

Assistant Chief of Police

Overview

Announcement number/Req ID: req167

Closing date: 7/07/2023

Pay scale & grade: AD 00 - 00

Salary: 211,100.00 - 211,100.00 PA

Job Series: 83

Appointment type: Permanent

Work schedule: Full-Time

Locations

Few vacancies in the following location:

Washington, DC 20510

Relocation expenses reimbursed: No

Telework eligible: No

Navigate to the following url to apply to this job:

<https://uscp.csod.com/ux/ats/careersite/1/home?c=uscp&source=USA>

Duties

Summary

The United States Capitol Police (USCP) safeguards the Congress, Members of Congress, employees, visitors, and Congressional buildings and grounds from crime, disruption, and terrorism. We protect and secure Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure and open environment.

Responsibilities

The Assistant Chief of Police (ACOP) reports to the USCP Chief of Police (COP). Under the direction of the COP, the ACOP is responsible for directing and managing operations to ensure the protection and security of members of Congress, Congressional staff and visitors, the daily business of Congress, and the continuation of government. As a senior operations commander, the ACOP has responsibility for leadership and supervision of operational bureaus and office commanders. All Command Officials are expected to work together as a team, demonstrating a strong commitment to the mission of the USCP. This is an "at will" position and the incumbent serves at the pleasure of the COP.

Duties:

- Directs and manages operations to ensure the protection and security of Members of Congress, Congressional staff and visitors, the daily business of the Congress, and the continuation of government.
- Formulates objectives and priorities in concert with the COP and the Chief Administrative Officer (CAO). Implements plans, policies, and procedures consistent with the short- and long-term interests of the Department.
- Shares and builds upon the vision of the COP and acts as a catalyst for Departmental change. Influences others to translate vision into action.
- Leads a diverse workforce of law enforcement officers and civilians, many of whom are represented by authorized bargaining units, towards successful achievement of the Department's vision, mission, and goals. Serves as the deciding or recommending official on grievances and appeals presented by bargaining unit and non-bargaining unit employees. Provides an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Ensures accountability and adherence to Department rules and regulations of subordinate employees. Develops a work environment where workforce diversity and individual differences are valued and leveraged to achieve the vision and mission of the Department.
- Effectively communicates and updates members of the Capitol Police Board and their representatives to ensure an open relationship is maintained, in furtherance of Capitol Police Board and USCP initiatives.
- Ability to understand and explain complex staffing requirements, forecast manpower requirements, manage operational appropriations, and work collaboratively with members of the Office of the Chief Administrative Officer.
- Ability to apply and develop defensive countermeasures based on actionable intelligence. Ensures the operational integration of intelligence led policing.
- Manages the efficient integration of day-to-day varied operational elements to ensure the safety and security of the Capitol Complex.
- Represents the COP in their absence at an array of events including Capitol Police Board and oversight committee meetings, law enforcement conferences, and media sessions. Ensures stakeholders are informed of any new or critical changes to policies.

- Regularly communicates and briefs various committees including the House and Senate Appropriations Committees, Committee on House Administration, and Senate Committee on Rules and Administration.
- Establishes and maintains effective working relationships with co-workers and various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, law enforcement executives, executives of major companies/corporations, and distinguished members of the public.
- Builds and maintains working relationships and liaison capabilities with local, state, and federal law enforcement agencies. Promotes the USCP on a national and international level as a premier agency in security policing.
- Serves as a change agent for innovation and modern security policing practices.
- Advances training and education standards for leadership development and professionalization of the Department.

Travel Required: 0 Not Required

Supervisory status: True

Promotion Potential: 00

Requirements

Successful completion of a full background investigation. May require medical, psychological, and polygraph examinations. A drug test may be administered as a part of a medical exam, if required. Must complete a one year probationary period. Must be able to obtain and maintain a TS/SCI security clearance.

Qualifications

Must possess 3 years of sworn law enforcement executive and management experience at or above the senior command level.

Experience working in a law enforcement environment of comparable size and complexity.

Experience in protective and intelligence operations is preferred.

Experience in training operations is preferred.

A Bachelor's degree, preferably in a law enforcement related field, is desirable. A Master's degree is preferred.

