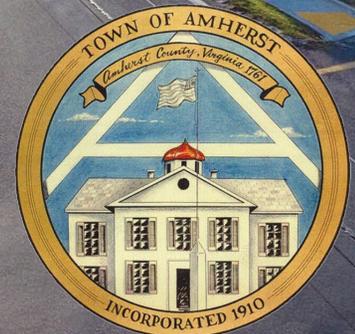
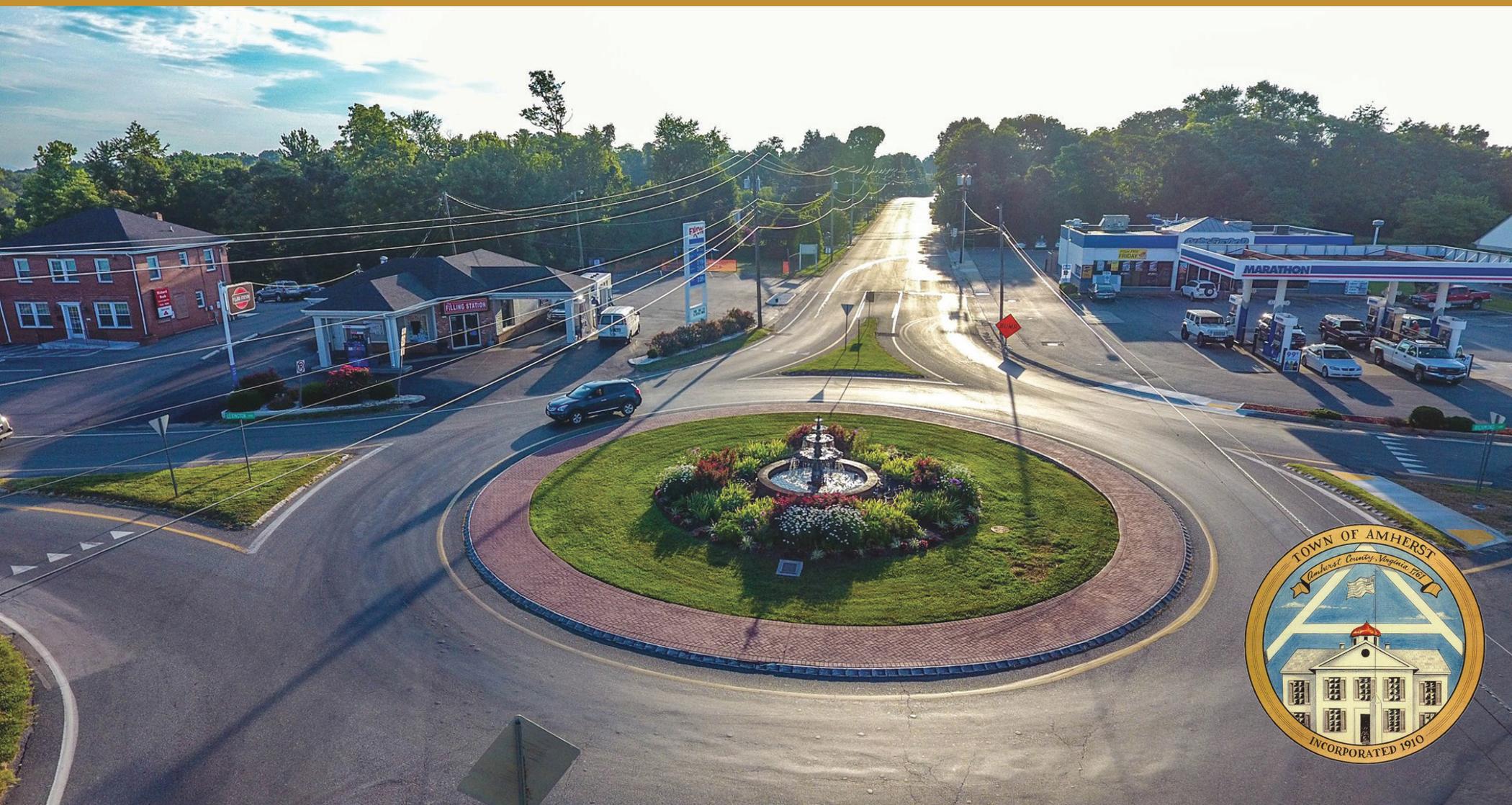


