

# Town of Woodstock, Virginia

134 North Mublenberg Street, Woodstock, VA 22664

## Woodstock Police Department Police Captain





## Our Community

The Town of Woodstock, the county seat of the scenic Shenandoah County, has a population of 5,132 and boasts a historic, charming, safe, and bustling community. It is the county center for retail, professional services, healthcare, and dining. Woodstock is the fourth oldest town in Virginia, and encompasses the historic “Main Street” feel that many localities attempt to build. Citizens and visitors are able to stroll in and out of locally-owned galleries, museums, restaurants, and shops, as well as take advantage of modern commercial conveniences.

Woodstock has a mixture of young families and retirees due to its close proximity to Washington D.C. and other Northern Virginia communities. Many individuals still commute to Northern Virginia for employment, but Woodstock has experienced an interest in young professionals locating here, noting the small-town environment, recreational amenities in and around Woodstock, and quality and diverse housing stock. Woodstock’s quality of life components surpass those of any town its size, to include festivals, concert events, children’s activities, and great park system. The Shenandoah River flanks Woodstock, as do many vineyards, and the Shenandoah National Park. Area activities and attractions include wineries and breweries, a talented artisan trail, caverns, walking trails and scenic byways, canoeing, swimming, fishing, skiing, snowboarding, “pick your own” farms, farmer’s markets, plant and tree retail centers and nurseries, historic battlefields, corn maze, geocaching, hot air balloon rides, and much more!

## Our Government

The Town of Woodstock was founded in 1752 and operates under a Council/Manager form of government. The six member Town Council are elected at-large for staggered terms of four years and the Mayor is elected at-large. The Town Council acts as the Town’s legislative and policy-making body and hires a Town Manager, who is responsible for implementing the policies and programs adopted by the Town Council. The Town has 55 full-time employees, as well as part-time and seasonal employees. The employees of the Town provide high service police protection, planning and zoning, marketing and events, public works (streets, water and sewer distribution, water treatment, wastewater treatment, park maintenance), urban tree canopy development, finance, human resources, and administration. We foster a collaborative approach to opportunities and challenges and work well with members of our department head team.

Our organization has been the recipient of many outstanding achievement awards, notably from the Government Finance Officers’ Association, Virginia Department of Health, Virginia Downtown Development Association, the Arbor Day Foundation, Department of Forestry, Virginia Rural Water Association, and Valley Conservation Council.

The Town has an overall operating budget of approximately \$13m, which includes the General Fund and Public Utilities (Enterprise) Fund. The Planning Commission and Town Council have adopted a \$9.3m seven-year comprehensive draft Capital Improvement Plan to guide future infrastructure investments in three areas—investing in neighborhood connections and amenities, excellent infrastructure, and the tools to do the job. In addition, the Town Council adopted a five-year Strategic Plan, with individual department objectives.



## Our Department—Our Future

Woodstock's mission is to "encourage economic growth and to provide high quality and efficient services to the public, while maintaining the Town's unique character." The Woodstock Police Department strives to protect persons and property by providing essential law enforcement and public safety services, while promoting community involvement, stability and order through service, assistance and visibility. Chief Eric L. Reiley oversees a Police Department of thirteen sworn officers and two investigators. The Department has an excellent patrol division, with officers who are certified in many specialties such as tactical team operations, forensic technicians, firearms instructors and armorers, field training officers, and child safety seat technicians. Our investigators handle complex cases and are certified by the Department of Forensic Science. The Department works with various agencies to share important information and work mutually on cases. Pro-active community policing efforts include neighborhood fun days, an annual community safety day, participation in Town-wide public events, safety discussions to various community organizations, schools, and daycares, and a quarterly neighborhood watch program. Recent improvements that have occurred in the Department include a robust communications (social media) initiative, bike patrol program, a wellness and exercise program, a body-worn camera and database initiative, and a weekly training program.

The Woodstock Police Department strives to be progressive in the management of the Department. The Department is seeking State accreditation in order to meet the best practices outlined in the law enforcement sector, and if accreditation is achieved, Woodstock will be the second smallest law enforcement agency to obtain the standard. Additionally, the Department is in the planning stages for the development of a Police Auxiliary Unit. Coordination has occurred with the Department of Criminal Justice Services to develop an internal training curriculum that will allow for training credits to be applied toward future certification for the auxiliary members. This training will be administered locally by certified instructors within the Department, which provides an opportunity for staff to expand their knowledge and skills. Ongoing training and education for our officers is a priority for the Department, and this initiative is another example of our efforts to continually expand and improve our services to the community.