Demonstrated understanding of the Legislative Branch is preferred, to include law enforcement and security services.

Must successfully complete Application and Assessment Questionnaire.

Mandatory Executive Core Qualifications (ECQs): All applicants must submit a written narrative in response to the following ECQs. Each ECQ should contain at least two examples describing your experiences, accomplishments, and results. Responses to ECQs **must not exceed 10 pages**. It is recommended that applicants prepare the ECQs in a Word document and upload it into the application system. The definitions of the SES ECQs and their underlying competencies can be found at: <http://www.opm.gov/ses/recruitment/ecq.asp>.

1. **Leading Change**: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organization goals. Inherent to the ECQ is the ability to establish an organization vision and to implement it in a continuously changing environment.
2. **Leading People**: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven**: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen**: This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions**: This core qualification involves the ability to build coalition internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Mandatory Technical Qualifications (TQs): All applicants must submit a written narrative response to the following TQs. Please give examples and explain how often you used your skills, the complexity of the knowledge possessed, the level of people you interacted with, the sensitivity of the issues you handled, etc. Responses to TQ(s) must not exceed **2 pages per TQ** for a total of 6 pages.

1. Describe your experience using strategic, operational, tactical law enforcement, and emergency management concepts to lead a multi-disciplinary law enforcement organization.
2. Describe your executive law enforcement experience with setting goals, directing large-scale operational programs through subordinate supervisors, and evaluating the work of a law enforcement organization. Provide examples of innovation and progressive policing practices.

3. Describe your experience leading law enforcement and security operations in a variety of environments in accordance with the practices and laws governing homeland security, emergency preparedness, continuity of operations and/or continuity of government in the National Capital Region, or in other geographic locations that require coordinating efforts with other law enforcement or security organizations.

Candidates will be evaluated for selection based upon their background experience, education and employment history.

The selection list for this vacancy announcement will be active for a period of 12 months from the approval of the selection memorandum. Additional selections may be made from this vacancy announcement.

Education

This job does not have an education qualification requirement. A Bachelor's degree, preferably in a law enforcement related field, is desirable. A Master's degree is preferred.

Additional information

Applications and supporting documentation must be received by the closing date of the announcement to receive consideration.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above. Candidates will be evaluated to determine if they meet the minimum requirements for the position. If the minimum requirements are met, the application materials will then be evaluated as they relate to the requirements listed in this vacancy announcement. Evaluation Factors: Please address all ECQs and Mandatory Technical Qualifications so that your experience can be evaluated properly.

Security clearance: 4

Drug test required: Yes

Required Documents

The following documents are required and must be received by the closing date of this announcement: Resume - Include a full description of your executive level job duties as well as dates (mm/yr) of employment. Include any executive level law enforcement training and development activities. Assessment Questionnaire - provide a response to each assessment question. Mandatory Technical Qualifications - No more than two pages each. Failure to provide a narrative response will result in an "Incomplete Application" rating. Executive Core

Qualification Statement - No more than two pages each. Failure to provide a narrative response will result in an "Incomplete Application" rating. List of six professional references and requisite contact information.

How to Apply

Navigate to the following url to apply to this job:

<https://uscp.csod.com/ux/ats/careersite/1/home?c=uscp&source=USA> 1. Follow the prompts to upload your resume and/or other supporting documents and complete the occupational questionnaire. 2. Click the Submit Application button to submit your application package. 3. It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date. 4. To verify that your application is complete, log into your account, select the job posting for this position. The page will display the status of your application, the documentation received and any correspondence the Department has sent related to this application. 5. Failure to provide all required documents and information requested by the closing date of this announcement may result in your application not being considered. The complete application package must be submitted by 7:59 PM (ET) on the closing date to receive consideration.

Next Steps

After a review of your application materials is made, you will be notified of your eligibility status. If you are referred to the hiring official, you will receive further notification. If further evaluation or interviews are required, you will be contacted.

Agency contact information

Kateleen Peters

Office of the Chief of Police

Email: kateleen.peters@uscp.gov

Equal Employment Opportunity Policy: The United States Capitol Police is an equal opportunity employer. All applicants will be considered without discrimination based on national origin, race, religion, sex (including marital or parental status), disability, age, or any other basis prohibited by applicable law.