Police Chief (Grade 20)

Position Definition:

Under the direction of the Town Council and Mayor with general supervisor from Town Manager, provides executive leadership and management of the Police Department, including guidance and direction in meeting the mission and goals of the department and town. Provides leadership and management to operation and applies in-depth knowledge of public safety program. Accountable for general welfare and safety of the public within the operational constraints, laws, policies, and regulations of the public safety programs. Employee's action will have considerable impact on the effectiveness and credibility of administrative action of the town and considerable impact on financial resources, goodwill, and/or public assets of the town and Commonwealth. Significant interaction with diverse constituencies and public contact is required. Considerable independence in decision-making.

Examples of Work:

- Plans, organizes, directs, and evaluates the overall operations of the police department; handling personnel and public information matters; coordinate activities with other agencies, town officials and Town Manager; ensuring all laws, regulations and procedures are followed; maintain appropriate records and files.
- Demonstrates and applies knowledge of federal, state, local laws, policies and regulations for public safety operations.
- Develops and provides issue analysis and alternatives for decision making.
- Recommends and implements specific actions and ensure that decisions are implemented throughout the division.
- Formulates and implements public safety policy, procedures, rules, regulations, and programs with approval from the Council.
- Evaluates work of subordinates.
- Supervises maintenance of all records and material associated with public safety.
- Must be able to fire a weapon accurately.
- Promulgates regulations to ensure proper organization and use of personnel within the Department.
- Performs administrative activities of the Department.
- Plans and directs the supervision of the Department through subordinates.
- Direct investigations.
- Coordinates formal and on-the-job training programs for recruits and personal development.
- Performs safety talks to schools, professional organization, and civic groups.
- Keeps records and prepares reports, including accident and personnel reports.
- Must react quickly and calmly in emergency situation and to determine proper course of actions.
- Ability to ascertain facts by personal contact, observation and the examination of records.
- Ability to explain and interpret provisions of laws, ordinances and regulations to the employees and the public.
- Deals effectively with citizen complaints regarding police procedures.
- Must be able to defend himself/herself and others with and without the use of deadly force.
- Must be able to maintain an effective working relationship with the employees of the department.
- Cooperates with other department of the Town to unite the Town as one.
- Oversees budgetary operations and prepares budget as required.
- Plans, lays out, and direct the work of the Police Department; makes works assignments and evaluates work performance through review of reports and personal observation to ascertain adherence to proper law enforcement method and procedures.
- Develops and enforce compliance with rules and regulations of the Police Department investigates cases of noncompliance and takes any necessary disciplinary action.
- Supervises all personnel functions of the Police Department; approves all personnel appointments, assignments, promotions, suspensions, and ensures that all personnel are properly trained and meeting all applicable statutory training requirements; supervises training and arranges necessary outside training.
- Supervises the preparation of all necessary reports submitted to the Town Manager and Council, State Law Enforcement Administration, and Federal Bureau of Investigation; assists in preparing budget estimates and controls the expenditure of allotted funds; supervises inventory control, maintenance, and issuance of assigned equipment and vehicles; requisitions supplies and recommends purchase of necessary equipment.
- Promotes a favorable public image of the Police Department, encourages subordinates to present a courteous attitude when dealing with the public; responds complaints and questions in a cooperative, information manner; speaks before civic groups emphasizing positive aspects to law enforcement.
- Testifies in court or legal proceedings.
- Supervises the maintenance and use of law enforcement equipment and facilities.
- Inspects personnel and equipment.
- Must establish and maintain an effective working relationship with the public and other employees.
- Must exert themselves physically for short periods of time such as running and lifting.
- Directs and controls traffic when necessary.
- Must make arrest when necessary.
- Perform other duties as assigned.

Qualifications:
Education and Experience:

Any combination of education and experience equivalent to a bachelor's degree from a accredited college or university with major course work in criminal justice, public safety, public administration, or related areas and five (5) years responsible experience in police supervision or related public safety operations; and in-depth knowledge and experience with public safety and emergency operations and the laws and regulations governing public safety programs and
operations. Must be citizen of the U.S., or possess permanent resident status as granted by the I.N.S. Must not have been convicted of a felony or serious misdemeanor involving moral turpitude as the term is defined by law, and not to have been released or discharged under dishonorable condition from any of the U.S. Military Services. Must not have any convictions of a domestic violence offence. Must pass a medical examination and drug screen as administered by the Town. Must be free of apparent mental disorder as described in Diagnosis and Statistical Manual of Mental Disorders, Current edition, of the American Psychiatric Association, must be certified as meeting the criteria by a qualified professional in psychiatric and psychological fields. Must be currently Virginia DCJS certified or eligible for obtaining such certification within 12 months of employment. Must have attained the age of 21. Must have considerable experience and training in police practices, technology, and administration, along with significant public administration experience.

Required Knowledge, Skills, and Abilities:

- Ability to apply comprehensive knowledge of public safety administration.
- Ability to apply in-depth knowledge of laws and regulations governing public safety.
- Through knowledge of the methodology and procedures of administration, management, and finance.
- Through knowledge of the duties and mission of local governmental units.
- Applies a high level of technical expertise to manage staff and accomplish division objectives. Applies knowledge of available resources in all areas, including organization, staffing, financing, equipment management and maintenance, records and reports; comprehensive knowledge of modern public safety techniques and equipment.
- Ability to exercise sound judgment in emergencies;
- Ability to analyze the effectiveness of department and to institute improvements;
- Ability to prepare and review reports.
- Must demonstrate comprehensive analysis and decision making skills.
- Ability to manage supervisory professionals and offices
- Knowledge of the court system and presentation of evidence in court proceedings.
- Knowledge of the Town ordinances and State laws.
- Knowledge of modern police practice and methods used in crime investigation and the indemnification and presentation of physical evidence.
- Knowledge of geographic area of the Town.
- Knowledge of the principles and practice of police supervision.
- Knowledge of the Town provisions for emergency situations.
- Ability to enforce laws firmly, tactfully, and with respect for the rights of others.
- Ability to operate all law enforcement equipment required in the performance of required duties.
- Knowledge of all legal regulations regarding employee health and safety.
- Knowledge of the use of police records and their applications to the solution of police problems.
- Knowledge of personnel regulations and procedures.
- Ability to ascertain facts by personal contact, observation and the examination of records.
- Ability to explain and interpret provision of laws, ordinances and regulations to the employees and the public.
- Ability to handle diverse, complex, and sometimes sensitive and volatile situations.
- Ability to communicate both verbally and in writing.
- Ability to effectively interact with diverse constituencies.
- Ability to establish and maintain effective working relationships with associates.

Equipment/Job Location:

- The employee will operate all assigned law enforcement equipment including, police cars, mobile radios, walkie talkies, recorders, finger printing equipment, cameras, camcorders, VCS’S radar equipment, typewriters, computer tear gas equipment, batons and lethal weapons, such as, pistols, shotguns and rifles, handcuffs, pepper spray, personal protective equipment.
- Employee supervises police operations in the Town and work must be performed in all kinds of weather conditions. The employee is exposed to dangerous conditions.