



Colonial Beach Police Department Civilian Chief of Staff

Position Description & Policy

Title: Chief of Staff

Reports to: Chief of Police

Classification: Exempt

Effective Date: 10/03/2025

Revision Date: 10/03/2025

I. Purpose of Position

The Chief of Staff serves as a key member of the Colonial Beach Police Department's executive leadership team. This position is responsible for overseeing the administrative, strategic, and operational activities of the Office of the Chief of Police. The Chief of Staff ensures alignment between departmental goals and daily operations while fostering interagency cooperation, staff development, and accountability.

II. Essential Duties and Responsibilities

1. Planning and Coordination

- Direct the daily operations of the Chief's Office, ensuring efficient workflow and coordination across divisions.
- Support the development and implementation of department-wide strategic initiatives and priorities.
- Assist the Chief of Police with internal planning, special projects, and operational oversight.

2. Policy Development and Compliance

- Develop, review, and update departmental policies, general orders, and procedures in alignment with legal standards, best practices, and community expectations.
- Ensure policy compliance and standard operating procedures are effectively communicated and enforced.

3. Staff Management

- Provide leadership to civilian and sworn staff within the Office of the Chief and designated divisions.
- Oversee performance management processes, including evaluations, professional development, and disciplinary actions as directed by the Chief of Police.
- Act as a senior advisor to division commanders and supervisors on personnel, operational, and strategic matters.

4. Interdepartmental and Interagency Relations

- Act as a liaison between the Police Department and other town departments, law enforcement agencies, and community organizations.
- Represent the Chief of Police in internal and external meetings as required.
- Promote collaboration and communication to support effective policing strategies and public safety initiatives.

5. Budget and Resource Oversight

- Assist in preparing and monitoring the department's annual budget.
- Evaluate resource needs and recommend efficient allocation of personnel, equipment, and technology.
- Ensure fiscal accountability in alignment with municipal policies and public service objectives.

III. Required Knowledge, Skills, and Abilities

- Strong leadership, organizational, and communication skills.
- In-depth understanding of law enforcement operations, procedures, and policy development.
- Ability to handle confidential matters with discretion.
- Capacity for strategic planning, problem-solving, and operational oversight.
- Knowledge of public administration, budgeting, and personnel management.

IV. Minimum Qualifications

- Bachelor's degree in Criminal Justice, Public Administration, or a related field (Master's preferred).
 - Minimum of 7 years of progressively responsible law enforcement or public administration experience, including supervisory experience.
 - Command-level experience in a police department or equivalent administrative leadership role preferred.
 - Ability to obtain and maintain all required clearances and certifications.
 - Valid Virginia driver's license.
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V. Working Conditions

- Primarily office-based with frequent meetings and occasional travel.
 - May be required to respond to critical incidents or emergencies.
 - Standard working hours with availability after hours as necessary.
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VI. Evaluation

Performance will be evaluated annually based on the successful implementation of departmental goals, effectiveness of operations oversight, personnel management, and leadership capabilities.