Career Opportunity

Chief of Police

Leesburg Police Department

Town of Leesburg, Virginia

http://www.leesburgva.org/government/departments/police-department

The International Association of Chiefs of Police is partnering with the Town of Leesburg in its nationwide search for a Chief of Police.

Applications accepted until April 26, 2016
**Mission**

The Leesburg Police Department is committed, in partnership with the community, to provide the highest quality of police services by using innovative, proactive approaches to improve the quality of life in Leesburg, while at the same time maintaining respect for the rights and dignity of all.

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**Vision**

The Police Department is committed to make Leesburg the safest community by:

- Providing high-quality and high-value service, the first time, every time
- Creating a work environment where people want to come to work and succeed
  - Treating all with respect and dignity

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**Organizational Values**

**Leadership**

We are committed in leading the town government and the law enforcement profession by setting a mark of excellence in everything we do.

**Pride**

We pride ourselves on our commitment to maintaining the public trust and respect through a commitment to the highest standards of integrity and professional ethics. We are committed to respecting the rights and human dignity of all and the value of all members of the community and department.

**Dedication**

We are dedicated to providing the highest quality of service in a consistent manner that emphasizes effectiveness, efficiency and innovation. We are dedicated to empowering our employees to take risks, expand horizons, and always pursue excellence.
The Leesburg Police Department has made a strong commitment to, and has established a solid foundation in, community-based policing. The successful candidate will be one who has demonstrated the ability to engage various community-policing strategies and the ability to garner support for these initiatives both internally and externally. The Town Council and Town Manager provide the Chief of Police with wide latitude and autonomy in making decisions and allocating resources in a manner that supports the local policies and priorities, including strategies that include significant community engagement. To accomplish these goals, the Chief of Police will need a clear vision and a commitment to community partnership, with a focus on providing high-quality, fair, and equitable police service to everyone. Despite its rapid growth, Leesburg remains the “biggest little town around” and the community remains committed to holding onto the small-town values that make the Town of Leesburg such a great place to live. The right candidate will recognize his or her role in maintaining and sustaining the positive atmosphere that people in Leesburg enjoy.

The Leesburg Police Department prides itself on doing it right - the first time and every time.

**Duties and Responsibilities**

- Plans, organizes, and directs the programs and activities of the Police Department; reviews complaints and accident reports
- Supervises directly, or through subordinate supervisors, a staff of law enforcement and civilian employees; prescribes, publishes, and enforces rules and regulations; recommends the appointment, promotion, and dismissal of personnel; prepares performance evaluation reports
- Prepares the annual departmental operating budget and controls expenditure of appropriations
- Advises and assists subordinates in complex criminal or other investigations; assumes direct command of forces in emergency situations or major law enforcement operations
- Cooperates with county, state and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Police Department are involved; participates in and attends meetings of county, regional, and state law enforcement associations
- Investigates citizen complaints against officers
- Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement and establishing favorable public relations; directs the investigation of and responds to major citizen complaints
- Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports
- Is directly involved with the Town's Emergency Preparedness Plan and provides guidance to assist leadership in ensuring proper training and processes are in place to deal with large-scale emergency situations
Leesburg Police Department

Proudly serving since 1758

Chief of Police

Desired Attributes

**Essential**

- Graduation from an accredited four-year college or university with major course work in police science, criminal justice, or related field or equivalent combination of education and experience
- Extensive experience in police operations and administration
- Must be able to provide testimony under oath in a court of law
- Involvement and experience with a criminal justice academy
- Minimum ten years of experience as a command officer
- Skill and experience in interpreting, applying, and explaining complex laws, codes, regulations, and ordinances
- Possession of a driver's license and a safe driving record

**Preferred**

- Master’s degree in Public Administration, Business Administration, or related field
- Graduate of the FBI National Academy
- Graduate of an Executive Leadership/Senior Management Institute
- Experience with obtaining and maintaining state and national accreditation for the department
- Town of Leesburg residency within twelve months of hire
- Bilingual English/Spanish
- Experience in the implementation of body cameras
**Chief of Police**

**Knowledge**

- Principles and practices of modern police administration and police methods
- Standards by which the quality of police service is evaluated and the use of police records and their application to police administration
- The principles and methods of organization, management, and supervision
- Department rules and regulations and applicable federal, state, and local laws and ordinances
- Functions of other governmental jurisdictions and authorities as they relate to police work
- Principles and practices of modern emergency preparedness methods

**Skills and Abilities**

- Plan, organize, and direct the work of employees performing varied operations connected with police activities
- Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders and the public
- Prepare and present effectively oral and written informative material relating to the activities of the Police Department
- Maintain certification as a Police Officer in the Commonwealth of Virginia
- Work in all types of weather conditions and under all types of adverse, life-threatening situations
- Interpret federal, state, and local laws, ordinances, and requirements
- Prepare and maintain detailed and accurate reports
- Deal firmly and courteously with the public
- Communicate effectively, orally and in writing
- Use firearms, handcuffs, baton, flashlight, spotlights, and other regular and special police equipment as assigned
- Analyze situations quickly and objectively and to determine proper courses of action
- Establish and maintain effective working relationships with the public, the media, law enforcement agencies, and other employees
- Coordinate emergency management and related staff training
The Leesburg Police Department offers a comprehensive salary and benefits package to its employees.

