



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: **CHIEF OF POLICE**
GRADE:
FLSA: Exempt
DEPARTMENT: Police
EFFECTIVE DATE: July 2022

MAJOR PURPOSE

Under general direction of the Town Manager, performs highly responsible work in directing all activities and employees of the Police Department, including patrol, traffic enforcement, criminal investigation, and related services. The Chief is responsible for the planning, development, and direction of a complete program of Police administration. The Chief is appointed by the Town Council and reports to the Town Council regarding the operations of the Police Department.

ESSENTIAL JOB FUNCTIONS

- Formulates departmental policies and regulations and exercises general supervision over the work of the entire department.
- Supervises and reviews the activities and reports of all officers.
- Receives and disposes of complaints against personnel.
- Attends meetings and places of public gatherings to explain the actions and functions of the department.
- Promotes positive community relations and establishes relationships within the community.
- Establishes positive working relationships with surrounding law enforcement and judicial agencies.
- Manages procurement of equipment, vehicles, and upgrades or replacement.
- Oversees all personnel functions of the department ensuring adequate supervision, staffing, training, and development of staff in the division; completes performance evaluations and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Recommends employee disciplinary actions, to include termination, to the Town Manager.
- Prepares budget estimates and directs the expenditure of all departmental funds.
- Performs other duties as assigned.

KNOWLEDGE SKILLS, ABILITIES

Comprehensive knowledge of the principles, practices, and methods of modern police administration.
Comprehensive knowledge of modern scientific methods, of criminal investigation, and related areas.
Comprehensive knowledge of applicable Federal, State, and Local ordinances.

Knowledge of governmental personnel, budget, and procurement functions.

Ability to command the respect of police officers and to effectively supervise their work.

Ability to establish and maintain effective working relationships with other town employees and public.

Ability to express ideas and communicate clearly and concisely, both orally and in writing.

Ability to remain in adequate physical condition.

MINIMUM QUALIFICATIONS

Any combination of education, experience, and training equivalent to graduation from an accredited college or university in law enforcement, forensics, criminal justice, political science, or a related field, plus five years of experience in law enforcement management. The applicant shall meet all minimum standards and requirements for the position of Chief of Police as set forth in the 1950 Code of Virginia, as amended.

PREFERRED QUALIFICATIONS

Successful completion of a recognized Law Enforcement Management Course.

REQUIRED LICENSES/CERTIFICATE

Law Enforcement Certification by the Virginia Department of Criminal Justice Services.
Annual firearm's re-certification.
Successful completion of Law Enforcement re-certification every two years.
Virginia Driver's License.

WORKING CONDITIONS

May be subject to call-in 24 hours a day.
Generally, administrative office working conditions yet must be able to assist and supervise in the field when required.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____