

Job Class Code: 7145	FLSA Status: Partially Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide complex law enforcement and law enforcement support. The class is responsible for law enforcement, major investigations, and oversight of major administrative or specialized functions. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. 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	
<ul style="list-style-type: none"> • Conducts routine law enforcement activities including patrols, responding to calls, surveillance, investigations, and apprehensions. • Conducts investigations of serious crimes and other incidents, questions witnesses, suspects, or informants, gathers evidence, and prepares reports; cooperates with other law enforcement or other agencies on case preparation, and testifies in court. • Provides information and/or assistance to the public, informing citizens of services in the community, or providing referrals to other city, county, or state agencies. • Oversees major administrative or specialized law enforcement functions such as firearms qualification programs, facility, vehicle, and equipment maintenance coordination, public information, evidence and property processing, and other significant functions and programs. • Operates school drug and crime prevention programs including preparing lessons, presenting training, testing and counseling students, and coordinating other activities. • Serves on, or advises boards, committees, or other advisory groups such as selection or promotion boards; advises the Chief of Police on department policy and procedures. • Attends or conducts technical or professional meetings or classes 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 administrative functions such as researching and recording information, preparing budgets, controlling expenditures, compiling reports, and monitoring or requisitioning materials or equipment. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, 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; presents training programs.

Mental Requirements	Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices 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	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

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in law enforcement, management or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of service as a Senior Police Officer (PS04) with the Chesapeake Police Department and a minimum of fifteen years of continuous service with the Chesapeake Police Department.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with City Driving Standards. Special skills and equipment certification will be required.
Special Requirements	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.