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| Job Class Code: 7006 | FLSA Status: Exempt |
| Pay Basis: Salary (Annual) | EEO Category: 2 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform complex administrative and responsible professional work in developing and composing policy and procedures for the Police Department. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

| TYPICAL TASKS | |
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| <ul style="list-style-type: none"> • Analyzes internal operating procedures to ensure ongoing compliance with the State of Virginia and National Accreditation Standard. • Compiles monthly, annual and special reports. • Evaluates departmental policy and procedures; makes revisions or develops new policy and procedures as required. • Maintains Department records for Accreditation files and all supporting documentation. • Plans, assigns and schedules work of assigned personnel. • Maintains appropriate and necessary reports and computer records. • Works closely with Police staff in developing policies. • Conducts random internal audits to ensure Police Department compliance with written policy and procedures. • Collects and processes data, conducts intensive research of police and law. • Performs other related duties as assigned. | |

| GENERAL STANDARDS | |
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| Data Involvement | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information. |
| Interpersonal/People Involvement | Supervises others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. |
| Reasoning Requirements | Performs supervisory work involving policy and guidelines, solving both people and work related problems. |
| Mathematical Requirements | Uses basic algebra involving variables and formulas; computes discounts, rates, ratios, and percents. |
| Language Requirements | Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs. |
| Mental Requirements | Performs specialized technical or professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices, or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| Decisions/Supervisory Control | Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, staff, and others in the general public. |

| EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS | |
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| Vocational/Educational Requirement | Requires any combination of education and experience equivalent to a bachelor's degree in criminal justice, public administration, or a closely related field. |
| Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience. |

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| Special Certifications and Licenses | None |
| Special Requirements | Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental 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.

Revised 07/24/2020