6	Base
Finance Specialist II	8	Base
Finance Specialist III	10	Base
Finance Specialist IV	13	1
Finance Officer (Appointed)	16	4
Human Resources Specialist I	6	3
Human Resources Specialist II	8	1
Human Resources Specialist III	10	3
Human Resources Specialist IV	13	1
Human Resources Manager	16	3
Police Officer Uncert. In academy	8	5
Police Officer Cert. no exp.	8	6
Police Officer Cert. up to 2 yrs. exp.	8	7
Police Officer Cert. more than 2 yrs. exp.	8	8
Police Officer First Class	10	Base
Police Corporal	11	Base
Police Sergeant	<b>13</b>	Base
Police Lieutenant	<b>15</b>	Base
Police Chief (Appointed)	17	Base
Utility Worker PT/Seasonal Temp	4	1
Utility Worker I (PT/FT)	4	1
Utility Worker II	5	Base
Utility Worker III	6	Base
Utility Worker IV	8	1
Utility Supervisor (eff. 04/27/21)	10	5
WTP & WWTP Operator I	5	Base
WTP & WWTP Operator II	7	Base
WTP & WWTP Operator III	8	Base
WTP & WWTP Operator IV	9	1
Water/Wastewater Supervisor	11	5
Water/Wastewater Superintendent	12	4
Director of Public Works	17	2
Town Manager (Appointed)	20	5
Town Council	ELECTED	



**Town of Centreville  
CAREER LADDER MATRIX  
POLICE DEPARTMENT**

**EXHIBIT B**

<b>POSITION</b>	<b>Officer</b>	<b>Officer First Class</b>	<b>Police Corporal</b>	<b>Police Sergeant</b>	<b>Police Lieutenant</b>	<b>Police Chief (Department Head)</b>
<b>PAY GRADE</b>	Grade 8	Grade 10	Grade 11	Grade 13	Grade 15	Grade 17
<b>EDUCATION</b> (Must be 21 years old by graduation date of Police/Law Enforcement Academy Training)	High School Diploma/GED, required.  Successful completion of accredited Police/Law Enforcement Academy Training, required.	High School Diploma/GED, required.  Successful completion of accredited Police/Law Enforcement Academy Training, required.	High School Diploma/GED, required.  Successful completion of accredited Police/Law Enforcement Academy Training, required.	High School Diploma/GED, required.  Successful completion of accredited Police/Law Enforcement Academy Training, required.	High School Diploma/GED, required.  Successful completion of accredited Police/Law Enforcement Academy Training, required.	Bachelor's Degree in Criminal Justice, Public Administration, or a related field, required.  Master's Degree in Criminal Justice, Public Administration, or a related field, preferred.
<b>EXPERIENCE/CERTIFICATIONS</b>	Must possess a valid driver's license.  Must possess a valid MPCTC Certification Card.	Must possess a valid driver's license.  Must possess a valid MPCTC Certification Card.	Must possess a valid driver's license.  Must possess a valid MPCTC Certification Card.	Must possess a valid driver's license.  Must possess a valid MPCTC Certification Card.	Must possess a valid driver's license.  Must possess a valid MPCTC Certification Card.	Must possess a valid driver's license.  Possession of a valid MPCTC Certification Card, preferred.
<b>EXPERIENCE/TIME IN GRADE</b>	No experience necessary.	Successful completion of two (2) years of experience as a Centreville Police Officer, including the probationary period, required.	Successful completion of five (5) years of law enforcement experience, with three (3) of those years being with the Centreville Police Department,	Successful completion of eight (8) years of law enforcement experience, with at least six (6) of those years being with the Centreville Police Department,	Successful completion of ten (10) years of law enforcement service, with eight (8) of those years being with Centreville Police Department,  AND	Ten (10) or more years of sworn law enforcement experience, preferred.  Five (5) years of supervisory experience, preferred.

