

**Civilian Assistant Chief of Police
Montgomery County, Maryland
(Non-Sworn Position)**

The Montgomery County Department of Police is seeking a collaborative, innovative, and community-focused professional to provide leadership and oversight as a civilian (non-sworn) Assistant Chief of Police (Assistant Chief). Reporting directly to the Chief of Police, this pivotal role will link our organization, the communities we serve, and our law enforcement partners. The Assistant Chief will play a critical role in enhancing connections with our employees and the community, fostering positive relationships, promoting transparency, and ensuring our community and departmental needs are effectively addressed.

This Assistant Chief must be committed to building and sustaining community and departmental trust by fostering a productive dialogue that enhances public safety. This position will serve as a senior member of the Department's leadership team responsible for increasing innovation and creativity to take on contemporary challenges facing law enforcement both internally and externally. Areas of responsibility (See "Job Responsibilities" section) may include short and long-term strategic planning, policy development and implementation, and leading community engagement initiatives to foster positive relationships.

Montgomery County, covering 497 square miles, is located between Washington, D.C., and Baltimore, adjacent to Virginia, and has over one million residents. It is the most populous county in the State of Maryland and one of the most diverse counties in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses. Enjoy four seasons in an environment of rolling hills close to mountains and the ocean. A short ride to Washington, D.C., provides access to the major halls of justice and first-class museums. We offer a bit of everything for everyone.

The Montgomery County Department of Police is a team of diverse, well-educated, devoted employees, of which approximately 1,100 are sworn officers and 650 are professional staff members. Many of our employees are represented by labor unions (FOP Lodge 35 and MCGEO Local 1994). Our employees are committed to making Montgomery County an exceptional place to live, work, and visit. The Department's mission is to safeguard life and property, preserve the peace, prevent and detect crime, enforce the law, and protect the rights of all residents. Our department embraces the concept of community policing and works in partnership with our community to identify and resolve public safety issues. Our policing philosophy emphasizes community involvement, recognizing that solving contemporary neighborhood issues necessitates collaborative efforts between law enforcement and the public, transcending a singular focus on individual crime incidents. The Department has an annual operating budget of approximately \$350 million and has been internationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since July 31, 1993. Montgomery County is currently served by four police bureaus in addition to the Office of the Chief: Patrol Services, Field Services, Investigative Services, and Management Services. At this time, the Department is finalizing police bureau realignment, and the above names of bureaus may be altered. However, once realignment is completed, the Assistant Chief will oversee a newly created fifth bureau, the Administrative Services Bureau. The Assistant Chief will direct our Community Liaisons, Budget and Capital Management Division, Policy and Oversight Division, and the Security Services Division. Please note that these may be subject to change.

This role offers an opportunity for individuals to make a significant impact as a civilian Assistant Chief, who is responsible for recommending comprehensive goals and objectives by driving successful implementation as catalysts for change. This is a civilian management position. The Assistant Chief in this position is not and will not be a sworn law enforcement officer. The Assistant Chief may be asked to direct and supervise sworn officers in their duties, which do not solely rely on the officer exercising their authority as a sworn law enforcement officer. At no time will the Assistant Chief direct a sworn officer to use their official authority as a law enforcement officer.

The ideal candidate must possess:

- An openness to new information, different perspectives, and a willingness to consider new solutions to persistent public safety concerns.
- A deep commitment to the ideas of community policing.
- A firm commitment to transparency and accountability.
- Strong knowledge of police operations, services, and activities of a municipal law enforcement department.
- Experience and demonstrated success in building strong relationships of trust, responsiveness, and mutual understanding with government officials, community leaders, business representatives, residents, officers, labor unions, and other public safety partners.
- A commitment to fostering collaboration with a strong focus on community engagement centered around proactive problem-solving.
- A commitment to diversity, equity, and inclusiveness.
- Knowledge of and an ability to evaluate and implement recommendations identified in the *Final Report of the President's Task Force on 21st Century Policing*.
- Strong interpersonal and communication skills with an emphasis on being visible, available, and approachable both in the department and to the community individually, in groups, making presentations, and online.
- Strong management capability, leading a multigenerational workforce and motivating and developing future generations to lead.
- A commitment to training and developing staff with the most effective, state-of-the-art methods available, including implicit bias and de-escalation training.
- Integrity and the ability to be diplomatic.
- Self-awareness by knowing one's limits.

