

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1133

**TITLE:** CHIEF OF POLICE

**GRADE:** E-13

**DEFINITION:**

Subject to policy determination by the Board of Supervisors, directs the activities of the County Police Department; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is exempt from the County's Merit System under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance. Appointment of the Chief of Police is recommended by the County Executive and must be approved by the Board of Supervisors. The incumbent serves at the pleasure of the Board of Supervisors.

**ILLUSTRATIVE DUTIES:**

Directs/commands administrative support and field police services involved in the prevention of crime, investigation of criminal offenses, enforcement of traffic laws, and the improvement of public safety via community education programs;  
Coordinates the assignment of units and their functions with senior County officials, regional law enforcement officials, and others;  
Coordinates the various divisions of the Police Department to achieve a concerted effort in law enforcement and crime prevention.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of law enforcement;  
Knowledge of the scientific methods of crime detection, prevention, criminal identification, and radio communications;  
Knowledge of laws and ordinances applicable to law enforcement work;  
Comprehensive knowledge of the principles, practices and methods of human resource management, budgeting, program planning and administration, and the ability to apply them;  
Skill in exercising tact and sound judgement;  
Ability to develop and implement agency goals and objectives;  
Ability to provide effective leadership;  
Ability to manage the activities of a large police staff;  
Ability to establish and maintain effective working relationships with others, including subordinates, community groups, and high-level officials.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from an accredited four-year college or university with a bachelors degree in criminal justice, public administration, business administration, or a related field; PLUS

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Extensive, broad management experience, at the level of Police Captain or above, directing a major division (i.e., patrol, investigations, or administration) in an urban/suburban police department comparable in size to the Fairfax County Police Department;  
Experience with community policing;  
Police management experience in a rapidly growing, increasingly diverse community.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Drivers License;  
Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services;  
Certification in firearms proficiency.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a citizen of the United States;  
Must successfully complete a criminal background investigation, a polygraph examination, a psychological examination, and a physical ability test prior to appointment;  
Must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case-basis);  
Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;  
Must be of good character and reputation.

EXEMPT CODE CHANGE:

June 2009

REVISED:

October 1, 1999