CHIEF OF POLICE

GENERAL DESCRIPTION OF DUTIES: Under direction of the Town Manager, the employee in this class plans, develops and directs the law enforcement and emergency communications programs and services of the Town of Gordonsville Police Department. Work involves performing strategic planning, administering Department operations through subordinate managers/supervisors; evaluating Department operations and programs, identifying current and projected law enforcement/emergency communications needs; and developing plans to meet those needs. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work in the Town's Police Department. Performs numerous varied administrative tasks to help maximize the effectiveness of the Police Department. Requires the exercise of considerable judgment in adapting work procedures to both new situations and to fast changing tasks. Interacts frequently with the public via telephone, e-mail, and in person. Much work involves matters of a confidential nature. General supervision is provided by the Town Manager.

ESSENTIAL FUNCTIONS OF POSITION: (These 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.)

- Defines and communicates Police operational and strategic information and communicates same to Town Manager, and Town Council.
- Prepares and administers budget for the Police Department. Evaluates and develops alternative funding proposals as appropriate.
- Develops policies, procedures and program plans to meet current and future law enforcement/emergency communications needs and to achieve strategic goals. Maintains formal written policies and procedures that define operational constraints, and organizational expectations for officers and staff.
- Administers standards for records management, resource allocation, etc.
- Maintains and builds morale within the Department.
- Manages personnel functions for the Department. Develops employment standards; recruits, selects and recommends new employees; develops and administers police personnel training standards, conducts and/or reviews performance evaluations.
- Ensures that a systematic process of crime analysis is maintained.
- Facilitates and encourages effective strategies of crime control and participation from the community in identifying possible solutions to causes of crime.
- Meets with various citizen and community groups and government agencies to present policing strategies and solicit support.
- Ensures there is an on-call 24 hours a day response to emergencies.
• Performs general law enforcement work and receives and responds to 911 calls as dictated by staffing, unusual circumstances or workload demands.

• Performs related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Any combination of education and/or experience equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science or related field and extensive experience in law enforcement administration. Experience should include day-to-day administration of law enforcement operations; budget development and management; community policing; and policy development and implementation. Requires Virginia law enforcement certification, firearms certification, CPR and first aid certification, and a valid Virginia driver’s license.

PERFORMANCE INDICATORS: The work performance of an employee in this class is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the Town of Gordonsville as such pertains to planning, administering and directing staff and operations of law enforcement. Has thorough knowledge of principles and practices of law enforcement work and of management principles and practices. Has thorough knowledge of the methods and theory for assessing and identifying law enforcement needs, issues and develops Departmental goals, objectives and strategies to address same. Has thorough knowledge of the public relations issues and activities of the Department. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has thorough knowledge of the organization of the Department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has thorough knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper
management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

**Cooperation:** Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.

**Relationships with Others:** Contributes to maintaining high morale among all subordinates within the Department. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Planning:** Plans, coordinates and utilizes information effectively in a manner to improve activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinates as well. Ensures personnel under charge understand what results are expected of them, and that each is regularly and appropriately informed of all matters either affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of subordinates, ensuring their proper induction, orientation, and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of
effective leadership. Provides adequate feedback to subordinates concerning their performance. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Establishes and maintains a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods, and procedures.

Delegating: Assigns duties and responsibilities as necessary and/or appropriate to meet goals, enhance abilities of subordinates, build their confidence, and assist them in personal growth. Establishes and maintains confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with subordinates. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to all policies in the discharge of duties and responsibilities, and ensures the same for subordinates.

Policy Formulation: Maintains current knowledge of changes in operating philosophies and policies, and routinely reviews such policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge.