



Chief Capitol Police | Job Description

Reports To	Executive Director	Creation Date	6/15/2021
Division	Capitol Police	Revision Date(s)	

POSITION SUMMARY

The Chief Capitol Police directs, plans, and evaluates the Legislature's safety and security programs to ensure the protection, security, and safety for all Senators, employees, dignitaries, visitors, legislative property, and equipment. He/she oversees a wide variety of investigative activities that may be highly confidential or sensitive in nature. Directs, coordinates, and trains all division employees to operate in compliance with federal, and local laws and rules, policies, and regulations.

DUTIES AND RESPONSIBILITIES

- Plans, directs, and coordinates the work of the Division, including hiring, training, counseling, and evaluating staff
- Evaluates, implements, and updates emergency, safety and security standards, policies, and procedures
- Manage the scheduling and coordination of staff assignments, including arranging external security and/or police coverage
- Investigates and responds to issues of concern through development of action plans, including for emergency situations
- Reviews all incident reports and analyse data to identify trends and takes appropriate action
- Develops and maintains appropriate communication and relationships with stakeholders to maintain safety and security
- Evaluates security trends, evolving threats, risks, and vulnerabilities and applies tools to mitigate risks, as necessary
- Attends internal and external meetings and participates on committees as directed; performs related tasks
- Oversees video surveillance and develops camera placement plans
- Ensures Division staff obtains and maintains required credentials and conducts hands on development training
- Establishes and administers a process for investigating and acting on security incidents resulting from security breaches
- Intervenes and controls disruptions in the legislative chambers, able to restrain individuals
- Prepares required documentation and reports
- Assists with special projects and special events as directed and other duties as assigned

PHYSICAL DEMANDS

May have extended periods of standing or walking. May occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close and distant vision and the ability to adjust focus (read books, memos, computer screens, and use weapons.) Hearing to follow proceedings and speech to issue commands.

MINIMUM QUALIFICATIONS

- Must be a team player and self-starter with a positive attitude, displaying leadership and team building skills
- Exhibit a high level of professionalism in conduct, work ethics and appearance
- Working knowledge of Senate rules, conduct, policies, procedures, and the legislative process and procedures
- Ability to communicate in spoken English with the public in a manner that is politically knowledgeable and sensitive
- Possess strong written and verbal communication skills including being attentive, conversational and detail oriented
- Proficient in Microsoft Office and basic computer operations
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations

EXPERIENCE

Ten years of serving in the security management field or at least six years serving as a military or law enforcement officer

EDUCATION/CERTIFICATION

Bachelor's degree in criminal justice or related field or 15 or more years related experience in law enforcement

Peace officer status

Possess a valid US Virgin Islands Driver's License