

**POSITION: Captain - Law Enforcement**  
**GRADE: 8LE**  
**CODE:**

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**FLSA: Exempt**  
**DATE: 1/99**

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**Job summary:** Responsible for the administration, management, and general supervision of the Law Enforcement Division of the Cecil County's Sheriff's Department; performs other duties as assigned.

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**Essential Functions:**

1. Administers, manages, and supervises the law enforcement division of the Sheriff's Office, including patrol, civil and criminal investigations, communications, and specialized units;
  2. Supervises the effective and impartial enforcement of State and local criminal laws;
  3. Supervises the investigation of all crimes against the laws of the State of Maryland and all offenses against the ordinances of Cecil County;
  4. Reviews and approves criminal reports submitted by the shift commanders for their individual shifts;
  5. Provides supervision of the police communication officers and the communication division;
  6. Supervises the criminal investigations unit commander and the civil division supervisor;
  7. Supervises and evaluates any specialized units, including K-9 and others;
  8. Conducts periodic evaluations of the performance of staff supervised;
  9. Prepares and maintains duty schedules for three shifts and approves leave from all shifts and units within the enforcement division;
  10. Coordinates any special assignments;
  11. Perform other duties as instructed and assigned.
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**Required Knowledge, Skills, and Abilities:**

1. Thorough knowledge of all applicable Federal, State, and local laws, ordinances, and regulations and their application;
2. Thorough knowledge of the principles, practices, and techniques of criminal justice and their application;
3. Ability to supervise, schedule, and evaluate the work of law enforcement personnel in a variety of divisions;
4. Ability to effectively write reports;
5. Thorough knowledge of court policies and procedures;
6. Ability to handle firearms and other restraining devices;
7. Ability to handle individuals in various types of circumstances;
8. Ability to maintain cooperative relationships with employees, officials, and the general public;
9. Ability to analyze situations quickly, unemotionally, and objectively.

**Education and Experience:**

1. Associate's Degree in criminology, psychology, sociology, or a related field;
2. Six or more years experience in the criminal justice field with four years supervisory experience;

3. OR Seven or more years experience in the criminal justice field with five years supervisory experience;
4. Successful completion of the Minimum Standards Course for Correctional Officers as required by the Maryland Police and Correctional Training Commission within one year of appointment;
5. Valid Driver's license;
6. Weapons certification;
7. CPR/First Aid certification;
8. Must meet all prescribed requirements up to the Sergeant level.

**Physical and Environmental Conditions:** Work requires occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials, or walking/climbing or sitting/standing in a fixed position for extended periods of time.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.