# CHIEF OF POLICE

## TOWN OF AMHERST, VA





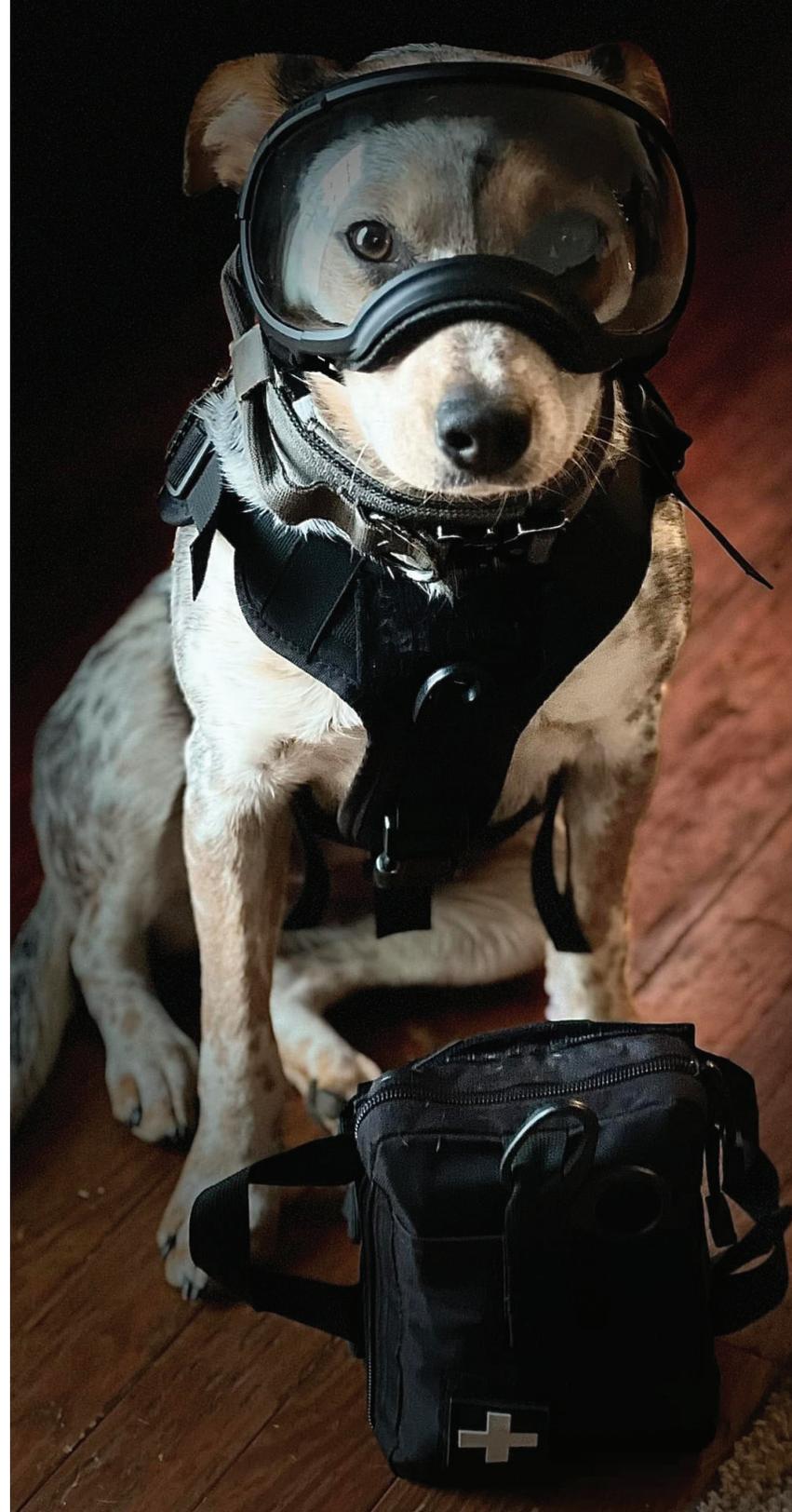
**Town of Amherst, VA** is seeking an experienced professional to serve as Chief of Police. The Chief of Police is responsible for directing the programs and operations of the Town Police Department.