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		AND	AND	AND	
<b>PERFORMANCE RATING</b>	A minimum rating of satisfactory/meets expectations.	One (1) year at the rank of Officer First Class, required.	One (1) year at the rank of Corporal, required.	Two (2) years of law enforcement supervisory experience, preferred, with at least one (1) year at the rank of Sergeant, required.	A minimum rating of satisfactory/meets expectations.
<b>ADDITIONAL SKILLS</b>	<p>Ability to learn and apply police/law enforcement principles, practices, methods, techniques and equipment in daily situations.</p> <p>Ability to learn and understand departmental rules, regulations and town ordinances.</p> <p>Ability to learn town geography.</p> <p>Ability to communicate accurately and concisely, both orally and in writing.</p> <p>Ability and willingness to perform work under adverse and at times, dangerous conditions, in</p>	<p>Considerable knowledge of police/law enforcement principles, practices, methods, techniques and equipment in daily work situations.</p> <p>Considerable knowledge of departmental rules, regulations and town ordinances.</p> <p>Considerable knowledge of town geography.</p> <p>Ability to communicate accurately and concisely, both orally and in writing.</p> <p>Ability and willingness to perform work under adverse and at times, dangerous conditions, in unpleas</p>	<p>Considerable knowledge of police/law enforcement principles, practices, methods, techniques and equipment in daily work situations.</p> <p>Considerable knowledge of departmental rules, regulations and town ordinances.</p> <p>Considerable knowledge of town geography.</p> <p>Ability to communicate accurately and concisely, both orally and in writing.</p> <p>Ability and willingness to perform work under adverse and at times, dangerous conditions, during</p>	<p>Advanced knowledge of police/law enforcement principles, practices, methods, techniques and equipment in daily work situations.</p> <p>Advanced knowledge of departmental rules, regulations and town ordinances.</p> <p>Advanced knowledge of town geography.</p> <p>Advanced ability to communicate accurately and concisely, both orally and in writing.</p> <p>Ability and willingness to perform work under adverse and at times dangerous conditions, in unpleas</p>	<p>A minimum rating of satisfactory/meets expectations.</p> <p>Advanced knowledge of police/law enforcement principles, practices, methods, techniques and equipment in daily work situations.</p> <p>Advanced knowledge of departmental rules, regulations and town ordinances.</p> <p>Advanced knowledge of town geography.</p> <p>Advanced ability to communicate accurately and concisely, both orally and in writing.</p> <p>Ability and willingness to perform work under adverse and at times dangerous conditions, in unpleas</p>