## Our Ideal Candidate

The Town of Woodstock is looking forward to transcending the traditional perspective assigned to law enforcement in small communities and recognizes the pillars identified in the *Final Report of the President's Task Force on 21st Century Policing* as integral in the delivery of safe and effective policing services. The ideal candidate will promote the Department's goals of building collaborative community relationships and ensuring comprehensive and responsive community-oriented policing initiatives. The successful candidate will have well-rounded experience in law enforcement to include policy and procedure creation along with considerable supervisory experience. The ideal candidate will be extremely well-written and well-spoken with a demonstrated ability to effectively lead and mentor staff. The successful candidate will continue educational initiatives in order to stay attuned to changes and best practices in law enforcement. Our ideal candidate will have a *genuine interest* in making the Town a better place to live, work, stay, shop, and play!



## Police Captain—The Position

The Police Captain performs difficult protective service work managing departmental operations, auditing performance of officers, reviewing and approving reports, training officers, and ensuring coordination of duties within the Police Department. The qualified individual is responsible for grants management, events operation planning, inventory management, and scheduling training. The individual in this position reports directly to the Chief of Police and supervises all personnel within the Department.

### Required Essential Functions:

- Supervises department employees; assigns and reviews work; acts on employee problems and complaints; selects new employees; evaluates performance; recommends promotions, discipline, termination, and salary increases.
- Monitors and manages overall department performance, including development of goals, objectives, policies, and procedures; audits the performance of officers to determine they are properly carrying out duties; administers training or counseling to officers.
- Oversees the criminal investigative division; reviews all incident traffic, criminal, and accident reports; ensures coordination between patrol and investigation officers; prepares reports regarding departmental activities.
- Leads departmental public relations efforts as necessary to maintain a cooperative and positive relationship between the Police Department and the community; attends community meetings as a representative of the Department; conducts education programs.
- Instructs and trains new officers; assists them in processing difficult problems and investigations.
- Manages departmental administrative functions; obtains quotes and purchases new equipment; maintains training files; schedules academy training; conducts firearms instruction; maintains firearms and ammunition inventory; oversees fleet vehicle maintenance and upkeep; creates and maintains databases pertinent to the function of the Police Department.
- Researches and applies for grants; oversees, monitors, and coordinates departmental grant programs.
- Assumes command of the Police Department in the absence of the Chief; assists and advises the Chief in departmental management.



## Police Captain—The Position (Continued)

### Knowledge, Skills and Abilities:

Thorough knowledge of law enforcement methods, practices, and procedures; thorough knowledge of management techniques and practices; thorough knowledge of the geography of the Town and location of important buildings; thorough knowledge of the rules and regulations of the Police Department; thorough knowledge of the use of law enforcement equipment, radar units, and related equipment; ability to supervise subordinate law enforcement personnel; ability to understand and carry out instructions; ability to read maps; ability to prepare reports; ability to deal courteously, firmly, and tactfully with the public; ability to analyze situations and to react quickly and effectively; skill in the operations of a motor vehicle; ability to establish and maintain effective working relationships with associates and the public.

### Education & Experience:

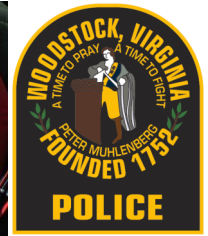
Bachelor's degree in Business/Public Administration, Criminal Justice, or related field and extensive experience in law enforcement with supervisory experience, or equivalent combination of education and experience.

### Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g., business office, light traffic).

### Special Requirements:

- DCJS certification required upon hire.
- Certification as General Instructor required within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.



## Our Compensation Package

The Town of Woodstock offers an excellent benefit package, including full coverage of employee health insurance, and partial coverage for a dependent or family. In addition, the Town participates in the 457 deferred compensation plan, Virginia Retirement System (a defined benefit program), term life insurance, educational assistance, AFLAC, and competitive leave (vacation, sick, maternity/paternity, funeral, etc.). Employees with certification requirements can continue to maintain professional standards through continued training and education, and employees can receive additional compensation when degrees, licenses, certifications, or other special skills are obtained during employment with the Town.

The salary range for this position is \$49,692 - \$77,023 and offer is commensurate with experience and/or special qualifications. *Anticipated hiring range is \$59,000-\$65,000.*

## How to Apply

Qualified applicants should forward the Town of Woodstock application, resume, and cover letter to:

Eric L. Reiley  
Chief of Police  
135 North Main Street  
Woodstock, VA 22664  
eric.reiley@townofwoodstockva.gov  
www.townofwoodstockva.gov  
540.459.2141

Application deadline is **Friday, April 21, 2017 at 5:00 pm.**

