

Job Description

Police Chief

Town of Onley, VA

JOB SUMMARY

The Chief of Police is the Chief Administrative Officer for the Department. The Chief of Police is responsible for setting all the department's training standards, policies, ranks, and administering disciplinary actions.

ESSENTIAL FUNCTIONS

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.

- As necessary, make recommendations for the adoption of new Town ordinances or the revision of those existing as related to public safety.
- Prepares periodic special reports of the administrative and operational actions and ensures that adequate records are maintained of all department activities.
- Supervises the maintenance of police vehicles and any other equipment needed for the operation of the department.
- Controls the expenditure of department appropriations and requests an annual department budget.
- Organizes, directs and controls all resources of the department to preserve the peace, protect persons and property, and enforce the law.
- Plans, coordinates, and administers training of employees in policies, rules and regulations, and general orders, in the performance of their duties thereby, and in the proper use of all equipment.
- Establishes a schedule with shifts and duties to be performed by employees. Designates a chain of command.
- Maintains personnel records to include performance evaluations, complaints, awards, and leave balances.
- Stays informed of departmental affairs, ensuring that the duties and responsibilities of members are properly discharged.
- Ensures compliance with all laws which the department has the authority to enforce.
- Cooperates with other local, state, and federal authorities in area/regional law enforcement matters.

- Accepts complaints or inquiries about police service and conducts internal investigations. Investigates all cases of alleged or apparent employee misconduct. Reports all findings to Town Manager.
- Supervises the safekeeping of all evidence and all property found, recovered, or confiscated.
- Actively promotes crime prevention strategies and methods. Advises citizens and businesses on crime prevention.
- Due to staffing constraints, performs the duties and shifts of a Patrol Officer.

SUPERVISION RECEIVED

Under the Town Charter, this position is appointed by the Town Council to serve as Chief Administrative Officer of the Police Department. Reports to Town Council.

SUPERVISORY RESPONSIBILITIES

Position has direct responsibility for managing and coordinating the operations of officers and duties under his/her charge.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of police administration and of police methods; considerable knowledge of scientific methods of crime detection, criminal identification and radio communication; considerable knowledge of the geography of the Town; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with Town officials, administrators and with the general public; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact; good physical condition.

MINIMUM QUALIFICATIONS

High School Diploma. Must be certified as a Law Enforcement Officer in the State of Virginia. Additional Requirements are Determined by the Town Manager & the Onley Town Council