



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Chief of Police	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: City Manager	GRADE/RANK: 23
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult administrative and protective service work in directing the activities of the Police Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, programs, directs, and evaluates all operations of the police department;
- Develops annual budget proposal and controls budgeted expenses;
- Formulates and implements police policies, procedures, rules, regulation, and programs;
- Prepares and reviews operational and administrative reports;
- Promotes, assigns, and disciplines personnel, as appropriate;
- Supervises maintenance of all records and documents associated with law enforcement activities and administration;
- Makes periodic public appearances;
- Meets with new media personnel regarding police operations and newsworthy events;
- Serves on committees, boards, and agencies related to the promotion of crime prevention and control and furtherance of the administration of justice;
- Evaluates work of subordinates and;

- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a comprehensive knowledge of laws, rules and appellate court decisions relating to the administration of criminal justice and of scientific methods of crime detection, criminal identification and emergency communications. Must have comprehensive knowledge of controlling laws, statutes and ordinances and thorough knowledge of the geography of the City. Must have a demonstrated ability to lead and direct all activities of the police department and the ability to maintain cooperative relationships with other City officials and staff and members of the general public. Must have the ability to evaluate the effectiveness of police operations and institute improvements as required. Must have the ability to prepare and analyze analytical report and to employ resourcefulness and sound judgment in emergencies. Must have demonstrated integrity and tactfulness.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in the field of law enforcement, public administration, or related areas, and extensive experience of a wide progressively responsible nature in police service.

SPECIAL REQUIREMENTS:

Position serves as the Chief Executive Officer of the police department. The Chief of Police is responsible for the direction of all activities of the Staunton Police Department. This direction will be accomplished through written and oral orders, policy, directives, guidelines, and guidance as well as by personal leadership exerted through subordinate commanders and officers.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work requires exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move object. Work requires considerable physical activity including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, 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, vibration, and hazards. Some work is performed under emergency conditions and can involve considerable personal hazard.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the direction of all activities of the Staunton Police Department through written and oral orders, policy, directives, guidelines, and guidance as well as by personal leadership exerted through subordinate commanders and officers.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for the overall operations of all police department functions and operations. Is expected to direct and lead the department through the formulation of policies, procedures, rules, and regulations.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Chief of Police will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager and Chief Human Resources Officer

Revised Date: 2019