# Captain – LAW ENFORCEMENT

**Grade:SL6**

**FLSA: Exempt**

**Date: 03/20**

**Job Summary:** Commands assigned law enforcement operation: supervises officers and civilian staff engaged in patrol, investigations, and court services and related work; perform other duties as assigned.

**Essential Functions:**

1. Plans, directs, organizes and coordinates the Office of the Sheriff’s fiscal, administrative and operational activities;
2. Monitors, reviews and acts on matters involving patrol, criminal investigations, court service, and detention facility;
3. Participates in actions regarding hiring, transfer, promotion, payroll, leave, performance evaluations, discipline and other related personnel actions;
4. Establishes the operating budgets and staffing requirements; reviews, evaluates, and makes recommendations regarding areas of responsibility;
5. Prepares reports, and maintains records and monetary accounts;
6. Addresses community meetings, civic organizations, the public and media to answer questions and provide information;
7. Prepares annual budget for divisional units;
8. Attends seminars and reads materials to remain informed of new policing methods and techniques;
9. Conducts classroom and field training session to instruct subordinates in all phases of law enforcement;
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Knowledge of the Office of the Sheriff policies and procedures;
3. Knowledge of modern approved principles and practices of sworn law enforcement;
4. Ability to use and maintain firearms and related police issued equipment;
5. Ability to operate a motor vehicle under normal or emergency situations;
6. Extensive knowledge of governmental fiscal policies, procedures, and legal mandates including the budget process;
7. Ability to supervise, train, and motivate subordinate staff;
8. Ability to effectively communicate with other staff and especially members of the public;
9. Ability to make decisions in accordance with established federal, state and local laws;
10. Ability to apply departmental policies to daily work problems;
11. Ability to understand and follow complex oral and written instructions;
12. Ability to work independently on tasks and maintain records;
13. Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
14. Effective business English, grammar, legal terminology, and math skills.

**Education and Experience:**

1. High School Diploma or GED;
2. Bachelor’s degree preferred;

**Additional Requirements:**

1. Must be serving as a Lieutenant;
2. Must successfully complete the criteria for promotion outlined in Chapter 3 of the Sheriff’s Office Administrative and Operations Manual;
3. Promotions are made by the Sheriff and based on available funding and positions;
4. Must possess valid Maryland driver’s license;
5. Must be able to work shift work including weekends and holidays.

**Supervision:**

Supervisor: Major

Supervises: Lieutenants

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling of moderate to heavy boxes, tools, equipment, or materials of 30 to 150 pounds and have the ability to evacuate people from dangerous conditions.

This position requires the ability to run, climb, jump, lift, drag, crawl, carry, push and pull of objects and have the ability to use bodily force as well as respond to calls, both on foot and by motor vehicle, wearing of Personnel Protective Equipment/PPE, including but limited to; Kevlar vest, gun belt and Gas/Protective mask.

The work environment involves high risks with exposure to potentially dangerous situations or

unusual environmental stress and physical threat 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.

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 qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date