



**CITY OF HOPEWELL**  
invites applications for the position of:

## **Deputy Police Chief**

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<b>SALARY:</b>	\$87,858.06 - \$97,375.00 Annually
<b>DEPARTMENT:</b>	Police
<b>JOB TYPE:</b>	Regular Full-Time
<b>OPENING DATE:</b>	08/02/21
<b>CLOSING DATE:</b>	08/22/21 11:59 PM
<b>DESCRIPTION:</b>	

Performs complex advanced protective services and administrative work overseeing daily operations of the department, reviewing crime trends and addressing with evidence based practices and community policing initiatives, ensuring staff compliance with rules, regulations, and laws, providing investigative oversight, and related work as apparent or assigned. Work is performed under general direction. Supervision is exercised over all department personnel in the absence of the Police Chief.

### **EXAMPLES OF DUTIES:**

- Plans, organizes, and directs the patrol and criminal investigations activities of the department via staff meetings with reporting sector heads and the key members assigned to the investigative unit.
- Plans, organizes, and manages support personnel staff.
- Assists with the recruitment and selection of department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, develops and evaluates staff; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Monitors department police operations; attends department meetings; reviews schedules, timesheets, criminal reports, operational reports, and other department activity reports for quality control and approval.
- Assists Police Chief in the development and control of the annual budget proposal and in formulating and implementing police policy, procedures, rules, regulations, and programs.
- Attends meetings within and outside the department and serves on board and committees as directed by the Police Chief.
- Responds to scenes of major crimes, emergency situations, or other critical incidents and directs activities as necessary.
- Assumes command of the department in the Police Chief's absence.
- Maintains and updates policies and procedures to ensure they meet current standards and changing laws.
- Oversees State accreditation.
- Oversees Office of Professional Standards and reviews all complaints, use of force reports, office injuries, officer involved crashes, and assigns or investigates events; makes recommendations to Police Chief.

## TYPICAL QUALIFICATIONS:

### Minimum Education and Experience:

- Bachelor's degree in criminal justice, law enforcement, or related field and extensive experience as a sworn law enforcement officer including command level experience, or equivalent combination of education and experience.

### Licenses and/or Certifications:

- Law Enforcement Officer certification upon hire.
- Valid driver's license in the Commonwealth of Virginia.

### Knowledge, Skills & Abilities:

- Thorough knowledge of the laws and regulations relating to law enforcement administration.
- Thorough knowledge of the scientific methods of crime detection, criminal identification, and radio communication, as well as City locations, laws, and ordinances.
- Leadership and strategic-planning skills.
- Analytical, communication, organization, and computer skills.
- Ability to deal with City officials and the general public and to take quick, appropriate action.
- Ability to work a flexible schedule, nights, weekends, holidays, on-call rotation, etc. based on departmental needs.

## SUPPLEMENTAL INFORMATION:

### Work Environment:

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

### Essential Physical Activities:

- Walking, hearing, seeing up close, seeing far away, talking, finger movement, and depth perception.

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APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<https://hopewellva.gov/employment-opportunities/>  
The City of Hopewell is an EEO and V3 certified employer.

Position #PD082221  
DEPUTY POLICE CHIEF

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

[humanresources@hopewellva.gov](mailto:humanresources@hopewellva.gov)

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