This opportunity has been created by the retirement of the Chief of Police after nearly seven years of service in that position.

This recruitment profile provides background information on the community, the Department's operations and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of Chief of Police in the Town of Amherst.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to the Berkley Group via email at [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net). While the position is open until filled, a review of candidates will begin **May 1, 2024**. Inquiries relating to the Police Chief position may be directed to:

Eric Salemi  
Berkley Group, LLC  
P.O. Box 181  
Bridgewater, Virginia 22812  
Email: [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net)  
Mobile: (540) 569-6014





## COMMUNITY BACKGROUND

Incorporated in 1910, The Town of Amherst is the county seat of Amherst County and is located in the Lynchburg Metropolitan region of Virginia. The Town Charter mandates the Council/Manager government structure. Amherst is situated 25 miles southeast of Lexington, Virginia, 20 miles northwest of Appomattox and 13 miles north of Lynchburg, Virginia. The main north and south route is U.S. Route 29 which leads to Interstate 64 east and west approximately 45 miles north of the town. The primary east to west route is U.S. Route 60 the western route of which will meet Interstate 64 west and Interstate 81. U.S. Route 460 will take you to Lynchburg, Virginia and various routes to the coasts of more southern states.

Set at the base of the beautiful Blue Ridge Mountains, the Town of Amherst offers loads of outdoor activities and recreation. The geography around Amherst is characterized by captivating valleys and winding rivers, providing ample opportunities for kayaking, fishing, and leisurely picnics along the scenic banks. The James River, coursing through the region, invites visitors to explore its tranquil waters and scenic beauty. The area offers many trails to take in the beautiful scenery as well as access to the Wintergreen Resort for skiing, biking and a family getaway. Amidst its natural splendor, Amherst boasts a rich tapestry of history and culture. Visitors can explore charming downtown streets lined with historic buildings, quaint shops, and inviting eateries. Amherst and the Lynchburg metropolitan area offer many options for dining, shopping and entertainment.

## EDUCATION

Children in the Town can attend all grades, elementary, middle and high school within and just outside of the town corporate limits. The Town is minutes from Liberty University, University of Lynchburg, and Randolph College in Lynchburg, Virginia. Sweetbriar College is within its borders. Central Virginia Community College offers a satellite facility in the Town as well. The University of Virginia is approximately 50 miles away and James Madison University is less than 80 miles away. With the proximity of several universities there is a great opportunity to take in Division 1 NCAA Sports programs.

## DEMOGRAPHICS

The Town of Amherst's population is 2,504 (Data USA, 2021) and the largest ethnic groups are approximately 70.4% white, 20.3% African American, and 8.2% Hispanic. The Median Household Income in 2021 was \$46,316 and the poverty rate was 5.87%. Amherst County has a population of 31,589, and a Median Household Income of \$64,454 with a poverty rate of 12.8%. (U.S. Census, 2023) County employment is focused on manufacturing, education, food and retail services, the largest employer being Glad Manufacturing.



## ABOUT THE DEPARTMENT

The Police Department currently includes the Chief of Police and five full time police officers. There are three fully certified volunteer officers that often assist with special community events. Civilian personnel consist of two part-time employees that assist with record keeping and reporting. One is a shared employee with the Town Manager's office. The Chief of Police serves at the will of the Town Manager.

