

<b>Job Class Code: 7230</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise law enforcement officers and oversee major bureaus or divisions of the department. The class is responsible for staff supervision and oversight of all administrative, investigative, and operational law enforcement activities, including goals and objectives, planning, policy, procedures, budgets, personnel, records, reports, and other administrative or operational processes. The class plans, organizes, and implements programs within major organizational policies; 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 law enforcement officers, specialized or clerical staff, or others including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Oversees major bureaus or sections of department; establishes administrative, investigative, or operational policy and procedures; oversees and directs all functions within bureau or section.
- Researches laws, rules, policy, trends in law enforcement, and needs, to develop plans and programs to improve law enforcement operations within assigned area; serves on committees or boards and performs special research or other projects for elected or appointed officials.
- Monitors laws, rules, and regulations and evaluates administrative and operational activities to ensure compliance; addresses internal and external complaints or problems and resolves issues by meeting with law enforcement individuals, public citizens, elected or appointed officials, or other groups.
- Assists department management with goals and objectives, planning, policy and procedures development, staffing, assignments, and other complex matters; acts for Chief of Police or Deputy Chief of Police in his or her absence.
- Monitors responses to calls for police service involving crimes or other incidents; responds to serious incidents as necessary; oversees follow-up investigations of crimes and other incidents as required; oversees or assists with case preparation.
- Provides information and/or assistance to elected or appointed officials and the public, assists with or conducts public information programs involving crime prevention or awareness.
- Attends or conducts staff or bureau meetings to exchange information; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related 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 logical principles and thinking to solve practical problems within or applying to a bureau or section of the organization.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, descriptive statistics, mathematical classifications, and computes ratios, rates, and percents.

<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 major part of the job, affecting a major segment of the organization and the general public; develops 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 law enforcement, public administration, or closely related fields.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience. This experience must include a minimum of one year of uninterrupted service with the City of Chesapeake in the role of Captain.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Special skills or equipment certification will be required.
<b>Special Requirements</b>	This job classification provides service to the community on a 24-hour basis. In order to accommodate the 24-hour service, this job classification is required to work rotating schedules, which include working weekends and holidays, and may involve work in excess of regularly scheduled hours when required by operational necessity. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*