

<b>Job Class Code: 7240</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION**

The purpose of the class is to assist the Chief of Police in directing the operation of the Police Department. The class is responsible for staff supervision, assisting with planning, policy, budgeting, administration, law enforcement, detention, records, and reports. The class plans, organizes, and implements policies within major organizational programs; reports progress of major activities to executive level administrators through reports and conferences. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

**TYPICAL TASKS**

- Supervises staff including or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Acts for the Chief of Police in his or her absence.
- Develops or recommends long range goals and objectives; assists with programming and negotiating for resources to achieve goals.
- Advises and assists crime victims, the general public, subordinates, or others in law enforcement with policy or procedures interpretation; coordinates with other law enforcement agencies, emergency management agencies, and other agencies engaged in protecting the public on matters of mutual concern.
- Develops or recommends policies and procedures for all department functions; evaluates or oversees evaluation to determine efficiency and quality of police service.
- Assists in developing and submitting budgets; justifies and defends budget requirements; monitors and/or approves expenditures; submits financial forms and reports.
- Oversees administrative functions such as training, public information, records, and reports.
- Oversees major bureaus of the Police Department including all operational or administrative functions within the full range of police law enforcement activities.
- Oversees the collection and maintenance of information to support periodic and special reports documenting department activities and events.
- Attends or conducts staff, executive, or media meetings to exchange information or discuss matters affecting the department; attends and directs others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Other duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and law enforcement, scientific, legal, administrative, and professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications for schemes.

<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in police science, public administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full time experience.
<b>Special Requirements</b>	Emergency operations support work and work locations may be outside of normal job duties.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*