Additional benefits offered by the Leesburg Police Department include the following:

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Stakeholder Assessment

As part of the process of developing an executive profile for the Chief of Police for the Town of Leesburg, a team from the International Association of Chiefs of Police met with a wide range of stakeholders to solicit input. Those involved included persons from Leesburg Town Government, business owners and operators, advocates and civic leaders, other town officials and community members, professional affiliates, and members of the Leesburg Police Department. Through this iterative process, the IACP team developed the following themes relating to the desired characteristics of the next Chief of Police.

The ideal candidate will be the following:

- A strong leader of the police department, both internally and externally
- Able to demonstrate the effective use of modern organizational leadership practices
- Engaged with community and have a visible presence
- Experienced in collaborative partnerships
- Committed to a community policing philosophy
- Able to communicate well to build trust and transparency
- Well-experienced in commanding a police agency
- Politically savvy and adept at working with and through political processes
- Dedicated to building and maintaining relationships, internally and externally
- Focused on youth issues
- Concerned with seeking solutions to mental health and domestic violence issues
- Experienced in a growing and diverse community
- Familiar with 21 Century Policing concepts, including procedural justice and the guardian vs. warrior perspective
- Committed to building diversity within the department

Compensation and Benefits

Salary Range: $96,644 - $162,210

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Additional benefits offered by the Leesburg Police Department include the following:

Health Insurance • Basic and Supplemental Life Insurance Retirement Plan • Paid Vacation

Paid Holidays • Dental and Vision Insurance • Paid Sick Time
Proudly serving Leesburg since 1758, the Police Department continues to provide full-service law enforcement, emphasizing community policing and proactive crime prevention. The Department is equipped with the latest enforcement technology and has an authorized strength of 87 sworn and 16 non-sworn law enforcement professionals.

In addition to general patrol and investigative services, the community-policing focus of the Leesburg Police Department includes several specialty programs, such as crime prevention, bike patrol, school resource officers, and canine operations. The Leesburg Police Department also works closely with the Virginia State Police and the Loudoun County Sheriff’s office. In addition, the department has enhanced the staff’s training in evidence-based and intelligence-led policing through a partnership with the Center for Evidence Based Crime Policy at George Mason University.

In 2014, the department received its reaccreditation from the Virginia Law Enforcement Professionals Standards Commission, demonstrating the ongoing commitment of the police department in maintaining the highest standards of police excellence. The International Association of Chiefs of Police recognized the Leesburg Police Department with the Community Policing Award, and the police department has also received the Webber Seavey Award from the International Association of Chiefs of Police for its Organized Retail Crime Initiative. Additionally, the Town of Leesburg has recently enjoyed significant reductions in all major crime categories.
Founded in 1758, the Town of Leesburg has been the county seat of Loudoun County, Virginia, for over 250 years. This historic town sits at the crossroads of U.S. 15 and Virginia Route 7, just 33 miles west-northwest of Washington, DC. Leesburg's downtown remains the cultural heart of the community, with a wide range of shops and activities that attract local residents and tourists alike. Although the population of Leesburg remained steady at about 1,700 residents for many years, growth dating back to the 1970s and a recent population boom have broadened the town's cultural and ethnic diversity. Though the population today is nearly 50,000, Leesburg remains a sought-after destination, retaining its small-town feel for those who visit or choose to live there.

During the War of 1812, the government moved the National Archives from Washington to Leesburg, where in a quaint unassuming house, historic documents such as the Declaration of Independence and the Constitution lay hidden away. Residents and visitors alike can marvel at the beautiful architecture in the historic downtown, visit the Marshall House, or hike along the W&OD trail. Scenic downtown Leesburg provides many destinations, attractions, and things to do, including fine dining at one of several award-winning restaurants, listening to live music at various locations, or simply relaxing and enjoying the atmosphere at the town green.
The International Association of Chiefs of Police is assisting with the search process.

Please visit www.leesburgva.gov/jobs to submit your resume and application.

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