



Position Announcement Police Captain

OPPORTUNITY

The Town of Cheverly is seeking qualified candidates for the position of Police Captain. The Police Captain serves as the second in command of the department and reports directly to the Chief of Police, overseeing the daily operation, administration, and personnel responsibilities of the Patrol Division, the Criminal Investigative Division, and the Office of Professional Standards.

SUMMARY

The ideal candidate will be an innovative, progressive, and dynamic law enforcement professional, and a champion of integrity and ethics for the department, promoting transparency and active community engagement at all levels of the organization. The candidate should be seeking a long-term career opportunity.

It is critical that the incumbent possess the skills and approach to build upon the progress that has occurred over the past few years to establish Cheverly as a model municipal police department. Building trust and community inclusion are a pre-requisite. Given Cheverly's needs, and values, a strong emphasis is placed on building partnerships to develop creative and innovative approaches to increasing public safety and quality of life.

Exercising independent judgement and initiative in making decisions is imperative to ensure all orders and directives of the Chief of Police, written or verbal, are fully carried out. The ideal candidate will have professional references who can validate all of the above characteristics.

The Police Captain serves at the pleasure of the Chief of Police and serves as the Acting Chief of Police in his/her absence.

ESSENTIAL FUNCTIONS

- Oversees the operation, administration, and personnel responsibilities of the Patrol Division, Criminal Investigative Division, and the Office of Professional Standards daily.
- Approves performance evaluations and addresses grievances at the appropriate level; investigates and resolves complaints against police department personnel; counsels personnel; maintains disciplinary control of personnel; and oversees the process of internal investigations to ensure they are handled in a timely manner.
- Researches and develops grant projects, prepares state and federal grant applications, researches grant related equipment purchases, prepares periodic performance reports, statistical data, and progress narratives on grants.
- Plans and executes police service delivery programs which are designed to prevent and repress crime, to apprehend and prosecute offenders, and to recover property.
- Ensures required documentation of Police Department activities, including relevant reports and forms, are completed, and forwarded to the proper authorities.
- Initiates and/or reviews proposals for changes in Department policies, rules, and regulations; prepares or evaluates special operational plans and deployment studies; modifies Department programs to reflect current data and law enforcement strategies and methodologies.
- Oversees and institutes as necessary a program of training for Department personnel to ensure that the Maryland Police Training and Standards Commission mandates are met.
- Has direct oversight of Professional Standards function to include recruitment, hiring, policies and procedures, and internal investigations.



- Promotes the morale and integrity of department personnel; recognizes deserving personnel; and serves as a role model with respect to work productivity, adherence to standards, interpersonal relations, physical fitness, and appearance.
- Submits narrative and statistical reports as required to the Chief of Police and other government officials to include completion of the Uniform Crime Report and/or National Incident Based Reporting System.
- Attends meetings relating to public safety issues; gives oral presentations and speeches; serves as a member of Town boards and committees; attends Town, County, State and national law enforcement and criminal justice meetings and conferences.
- Responds to, and takes command of, major incidents coordinating activities as determined by the nature of the situation and the probable impact.

COMPETENCIES OF POSITION REQUIREMENTS

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| • Moral and Ethical Conduct | • Organization |
| • Communication Proficiency, both oral and written | • Dependable |
| • Leadership | • Responsiveness |
| • Stress Management/Composure | • Relatable |
| • Time Management | • Dignity |
| • Problem Solving/Analysis | • Respect |
| • Decision Making | • Responsible |
| • Diversity and Inclusion | • Conflict Resolution |
| • Project Management | • Accountability |
| • Personal Effectiveness/Credibility | • Adaptability |
| • Empathy and compassion | • Initiative |
| • Teamwork | • Integrity |
| • Reliability | • Service Commitment |
| • Listening and Comprehension skills | • Visionary |

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES

- Police methods, practices, and procedures.
- United States and Maryland Constitution, Federal, State and Town criminal and traffic laws, ordinances and related court decisions.
- Management and organization theories and practices.
- The court system and court procedures.
- Crime prevention, crime deterrence, and patrol procedures.
- Community relations and community policing strategies.
- Criminal and administrative investigation procedures.
- The reporting and record-keeping requirements of the Police Department.
- Supervision, leadership, communication, and training principles/procedures.
- Police administration and management.
- The Law Enforcement Officer's Bill of Rights.
- Bilingual skills a plus (both verbal and written)
- Establishment of cooperative relations with City department heads, elected officials, residents, businesses and the public.
- Program design, development, implementation and administration



- Competency in the operation of police equipment and computer software, to include: CAD, records and related management systems.
- Ability to mentor, develop, and motivate subordinates and other personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees and public health pandemics. Work is normally performed in an office environment and the incumbent's working conditions vary.
- Working time will require irregular hours, shift times, on-call status, and 24-hour availability.
- Periodically, work is done in a field environment requiring timely and appropriate decision making.
- Sufficient physical condition to perform moderately heavy lifting; to effectively use and operate various items of office related equipment; to operate motor vehicles and at times navigate through hazards associated with emergency driving; effectively make rational decisions through sound logic and deductive processes; perform repetitive motion; talk and hear; balance, climb, crawl, crouch, kneel, lift, pull, push, stand, stoop, and walk; and feel, grasp, reach, and handle objects and controls.
- When responding to crime scenes and unusual incidents, the incumbent may be exposed to extreme weather conditions, armed and/or dangerous or violent persons, hostile or violent crowds, persons who have committed felonies or who have contagious diseases.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited university is required. Master's degree from an accredited university is preferred, however a combination of relevant experience and education may be considered.
- At least ten years of law enforcement experience and at least three years of command experience in a police department of similar size and complexity, or larger, at the rank of Sergeant or above.
- Documented experience as a detective or certified police instructor in the area of firearms or defensive tactics preferred.

LICENSE AND CERTIFICATIONS

- Valid driver's license and acceptable driving record.
- This is a sworn position and candidate must be able to obtain and maintain MPCTC certification, to include meeting and maintaining the prescribed requirements and qualifications associated with "Certified" status. Please note that no relocation funds are provided for this position.

SPECIAL REQUIREMENTS

- Will be subject to in-depth background check to include polygraph testing.
- Preferred candidate will live in Prince George's County or within 40 air miles of the Town.



ADDITIONAL INFORMATION

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

SALARY AND BENEFITS

The starting annual salary range for the Police Captain position is \$92,596 to \$100,229 and is supplemented with an outstanding benefits package to include:

- Participation in the Maryland State Retirement and Pension System's Law Enforcement Officers Pension System.
- Take Home Vehicle (40 air miles)
- \$5,000 signing bonus
- Paid leave
- 11 paid holidays
- Paid uniform dry cleaning services
- Tuition Reimbursement

Placement within the range will be based on qualifications and experience. Please note there are no relocation funds for this position.

HOW TO APPLY

Applicants are required to submit a resume, cover letter, and three professional references to the attention of Colonel Jarod J. Towers, Chief of Police at employment@cheverlypolice.org.

The position will remain open until filled.

Questions specific to the duties/qualifications of this position may be directed to employment@cheverlypolice.org

Questions regarding the application process should be directed to Mr. Antwoine Harvey, Executive Assistant to the Chief of Police at (301) 341-1055 or aharvey@cheverlypolice.org.

The Town of Cheverly is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation.