



Position Announcement Chief of Police

The City of Franklin, Virginia is seeking its next Chief of Police who will lead a department of highly-respected police officers and civilian staff, in a community that supports and engages with its public safety personnel. The diligence and dedication of the City of Franklin Police Department further supports the excellent quality of life within Franklin.


The Chief of Police reports directly to the City Manager and manages the overall operations of the department. The Chief is responsible for planning, administering, and staffing all departmental activities and for the training of its personnel. The Chief oversees the enforcement of all laws within the city's legal jurisdiction and ensures efficient and effective delivery of police services to residents throughout the community. Franklin's Chief of Police also supervises the activity of subordinate staff and investigates complaints of misconduct and substandard service delivery.

Minimum requirements include a bachelor's degree in criminal justice, public administration, police science or a closely related field and at least (10) years of progressive experience in law enforcement & police administration, including four (4) years of major command responsibility; or any equivalent combination of education, training and experience.

Preferred qualifications include a master's degree in criminal justice, public administration, or a directly related field and specialized training, such as graduation from the FBI National Academy. A Chief with community and business engagement expertise in a locality with a diverse population, full-service police department experience, and demonstrated ability to foster future leaders.

Interested candidates should visit www.franklinva.com/careers to apply. Candidates should submit their application, cover letter, resume, and a list of professional references to jobs@franklinva.com. The deadline for applications is **April 9, 2025 at 5:00 PM**. Finalists will undergo an extensive screening and selection process to begin work on or about June 1, 2025. Minimum salary \$101,611 or higher DOQ and experience.

The City of Franklin is an Equal Opportunity Employer.

Department: Police	
Title: Chief of Police	
Status: Exempt	

Summary Objective

The purpose of this job is to provide administrative and supervisory work in planning, directing, implementing, and supervising the programs, activities, and personnel of the Police Department to protect citizens and maintains operating effectiveness and efficiency. Formulates long-range goals for the organization, develop policies and position papers. Reports to the City Manager.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Recommends selection, promotion, discharge, and other appropriate personnel actions; makes recommendations to the City Manager for appointment, promotion, and dismissal of officers and civilian personnel.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Ensures proper enforcement of all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
- Consults with City administration and other officials as needed to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; reports all major incidents to City Manager; makes presentations to Mayor and City Council.
- Develops long- and short-term goals, plans, and objectives for the department; research, assesses and meets current and future community law enforcement needs through workforce deployment, equipment use, and community relations programs.
- Develops, implements, and updates department policies and procedures; formulates and develops work methods and practices, policies, standard operating procedures, training programs, and general orders; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation; oversees training programs.
- Develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; coordinates with division staff members regarding division budgets; prepares projected capital expenditure requests; approves expenditures in compliance with approved budget; seeks and applies for grants.

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- Manages, directs, assigns or conducts criminal investigations; provides consultation and professional or technical expertise on major investigations; participates in court activities; testifies in judicial proceedings, as needed.
- Responds to all major/critical incidents; requests and directs additional emergency personnel, other divisions, departments, outside agencies, or others as needed.
- Creates/maintains positive public relations with the general public and represents the City at various functions; attends City Council meetings and various other meetings; attends City ceremonies, dedications, and other events; makes speeches or presentations to schools, civic groups, and community organizations; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.
- Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, research problems, and initiates problem resolution. Meets with news media for interviews and issues news releases.
- Conducts other department administrative functions; drafts official correspondence; generates required reports; approves all departmental training; reviews leave requests and accruals; reviews/approves all performance ratings; approves all department travel; reviews/distributes case laws; makes written recommendations regarding traffic, streets, or other issues.
- Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and maintains records.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new technology, products, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- Bachelor's degree in criminal justice, public administration, police science or other relevant field.
- Ten (10) years or more of progressive experience in law enforcement; including four (4) years of major command responsibility; or any equivalent combination of education, training and experience.

Knowledge, Skills & Abilities:

- Knowledge of the laws, rules, and regulations relating to the administration of criminal justice and law enforcement.
- Knowledge of the scientific methods used in crime detection and criminal identification.
- Knowledge of police radio communication standards.
- Knowledge of general management principles, practices, theories, and methods.

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- Knowledge of grant acquisitions and administration guidelines.
- Knowledge of personal computers for use in word processing and electronic communications.
- Skilled in coordinating multiple-unit activities to achieve targeted results.
- Skilled in the supervision of personnel.
- Skilled in oral and written communication.
- Skilled in comprehending, understanding, and interpreting complex and technical information.
- Skilled in the use of firearms and other equipment and vehicles used in law enforcement activities.
- Ability to provide effective leadership.
- Ability to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department.
- Ability to think critically and prioritize time sensitive projects to ensure continuity of services and programs.
- Experience in being open-minded and progressive with organizational management and assessing the current organization and providing the tools to move the Department forward.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Maintain, or be able to obtain, certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work patrol shifts as staffing levels require, respond to critical incidents after hours, call outs, nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.