

## **POLICE CHIEF**

Grade: 33  
Full time, exempt, emergency  
Effective: 10/26/2015

### **GENERAL DEFINITION OF WORK:**

Performs complex advanced protective services and administrative work directing all activities of the Police Department; does related work as required. Work involves setting policies and goals under the direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing, and directing all police operations; coordinating work with other law enforcement agencies, Town officials, and Town Manager; maintaining records and files; preparing reports.**

Plans, organizes, and directs the operations, administration, programs, and activities of the Police Department.

Supervises, directs, and delegates the work of personnel; recruits and selects department personnel; counsels, evaluates, and disciplines subordinates; promotes, assigns, and instructs subordinates.

Formulates, implements, and enforces Town and departmental rules and regulations, work methods, and procedures; assesses effectiveness and implements changes as needed; evaluates and implements Federal, State, and local law mandates; researches, develops, and implements General Orders.

Investigates or supervises investigations of complaints against departmental personnel.

Advises and assists subordinates with complex police investigations and other difficult or sensitive issues.

Performs a variety of public relations duties including preparing news releases, developing collaborative relationships with other law enforcement and public safety agencies, community groups, etc.; serves as a liaison with Town Council and other public agencies; attends meetings.

Provides information and resolves complaints and questions from the general public, other agencies, and community groups; makes periodic public addresses; represents Town at regional functions.

Plans and implements short and long range goals, objectives, organizational structure, and direction of department.

Develops annual budget and monitors expenditures; seeks out alternative funding sources and prepares or supervises preparation of grant applications related to law enforcement; plans for and reviews specifications for new or replaced equipment.

Prepares and reviews operational and administrative reports.

Plans, allocates, and monitors time, employees, equipment, and other resources for the department to ensure efficient organization and completion of work.

Plans training programs and coordinates the scheduling of training opportunities for employees; attends training to stay abreast of new developments and changes in the law.

Performs related tasks as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of the laws, rules and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; thorough knowledge of the geography of the Town; demonstrated ability to lead and direct the activities of police officers; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective working relationships with other Town officials and with the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in law enforcement, public administration or related field and extensive experience of a wide and progressively responsible nature in police service.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Training certification. Must meet and maintain all department residency, training, and education requirements for position.