

County of
HENRICO
Virginia

CLASS SPECIFICATION FOR
Police Major

GENERAL STATEMENT OF DUTIES: Assists the Chief of Police in administering, directing and coordinating the Support, Uniform or Investigative Operations activities of the Division of Police; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs administrative duties in coordinating the supervisory activities of either the Uniform Operations, Support Operations or Investigative Operations sections of the Division of Police. The employee in this class may act for the Chief when so assigned. Work is subject to the plans, policies and procedures formulated by the Chief of Police.

EXAMPLES OF WORK (illustrative only):

- Supervises and coordinates the activities of several major Uniform, Support or Investigative sections of the Division of Police;
- Supervises staff and service functions of the Division;
- Makes routine and random investigations and inspections to determine quality and effectiveness of supervision in all sections, or of the quality of police service being provided;
- Reviews complaints and charges against members of the Division and takes appropriate action;
- Makes scheduled and unscheduled inspections during or outside the regularly scheduled tour of duty;
- Depending upon operations area of assignment, may be responsible for Division-wide oversight of equipment and material acquisition; vehicle purchase and assignment and fleet maintenance; maintenance of facilities; oversight of the Division's promotional processes; maintenance and update of Division policies, procedures, regulations, plans and agreements; and may hold responsibility for advising Chief of Police on major fiscal matters;
- Is responsible for developing educational and awareness programs that focus on crime prevention and criminal apprehension and prosecution;
- Coordinates activities of assigned section with those of other Operations Section;
- May monitor sensitive field operations on a daily basis;
- May coordinate the preparation and execution of all ceremonial events, including promotions, retirements, police week, funerals, etc.;
- Attends meetings, conferences and work sessions as required by assignment;
- Receives reports of important or unusual incidents, takes personal charge of those requiring attention and notifies the Chief of any such incidents which might have serious consequences;
- Serves as liaison officer between the Division of Police and other County departments and/or other criminal justice entities;
- Serves as advisor to the Chief in matters of policy, training, selection of equipment, and personnel assignment;
- Prepares written correspondence for the Chief;
- Acts as spokesperson for the Division of Police to the news media as the Chief may direct;
- As ordered by the Chief, takes active command during major disasters, riots or other emergency situations;
- May be assigned to assume command of the Division during the absence of the Police Chief;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of principles and practices of modern police administration; extensive knowledge of controlling laws and ordinances and of Division rules and regulations; demonstrated ability to command respect of subordinates; ability to supervise work of subordinates and others; ability to deal firmly, tactfully and courteously with public; ability to deliver planned and extemporaneous talks; extensive knowledge of geography of County and of its people; good judgment; dependability.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in law enforcement or a related field and ten (10) years of police experience, five (5) of which are at the level of Lieutenant or above; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.