



# PRINCE GEORGE COUNTY, VIRGINIA

June 2019

## POLICE MAJOR

*FLSA Status: Exempt*

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Assists Chief of Police in performing difficult administrative and complex work in planning and directing the full activities of the Police Department. Has command over a Department Division; serves as second in command and assumes leadership of the Department in the absence of Chief of Police. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

The employee is frequently required to sit, stand, walk, climb, reach, talk, listen, write and read. The employee is occasionally required to run, restrain individuals, and be exposed to physical conflict; 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 depth perception, color perception, night vision, peripheral vision, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise and hazards. The employee is occasionally exposed to outside activity and work under hazardous conditions.

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

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Serves as second in command and assumes leadership of the Department in the absence of Chief of Police.
- Serves as an executive-level representative from the Office of the Chief of Police.
- Leads, manages, plans, monitors, directs and evaluates all activities of a division within the Police Department.
- Provides oversight of the property and evidence control functions.
- Researches, develops and assists with implementation of policies, procedures and strategic initiatives.
- Consults with County Attorney's Office and Commonwealth Attorney's Office for legal guidance on internal and external issues.
- Advises and assists subordinate personnel in solving highly complex police problems; provides counseling and guidance to subordinate personnel on various tactical, operational, administrative and personnel matters.
- Assists with the development and implementation of the agency's strategic goals; links performance goals with County and Department's strategic plans.
- Manages the performance of subordinate supervision, to include performance evaluations, internal investigations and disciplinary recommendations.
- Ensures the agency maintains a state of readiness for response to all critical incidents and that proper training and exercises occur (i.e. Incident Command System) acts as Incident Commander in critical incidents having top level decision-making authority.
- Conducts administrative responsibilities, to include preparing, reviewing, researching and analyzing processes, projects, reports, and data.
- Participates with budget development and management of grant research, application, and fund dispersal.
- Works collaboratively with other law enforcement agencies, government agencies, private businesses and the greater community in an effort to solve community problems; Develops community programs; Establishes and maintains effective communications with community groups.
- Reviews and analyzes work and crime statistics to ensure efficient allocation of police personnel;
- Promotes good relations, cooperation and exchange of information with various County, City and State agencies, and other police departments.
- Performs related tasks as required.

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

Thorough knowledge of the rules and regulations of the Police Department; thorough knowledge of laws and ordinances governing local police work; thorough understanding of local government; comprehensive knowledge of the geography of the County and the location of important buildings; ability to understand and carry out oral and written instructions

and to prepare clear and concise written reports; ability to plan and supervise the work of subordinates; ability to deal firmly and tactfully with subordinate employees and the general public; skill in the use of firearms and the operation of a motor vehicle.

**EDUCATION AND EXPERIENCE:**

College studies in police science, or a related field, preferred. Considerable experience in a division command level position in law enforcement. Completion of a major law enforcement management training program is preferred (e.g. FBI National Academy).

**SPECIAL REQUIREMENTS:**

A State of Virginia driver's license in good standing; certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services; ability to meet Department's physical standards.