Top candidates will also possess:

- Experience applying knowledge of modern management and supervisory principles and practices.
- Experience working with labor unions
- Understanding and knowledge of legislation and developments in the field of law enforcement, including police administration, patrol techniques, criminal investigations, crime prevention, and the criminal justice system.
- Experience planning, organizing, coordinating, leading, and otherwise directing large-scale and complex police projects and programs and resolving administrative and operational issues.
- Experience establishing and maintaining effective working relationships with other County officials and Federal and State Officials, civic and business leaders, union representatives, and the general public, particularly in situations where competing and conflicting concerns, interests, goals, and/or objectives require both understanding and resolution.
- Experience managing within a large organization
- Experience drafting, updating, and implementing organization policies.
- Strong communication skills and also demonstrate the ability to elevate both internal and external communications while fostering a climate of respect.
- Ability to be forward-thinking and apply knowledge and experience via strategic visions and planning.
- Ability to navigate politics.
- Ability to demonstrate an understanding of demographic, geographical, and cultural differences, opinions, and beliefs to form the best plan/policies and pathways forward.
- Problem-solving skills via identifying issues, weighing options, seeking solutions, taking action, and being confident in making decisions.
- Ability to inspire, develop, influence, challenge, and inspire teams and groups.

- Exemplify change management through the ability to identify and know when to make changes, as well as being flexible, innovative, and creative.
- Demonstrate the ability to use emotions (your own and others) positively through effective communication. Empathize to overcome challenges and defuse conflicts.

JOB RESPONSIBILITIES:

- Manages a large organizational unit by assigning work priorities to subordinate units in response to organizational needs, overseeing the development and implementation of county, department, and unit operating and administrative procedures and memoranda of understanding with other agencies.
- Responsible for major departmental initiatives, including strategic programs and operations planning.
- Ensuring skillful oversight, organizational planning, and business process improvements to integrate effective police operations.
- Represents the County government and Chief of Police in various forums concerning controversial and sensitive police matters by explaining the County's goals and objectives, responding to questions, misunderstandings, and apprehension, and gaining the support of groups being addressed/ bridging the gap between the police and the community.
- Sets standards for individual and organizational unit performance and coordinates evaluations and any disciplinary action within the appropriate county, collective bargaining, and departmental policies and procedures.
- Provide research, advice, and recommendations to the Chief on various police-related issues and concerns to develop new and innovative solutions, programs, policies, and procedures.
- Works with other County government departments, outside agencies, community and business leaders, and organizations to address and resolve work problems, coordinate work efforts, develop partnerships and programs, and present and clarify the County and Department's position on issues and operations.
- Interact with other county departments, the County Executive's Office, Montgomery County Council, and State of Maryland representatives and stakeholders.
- Unite people across the organization and external to the organization to effect change by providing solutions to issues and keep our strategic initiatives moving forward.
- Serve as a confidant to the Chief of Police and management by providing expert advice to enhance team efficiency, professionalism, and ethical standards.
- Oversees preparation and administration of the organization's operating budget, providing testimony before the County Executive and County Council.
- Reviews and approves correspondence and reports prepared by subordinate employees for signature of the Chief of Police.
- Attends meetings, gives oral presentations, and deals with issues/complaints raised.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

Experience: Seven (7) years of progressively responsible leadership experience, five (5) years of which were in a management-level capacity. Current or previous work in a police/law enforcement environment is preferred.

Education: Possession of a bachelor's degree in Public Administration, Criminal Justice, Law, Business Administration, or related field from an accredited college or university. Master's degree preferred

Equivalency: An equivalent combination of education and experience may be substituted.

Note: Must be psychologically able to perform the essential functions of the job.

License: Possession of a valid motor vehicle operator's license.

The civilian Assistant Chief of Police will be appointed by the County Executive and confirmed by the Montgomery County Council. This is a non-merit position within the Montgomery County Government that will serve with four sworn Assistant Chiefs of Police and will report directly to the Chief of Police. In accordance with Executive Regulation 1-23, the Civilian Assistant Chief of Police will not direct the use of sworn police powers provided to officers under Maryland Law. The Civilian Assistant Chief may supervise or be in the chain of command of sworn police officers and command staff within the Department. That supervision is limited to the administration of department programs, initiatives, and individual performance outside of the application of sworn police powers.

Montgomery County has an exceptional compensation package, including pay for performance, medical, dental, life insurance, long-term disability, flexible spending accounts, defined contribution retirement plan, deferred compensation plan, vacation, sick leave, wellness program, and other highly competitive benefits. Learn more about our available benefits on our [Careers: Benefits webpage](#). The anticipated annual salary for this position is \$138,078 to \$234,733, commensurate with experience.

TO APPLY:

Applications will be reviewed starting on Monday, May 19, 2025. Interested candidates should submit a cover letter and resume expressing their interest in the position to MCPD.AssistantChief@montgomerycountymd.gov.

Resumes will be screened and evaluated based on the information listed above. Candidates deemed most qualified will be referred to the department. Selected candidates will be invited to participate in interviews and selection activities. Applicants selected as finalists for the position will be subject to a comprehensive background investigation by Montgomery County.

Montgomery County is an Equal Opportunity Employer. Women and minority candidates are encouraged to apply. If you have any questions regarding this opportunity, please contact MCPD.AssistantChief@montgomerycountymd.gov.

Montgomery County government is committed to attracting and retaining a highly skilled, quality, and diverse workforce, valuing people who are committed to public service and aspire to make a difference in our community.