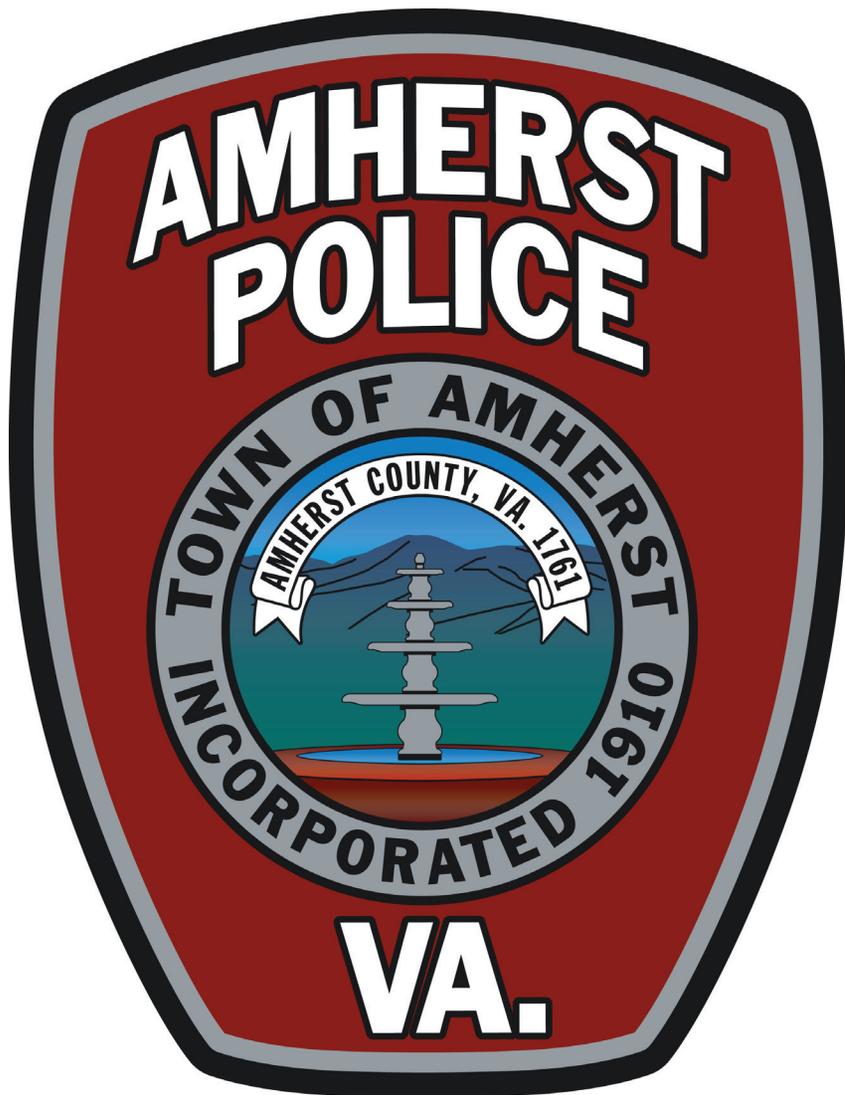
The Police Department is responsible for patrol duties throughout the corporate limits, working with a Community Policing approach toward conducting investigations of criminal activities, arresting criminal offenders, providing testimony in criminal trials, issuing citations, code enforcement, parking enforcement on public streets and parking lots, traffic control and signalization, education, and crime prevention and other matters related to public safety.

The Police Department also assists the Amherst County Sheriff's Department through a Memorandum of Understanding that allows the two jurisdictions to support one another. The Amherst County 9-1-1 Communications Center serves as the public safety answering point (PSAP) and dispatches all calls for the Police Department. The Department's records management system is supported by ID Networks, which integrates with the Communications Center's computer aided dispatch (CAD).

