



DEPARTMENT: Police

NATURE OF WORK:

This is a command level position responsible for leading the operation of a division within the Police Department and serves in command of the department in the absence of the Chief and Deputy Chief; assists the Police Chief in the administration of the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

Ensures Community Policing philosophy is carried out throughout the department.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Develops performance expectations with staff and provides feedback on performance; coaches employees and provides career development opportunities.

Develops and establishes the goals and objectives of the Division with staff.

Plans, directs, monitors, and evaluates all the activities of the Division.

Reviews personnel related issues and makes recommendations to the Police Chief on actions taken; ensures that departmental and County Personnel Policies and Procedures are appropriately carried out; participates in the recruitment and selection process of new officers and promotions.

Responds to public inquires or complaints; investigates and resolves or makes recommendations to resolve complaints or problems.

Serves on the Accreditation Team for the Department.

Performs administrative functions of the department to include review of activities of assigned division, productivity analysis and evaluation, and scheduling; reviews reports submitted.

Assists in the development of the annual operating budget; researches and provides cost analysis and justification for new programs or equipment.

Keeps abreast of legal issues; laws and interpretations, and developments in the field of law enforcement; develops policies and procedures to ensure that all police activities are conducted in a proper and legal manner.

Ensures cooperative efforts between the divisions and with other local law enforcement agencies are carried out.

Remains on-call 24 hours per day to be advised of or respond to situations requiring problem resolution or attendance at the scene.

Assumes fully responsibility for the operation of the department in the absence of the Police Chief and Deputy Police Chief.

Attends meetings and gives presentations as required.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting; requires travel to emergency scenes, as necessary.

Operates County vehicle, general office equipment, including computer keyboard, telephone, fax machine, copier, calculator, and radios.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of modern methods, procedures, principles, and practices of police science and administration and of community policing.

Extensive knowledge of departmental rules and regulations and of State and Federal laws and all County ordinances.

Thorough knowledge of the use of police records and their application to the solution of police problems.

Skill in the use of firearms and law enforcement equipment.

Ability to direct and oversee the development of new and revised programs and activities to effect improvements in police operations.

Ability to command respect of others and to plan, assign, direct, and supervise the work of a staff of sworn and civilian personnel, including all subordinate members and supervisors.

Ability to analyze complex police problems and to formulate effective courses of actions to resolve situations.

Ability to establish and maintain effective rapport with public, the media, and other County officials and agencies.

Ability to communicate accurately, concisely, and clearly both in writing and speech, including public speaking.

Ability to operate a computer and maintain computerized files. Must have knowledge of computer programs used throughout the County and programs specific to the department.

MINIMUM QUALIFICATIONS:

Bachelor's degree, preferably in Criminal Justice, Law Enforcement or Public Administration, or similar field, from an accredited college or university and considerable related experience with the James City County Police Department as a Police Lieutenant.

NECESSARY SPECIAL QUALIFICATIONS:

Physical ability and endurance.

Valid Virginia driver's license.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Police Major Position Number: 421
Department: Police Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Firearms, tactical baton</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Bullets, trigger

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓					✓		
Sit			✓				✓		
Walk		✓					✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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