



**DEPARTMENT:** Police

**NATURE OF WORK:**

Performs professional and managerial work planning and directing the James City County Police Department which includes: patrol, community policing, criminal investigations, administration, and other related areas. Serves as a member of the James City County management team to further the County mission, goals, and values through the work of the Police Department.

Work is governed by applicable Federal, State, and local policies and is performed under the executive direction of the County Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Ensures the protection of lives and property, and the maintenance of public peace in the County by planning and directing the programs and operations of the Police Department.

Carries out the operation of the department through the direction and guidance of division commanders.

Keeps abreast of changes in policy or law related to police activities; determines required changes in operating procedures and implements revisions.

Meets with citizens and community organizations to address concerns or provide information.

Plans and manages Police Department efforts in areas of emergency management.

Evaluates needs for programs, facilities, equipment, and personnel; develops and presents budget requests and formulates policy recommendations; requests adjustments in County budgetary allocations, as needed.

Oversees training and development of Police Department staff. Practices effective communication with staff. Resolves conflicts and provides guidance and coaching as necessary.

Ensures the professional and technical development of direct reports. Conducts performance evaluations and develops and implements individual development plans. Provides direct and specific feedback regarding work performance.

Fosters a harmonious work environment and effective working relationships within the department.

Models and ensures appropriate workplace behavior that reflects the values of James City County and the Police Department.

Works cooperatively with County departments and regional agencies to coordinate optimum provision of services.

Plans and manages departmental record keeping, incident analysis and reporting, and general internal management of the Department.

Represents program goals, objectives, and needs before local, state, and federal agencies, community groups, and public.

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

Performs related work as required.

### **WORK LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily in an office setting; requires travel throughout the local area to meetings and emergency scenes, as necessary. Operates County car; general office equipment, including telephone, computer keyboard, copy machines, and radios.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles, practices, and methods of modern police management and administration.

Extensive knowledge of applicable Federal, State, and local laws and ordinances.

Extensive knowledge of the functions of City, County, State, and Federal law enforcement regulatory and licensing agencies.

Thorough knowledge current practices and methods of personnel management.

Ability to evaluate operations and activities of the Department.

Ability to plan, coordinate, supervise, and evaluate the work of the staff.

Ability to establish and maintain effective working relationships with County officials, community organizations, and the public.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to speak effectively at gatherings of civic organizations, community organizations, and other public groups.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Police Science, Criminal Justice, Public Administration, or related field. A Master's Degree or executive development course such as the FBI National Academy, Southern Police Institute, or PELS preferred; extensive State or local government law enforcement experience in managerial capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia's driver's license.

Must meet all qualifications as set forth in the Code of Virginia, Chapter 17, §15.2-1705.

August 2005  
policechief425\_062\_01

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Police Chief Position Number 425  
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:**

- Answer 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 functions

## **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 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
<b>Lift</b>						✓	✓		
<b>Push/Pull</b>						✓	✓		
<b>Hold/Carry</b>						✓	✓		

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+			
<b>Stand</b>		✓					✓		
<b>Sit</b>			✓				✓		
<b>Walk</b>		✓					✓		
<b>Run</b>	✓						✓		

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.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
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) _____			