The Police Department is devoted to the concept of community policing and encourages its officers to become involved in community activities and creating a forum of trust with businesses and neighborhood residents. The Department routinely organizes a toy drive in time for Christmas that provides gifts for more than 200 families, along with participation in National Night Out, Trunk or Treat, and the annual Independence Day Celebration.

The department makes every effort to hire highly qualified and educated people. All sworn employees are offered higher education funding and continuously receive Department of Criminal Justice Services training while participating as a member agency at the Central Virginia Criminal Justice Academy in Lynchburg, Virginia. Members of the department are held to a high professional standard in both action and appearance. Tattoos are allowed but must be covered when in uniform.





## MISSION STATEMENT

The mission of the Police Department is to work in partnership with the residents and businesses of the community to provide a safe and secure environment. With community service as our foundation, we are driven to enhance the quality of life, by remaining proactive in identifying and remedying potential problems. We nurture public trust by holding ourselves to the highest standards of performance and ethics.

The Department embraces professional policing standards and, under the leadership of the retiring Chief, achieved the distinction of being the smallest department in Virginia to earn accreditation through the Virginia Law Enforcement Professional Standards Commission.



# POLICE CHIEF RESPONSIBILITIES

- Plans, coordinates, and supervises department operations to ensure the protection of life and property. This includes organizing and directing police operations, ensuring that laws, regulations and procedures are followed, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.
- Directs, assigns, and evaluates the work of subordinate sworn officers and staff to ensure that personnel, operations, and programs comply with applicable laws, ordinances, policies and department standards.
- Serves in an at will capacity, answering directly to the Town Manager.
- Continues to maintain accreditation status of the Department.
- Advises and assists department personnel on unusual, difficult or complex matters.
- Schedules and monitors the work of department personnel to ensure the attainment of the Town's public safety goals.
- Oversees the purchase, maintenance and repair of all department vehicles, equipment and supplies; supervises inspections.
- Assists the Town Manager in hiring, oversees the training of, supervises and disciplines all staff in the Police Department.
- Creates a department that is focused on customer service and institutes rules and policies as needed to solicit and respond to citizen and customer input.
- Serves as a training officer for the department; ensures that all officers attend annual training sessions as required and oversees the maintenance of training records; supervises the agency certification program.
- Evaluates staff performance; recommends awards, discipline and, where necessary, termination of subordinates.
- Leads with a customer service approach and works to build relationships with all members of the community.
- Attends regional law enforcement meetings, conferences, and events.
- As a "Working Chief," performs regular patrol duties; answers calls for service as needed; works various shifts to ensure access to the Chief by all members of the community; supervises and participates in the investigation of traffic accidents and criminal offenses committed within town jurisdiction; supervises collection and custody of evidence and contraband.
- Prepares and executes criminal arrests and search warrants.
- Reviews incident, accident and miscellaneous reports for accuracy and completeness.
- Responds to public complaints, questions and problems in accordance with department guidelines and procedures; conducts internal investigations as warranted.
- Oversees the implementation of town ordinances, policies and procedures; enforces federal and state laws and local ordinances.
- Responds to department mail; responds to requests for information and records.
- Attends all town council meetings; advises the Town Manager and governing authority on law enforcement monthly activities.
- Coordinates community awareness programs with the media; approves media releases and conducts media presentations.
- Prepares and recommends the annual department operating budget, monitors expenditures under the current budget.
- Coordinates investigations with other law enforcement agencies.
- Develops and implements operating policies and procedures for the department.
- Attends professional meetings, hearings and conferences; serves on various boards, committees and panels.
- Performs other related duties as assigned.

# CHALLENGES, ISSUES & OPPORTUNITIES

The new Chief of Police will need to work with the community to maintain the existing strong, trusting relationship. Transparency will be key to those endeavors and the new Chief of Police will be the primary point of contact for the Police Department to ensure citizens are informed and heard.

As an active and visible resident of the Town of Amherst, the Chief of Police will work with a focus that builds relationships with the citizens, business owners and other community and regional stakeholders.

