



Deputy Chief of Police

- **Type:** Full Time
- **Salary/Pay Rate:** Executive Pay Grade Level: \$73,955--\$88,537 annually DOQ
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Position: City of Lexington City Hall, 300 East Washington Street,
Location: Lexington, VA 24450

Position Description:

The City of Lexington is seeking an innovative, experienced, proactive leader for the position of Deputy Police Chief. The successful applicant will be required to undergo a criminal background check, DMV motor vehicle record check, and drug screening.

Position Overview:

Manages and supervises law enforcement functions; provides budget, and leadership oversight to department operations. Directs the procedures and activities of the Police Patrol, Investigative Division, Special Enforcement Division, and Administrative Services; serves as the acting commander of the Lexington Police Department in the absence of the Chief of Police; assesses criminal justice strategies and reassigns personnel to areas of need; responds to citizen complaints and determines their validity; and manages media inquiries as well as occasional media releases.

Essential Functions:

- The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.
- Directs department and divisional activities by having regular meetings with department and division command to review issues and activities and provide subordinate direction; periodically performs facility site management to assist in risk management and mitigation; and evaluates and fine-tunes department and divisional operational objectives.

- Assists in developing and updating department policies, procedures, rules, and regulations; and reviews new and current federal and state laws and local ordinances to ensure current rules, regulations, policies, and procedures comply.
- Performs public relations and human resources management by responding to requests for information and/or inquiries concerning law enforcement activity; prepares and reviews employee evaluations and disciplinary documents; and oversees department and divisional hiring and training.
- Plans and implements police service programs to deter crime through grant writing, new crime prevention programs guideline development, participates in community and interdepartmental meetings, article and video review, and existing program evaluation.
- Oversees department capital and operational budgets through budget preparation and management for police, internally and with finance; monitors and manages projects; monitors department and divisional expenditures, and fund management as needed.
- Oversees the supervision of records and report preparation that documents department activities by reviewing the technical and structural configuration of software used to produce police activity reports; and periodically reviews software programs that extract data from public safety databases.
- Performs the duties of a police officer by enforcing traffic laws and making criminal arrests when applicable and testifying in court, as needed.

Additional Duties:

- Maintains mental, physical, and professional ability to perform the job of police officer.
- Represents the department at various events and represents the city on boards and commissions.
- Performs additional duties to support operational requirements as assigned.

Minimum Qualifications:

Education and Experience

Bachelor's Degree in Criminal Justice, Public Administration, or related field.

Minimum of ten years of law enforcement experience in a state, local or county police environment, with no less than six years of progressively responsible supervisory service.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses

DCJS Law Enforcement Certification and continuing DCJS in-service training.

Valid driver's license and an acceptable driving record according to City criteria.

Job Knowledge

Complete mastery and understanding of the subject. This level is normally reserved for unusually exacting or responsible positions required to originate hypotheses, concepts, or approaches.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions, and measurement.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

Oversees budget preparation for department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Supervisory Responsibilities

Manages, monitors, and directs work performance of subordinate supervisors, conducts recruitment, hiring protocols, discipline, performance evaluation, setting program/work objectives and realigns work and staffing as needed.

Supplemental Information:

PHYSICAL DEMANDS

- Work requires light physical exertion, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree, handling paperwork, moving between office equipment.
- Adequate vision, hearing and talking to use a computer, telephone, and communicate effectively with others.

NON-PHYSICAL DEMANDS

- Employee must be available for response twenty-four hours a day, seven days a week.
- May frequently experience time pressure, frequent change of tasks, multi-tasking, working closely with others as a part of a team and tedious or exacting work.
- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include telephone, camera, computer, personal devices, MS Office, records management system and job specific software and related hardware. Standard law enforcement equipment including a firearm, flashlight, vests, and other equipment as assigned.

WORK ENVIRONMENT

The work is normally performed in an office setting at a desk. The employee is occasionally exposed to physical danger or abuse and regularly exposed to environmental hazards. Requires body armor, safety vest and other law enforcement protective equipment as apparent or assigned.

Compensation: Executive Pay Grade Level: \$73,955--\$88,537 annually DOQ

Job Status: Full Time, Salary

Application Procedure: Qualified and interested candidates are encouraged to submit a cover letter, resume, City employment application and five (5) professional references. Applications are available at the human resources office and [online](#).

Applications must be submitted online or returned to the Human Resource Office, 300 East Washington Street, Lexington, Virginia 24450. Review of applications to be conducted on an ongoing basis and position is open until filled.

About the City: The City of Lexington is an Equal Opportunity Employer that values diversity in its workforce.