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<p>unpleasant environments, during daytime and nighttime hours and for extended periods of time.</p> <p>Ability to operate, after training, issued police equipment.</p> <p>Ability to read, interpret and follow rules, regulations and oral instructions and orders.</p> <p>Ability to establish and maintain effective work relationships with superiors, other employees and the public.</p> <p>Knowledge of traffic and criminal laws and ability to apply both as required.</p> <p>Ability to operate a computer with knowledge of email, Microsoft Word and Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to train and mentor officers.</p> <p>Advanced knowledge of police department operations and functions.</p> <p>Advanced knowledge of supervisory theories, principles and practices.</p>	<p>perform work under adverse and at times, dangerous conditions, in unpleasant environments, during daytime and nighttime hours and for extended periods of time.</p> <p>Ability to operate, after training, issued police equipment.</p> <p>Ability to read, interpret and follow rules, regulations and oral instructions and orders.</p> <p>Ability to establish and maintain effective work relationships with superiors, other employees and the public.</p> <p>Knowledge of traffic and criminal laws and ability to apply both as required.</p> <p>Ability to operate a computer with knowledge of email, Microsoft Word and Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to train and</p>	<p>daytime and nighttime hours and for extended periods of time.</p> <p>Ability to operate, after training, issued police equipment.</p> <p>Ability to read, interpret and follow rules, regulations and oral instructions and orders.</p> <p>Ability to establish and maintain effective work relationships with superiors, other employees and the public.</p> <p>Knowledge of traffic and criminal laws and ability to apply both as required.</p> <p>Ability to operate a computer with knowledge of email, Microsoft Word and Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to train and</p>	<p>perform work under adverse and at times, dangerous conditions, in unpleasant environments, during daytime and nighttime hours and for extended periods of time.</p> <p>Ability to operate, after training, issued police equipment.</p> <p>Ability to read, interpret and follow rules, regulations and oral instructions and orders.</p> <p>Ability to establish and maintain effective work relationships with superiors, other employees and the public.</p> <p>Knowledge of traffic and criminal laws and ability to apply both as required.</p> <p>Ability to operate a computer with knowledge of email, Microsoft Word and Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to train and</p>	<p>perform work under adverse and at times, dangerous conditions, in unpleasant environments, during daytime and nighttime hours and for extended periods of time.</p> <p>Ability to operate, after training, issued police equipment.</p> <p>Ability to read, interpret and follow rules, regulations and oral instructions and orders.</p> <p>Ability to establish and maintain effective work relationships with superiors, other employees and the public.</p> <p>Knowledge of traffic and criminal laws and ability to apply both as required.</p> <p>Ability to operate a computer with knowledge of email, Microsoft Word and Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to train and</p>	<p>daytime and nighttime hours and for extended periods of time.</p> <p>Ability to operate, after training, issued police equipment.</p> <p>Ability to read, interpret and follow rules, regulations and oral instructions and orders.</p> <p>Ability to establish and maintain effective work relationships with superiors, other employees and the public.</p> <p>Knowledge of traffic and criminal laws and ability to apply both as required.</p> <p>Ability to operate a computer with knowledge of email, Microsoft Word and Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to train and</p>
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<p>routine and an emergency response.</p> <p>Ability to qualify with a firearm as required.</p> <p>Ability to qualify in self-defense skills as required.</p>	<p>Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to mentor less experienced officers.</p>	<p>Microsoft Excel.</p> <p>Ability to safely operate a motor vehicle during a routine and an emergency response.</p> <p>Ability to mentor less experienced officers.</p> <p>Considerable knowledge of police line operations.</p> <p>Knowledge of supervisory theories, principles and practices.</p> <p>Knowledge of the practices and principles of police leadership and supervision.</p> <p>Ability to plan, assign and supervise the work of others.</p> <p>Ability to utilize resources and manpower effectively.</p>	<p>mentor officers.</p> <p>Advanced knowledge of police department operations and functions.</p> <p>Advanced knowledge of supervisory theories, principles and practices.</p> <p>Advanced knowledge of the practices and principles of police leadership and supervision.</p> <p>Advanced ability to plan, assign and supervise the work of others.</p> <p>Ability to utilize resources and manpower effectively.</p> <p>Knowledge of Town budgeting procedures, preferred.</p>	<p>Advanced knowledge of the practices and principles of police leadership and supervision.</p> <p>Advanced ability to plan, assign and supervise the work of others.</p> <p>Ability to utilize resources and manpower effectively.</p> <p>Knowledge of Town budgeting procedures, preferred.</p>
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<b>OTHER</b>	Police Officer (Ofc) provides necessary training opportunity for promotion to Officer First Class (OFC).	OFC provides necessary training opportunity for promotion to Corporal (CPL).	CPL provides necessary training opportunity for promotion through testing to Sergeant (SGT), if vacant.	SGT provides necessary training opportunity for promotion through testing to Lieutenant (LT), if vacant.	Lieutenant position may be filled through promotion or by appointment.	This position is appointed by Town Council and reports to the Town Manager.
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\* Internal Promotions between levels are dependent on the department's needs, position availability, individual qualifications, performances and demonstration of progressive advancement of skill and responsibility levels and approval by the Department Head, Human Resources Department, and Town Manager. Descriptors at each level are intended as general guidelines; they are neither absolute nor complete statements of criteria for the job levels described. Positions and funding must be available in the respective department for employees to move forward in the career ladder.

\*\* If there are no eligible or suitable candidates for promotion within the Department, the Chief of Police in conjunction with the Town Council, will advertise and hire a qualified candidate from outside of the Department.

**Education Equivalency Policy** (Eff. 11/04/21; Resolution 08-2021) – Whereas, three (3) years of experience is equivalent to one (1) year of education, in addition to any minimum years of experience required for a position requiring a degree, as specified on the career ladders and as outlined in the Personnel Manual.