Maintaining the accreditation status is a high priority for the Town.



# QUALIFICATIONS, EDUCATION & EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- Five to 10 years of supervisory leadership with comparable responsibilities; possessing a broad skill set appropriate to the breadth of town police operations. Local government experience in Virginia as a Police Chief or Deputy Chief is desirable. Past service in a smaller community would be a plus.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field is preferred. Degree earners having attended one of the premier Command/Executive courses like the National Academy, Southern Police Institute, Northwestern School of Police Staff and Command and UVA's National Criminal Justice Command College are encouraged to apply.
- Comprehensive knowledge of the laws, rules and regulations relating to the administration of criminal justice and law enforcement. Prior service in a Virginia or CALEA accredited department would be a plus.
- Experience developing and managing budgets.
- Well versed in various approaches to policing, such as scientific, geographic and data driven approaches.
- Ability to meet current requirements set forth by the Department of Criminal Justice Services for the State of Virginia.
- A record of being an active member of one's community through participation in local service organizations and volunteer activities.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International Association of Chiefs of Police and the Virginia Association of Chiefs of Police, NOBLE, NAWLEE, HAPCOA, etc.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.
- Must possess or be able to obtain a valid driver's license in the Commonwealth of Virginia within one month of starting the position.
- Applicants must be able to pass a background check, polygraph, and urinalysis prior to starting.
- If not already certified through the Virginia Department of Criminal Justice Services, must be certified through a state that Virginia recognizes for transfer of credits.

## PERSONAL TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, open and personable interactions with all town employees and community members.
- Professionally competent, with confidence tempered by humility.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views; empathetic. An emotionally intelligent, confident public speaker.
- Strong leadership skills in government organizations, the community and the region; visionary, proactive and decisive; able to facilitate the blending of differing points of view into a reasonable approach for community betterment.
- Must be an objective decision maker. Decisions should be made in an emotionally intelligent manner based on the fair consideration of all facts and concerns.
- Must be a subscriber to the Community Policing and Fair and Impartial Policing concepts of policing.
- A promoter of teamwork and collaboration among town departments, with Amherst County and across the region.

## PERFORMANCE EXPECTATIONS

- Short-term, immediate actions will be to engage with staff and the Town Manager, review department policies and procedures, understand the budget, and get up to speed on active issues and projects.
- Facilitating innovation and positive interaction while demonstrating an appreciation for the community's culture and history.
- Active and visible participation in community activities as a member of the community.
- Accessible and responsive to citizen concerns and issues; listening, understanding, providing timely follow-up and facilitating creative solutions.
- A commitment to open and transparent government; promoting a positive and interactive relationship with town citizens and stakeholders; encouraging citizen engagement.
- Effective communications with all stakeholders; presenting information in a form understandable to various audiences.
- Fair and equitable treatment of town employees and departments.

## COMPENSATION & BENEFITS

The hiring compensation range for the Chief of Police will be between \$82,400 and \$100,000 depending on qualifications and experience. The successful candidate will be offered a benefits package including participation in the Virginia Retirement System, health insurance coverage, paid time off, deferred compensation, professional development support, formal education compensation, a take home vehicle (when residing within 5 miles of the Town) and a cell phone.



## APPLICATION PROCESS

Initial review of candidates will begin May 1, 2024. Applications received after that date may be considered until the position is filled, however, it is anticipated that zoom interviews with selected candidates will be conducted during the week of May 20, 2024, through May 24, 2024. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resumé, with salary expectations and professional references, to the Berkley Group via email at [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net). Once submitted, be sure and monitor your "Spam" and "Junk" emails folders along with your inbox, to ensure receipt. Questions may be directed to:

Eric Salemi  
Berkley Group, LLC  
P.O. Box 181  
Bridgewater, Virginia 22812  
Email: [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net)

For additional information, please visit: <https://amherstva.gov/>.

The Town of Amherst is an Equal Opportunity Employer.