

## Employment Opportunities

**Department:** HOPEWELL POLICE DEPARTMENT

**Position:** DEPUTY CHIEF OF POLICE

**Position No.:** 11172

**Salary Range:** \$61,873-\$92,809

**Deadline:** Friday, July 10, 2009

The **Hopewell Police Department** is currently seeking a highly experienced candidate for the position of **DEPUTY CHIEF OF POLICE** with the City of Hopewell, Virginia.

Resumes, applications and completed questionnaires must be received by Friday, July 10, 2009. The Successful applicant must have satisfactory results in a Background Investigation, Polygraph Test, Psychological Test and Drug Test.

Please see below for the following:

1. Job description for Deputy Chief position.
2. Management and Leadership Questionnaire (Questionnaires must be completed and sent in with resume and application to be considered for this position)

### How to Apply:

Interested candidates may apply by submitting responses to the below questions, along with your resume and Police Department application, in person, by mail, facsimile or e-mail to the following address:

City of Hopewell Human Resources Department  
300 N. Main St., Municipal Building, Room 221  
Hopewell, VA 23860

(804) 541-2211 / Fax (804)541-2339

Visit our website @ [www.hopewellva.gov](http://www.hopewellva.gov) to access a Police Department application

## **Management and Leadership Questionnaire**

- 1. In your opinion, what is your biggest concern in managing a police department the size of Hopewell? What problems can you anticipate facing the position of Deputy Chief in the Hopewell Police Department and explain how you will overcome them?**
- 2. By this point in your career, you have undoubtedly experienced many styles of leadership from many different supervisors. Please compare and contrast the leadership styles that you found beneficial and the leadership styles that you found to be ineffective. Please explain your own predominant style of leadership. Finally, be sure to use examples to illustrate your style of leadership.**
- 3. Please describe your experience in developing and implementing departmental goals, objectives, policies and priorities.**
- 4. Please describe an example which illustrates your ability to effect a major change within an organization and also build the morale of the officers within your organization.**
- 5. Describe one significant accomplishment, achievement, and/or program you have implemented in your career which was innovative, proactive, and/or a difference-maker in the organization where you worked. What made this accomplishment, achievement or program so meaningful? Describe the significance of what you did.**

**Summary Job Description:**

The Hopewell Police Department serves a modern community of more than 22,500 citizens. The Police Department has 59 authorized sworn positions; the E911, and Animal Control services also are under the command of the Police Department. The FY 09 Budget for the department was nearly \$7.0 million dollars.

The Deputy Chief, under administrative direction of the Chief of Police, directs, manages, supervises, and coordinates the activities and operations of the three major Bureaus within the Police Department; serves as second in command to the Chief of Police; oversees the day-to-day operations of the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Chief of Police..

**Qualifications:***Minimum Education and Experience:*

- Currently holds an associate degree in Criminal Justice, Law Enforcement or related field at least 10 years progressively responsible police supervision and work experience . Bachelor's degree in related field either held or in progress; attainment within 24 months from appointment. Current Bachelor in Criminal Justice or related field preferred.

*Licenses and/or Certifications:*

- VA driver's license and VA Department of Criminal Justice Services certification held or obtained within six (6) months of appointment
- Must maintain physical requirements as well as all Department and State training and education requirements.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

<b>Job Title:</b>	<b>Deputy Police Chief</b>	<b>Job Code:</b>	
<b>Reports to (Title):</b>	Chief of Police	<b>Pay Grade:</b>	
<b>Department/</b>	Police	<b>FLSA:</b>	EX

**Job Purpose Summary**

Assists Police Chief in managing the department's daily operations to provide effective and efficient law enforcement services to the citizens of Hopewell.

**Essential Responsibilities**

- Serves as second in command to the police chief; plans, organizes and directs the patrol and criminal investigations activities of the department, with bureau commanders and other key members as designated by the police chief.
- Plans, organizes and manages the police and support personnel units' staff, i.e. is responsible for subordinates' performance appraisals, interviewing candidates, making recommendations for hire, promotions, disciplinary action upon investigations and the like.
- Oversees the state mandated training for all sworn department personnel.
- Monitors department police operations by attending various meetings and by regularly reviewing schedules, timesheets, criminal reports, operational reports and other department activity reports for quality and approval.
- Prepares reports, memos and correspondence for the Police Chief.
- Assists the Chief in the development and control of the annual budget proposal and in formulating and implementing police policy, procedures, rules, regulations and programs.
- Attends meetings within and outside the department and serves on boards and committees as directed by the Police Chief.
- Responds to scenes of major crimes, emergency situations or other critical incidents and supports or directs activities as necessary.
- Responsible for integration of the department's organizational values and mission into the daily operation of the department's bureaus and the delivery of police services. Responsible for developing and implementing strategies that reflects the community oriented policing philosophy of the Hopewell Police Department.

**OTHER JOB DUTIES:**

- Plans and prepares data for grants or funded programs; maintains appropriate intergovernmental coordination, such as establishing mutual aid plans.
- Attends conferences conventions, seminars, and related meetings to keep abreast of modern law enforcement methods, techniques, and administration.
- Serves as the City's representative in various committees and organizations related to improvements in the profession, exchanges of information, public relations, and public support, and other similar activities; maintains appropriate liaison with news media.
- Provides administrative support to the Chief and handles special projects as assigned.

- When directed assumes command of the department in the Police Chief's absence.

### **Job Specifications**

#### *Minimum Education and Experience:*

- Currently holds an associate degree in Criminal Justice, Law Enforcement or related field at least 10 years progressively responsible police supervision work experience, . Bachelor's degree in related field either held or in progress attainment within 24 months from appointment . Current Bachelor in Criminal Justice or related field preferred.

#### *Licenses and/or Certifications:*

- VA driver's license and VA Department of Criminal Justice Services certification held or obtained within six (6) months of appointment
- Must maintain physical requirements as well as all Department and State training and education requirements.

#### *Knowledge:*

- Thorough knowledge of the laws and regulations relating to law enforcement administration
  - Thorough knowledge of the scientific methods of crime detection, knowledge of all phases of Police Department works, including principles and practices of modern crime prevention, criminal and traffic investigation, apprehension and rules of evidence, management and operations of telecommunications center.
- Knowledge of office management and administration practices and principles, including budgeting, planning and forecasting.
- Knowledge of effective supervisory principles and practices and ability to effectively plan, supervise and evaluate the work of subordinates.
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#### *Skills:*

- Leadership and strategic-planning skills
- Analytical, communication, organization and computer skills

#### *Abilities:*

- Ability to establish and maintain effective working relationships with other employees, officials and the general public.
- Ability to communicate effectively both orally and in writing.
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## Work Environment

### *Work Environment:*

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

### *Essential Physical Activities:*

- Walking, hearing, seeing up close, seeing far away, talking, finger movement, depth perception.

**DISCLAIMER:** *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: February 4, 2003

Date (s) Revised: