



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

CHIEF OF POLICE

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work directing all activities of the Police Department, Animal Services and the Emergency Communications Center; does related work as required. Work is performed under general supervision. Supervision is exercised over all department 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; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, 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. The employee is occasionally exposed to outside activity and work under hazardous conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, organizes, coordinates, evaluates, supervises and directs, through appropriate personnel, all police functions, including uniform patrol, investigations, community services, administrative services, animal services and emergency communications.

(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.)

Provides effective leadership to achieve desired outcomes;
Handles personnel and public information matters;
Ensures that all laws, regulations and procedures are followed;
Coordinates work with other law enforcement agencies, County officials and County Administrator;
Develops annual budget proposal and controls budgeted expenses;
Formulates and implements policy, procedures, rules, regulations and programs;
Prepares and reviews operational and administrative reports;
Promotes, assigns and disciplines personnel; directs hiring, staff development and evaluation;
Supervises maintenance of records and materials associated with law enforcement activities or administration;
Makes periodic public addresses concerning police operations and law enforcement;
Develops and evaluates programs and activities to improve law enforcement operations;
Meets with the news media for interviews; issues news releases;
Attends meeting and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement;
Evaluates and implements federal and state law mandates;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the specialized principles and practices of modern police administration and police methods; including recruitment, selection, employee relations, training, crime detection, criminal identification, crime prevention and suppression, community relations and outreach, relevant technology and media relations. Knowledge of applicable laws and ordinances and regulations, local, state, federal. Thorough knowledge of local government organization and operations. Knowledge of the preparation and management of county operating and capital improvement budgets and grant administration. Knowledge of basic research techniques and statistical analysis. Skill in interpreting law enforcement philosophies, policies, etc., both orally and in writing. Skill in negotiating/mediating/consensus building with employee, management and community groups. Skill in making formal presentations to county officials, department staff, and the public. Skill in workforce planning. Skill in setting goals and objectives. Skill in developing and maintaining effective working relationships with employees, supervisors, managers, county officials, the media, other agencies, and the general public. Skill in motivating all levels of staff to be pro-active and participatory in recognizing needed change, developing and implementing

change. Skill in supervising the work and evaluating staff performance. Skill in counseling, coaching, and mentoring with individuals and groups. Skill in developing effective strategies and solutions to resolve unusual problems under stressful circumstances. Skill in working with other managers/directors/agency heads and gaining their commitment on public safety programs that address and enhance organizational values and maximize prevention of crime, protection of life and property and order maintenance. Ability to lead a mid-sized public safety organization, and advocate the implementation of programs/policies/changes that ensure an aggressive and cost effective programs facilitating the prevention and suppression of crime to enhance the quality of life for the community. Ability to assimilate, interpret, and evaluate complex positions on law enforcement and police service delivery issues and make decisions on appropriate courses of action. Ability to define problems, gather pertinent data, evaluate alternatives and make appropriate decisions based on the facts at hand. Ability to incorporate roles and responsibilities in job performance, and apply them throughout the organization.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration, or a related field. Completion of a major law enforcement management training program is preferred (i.e. FBI National Academy). A minimum of ten years of progressively responsible law enforcement experience with a minimum of five years at a command level involving supervisory and administrative responsibilities.