

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
November 18th, 2014**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Tuesday, November 18th 2014. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. The Invocation was given followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Tina Gulley; Wayne Healy; Paul Kelley; Jack Lawson and Chris Vincent.

Members Absent: Bub Shreaves

Also Present: John B. Edwards, Jr., Town Manager; Charlotte Scanlan, Administrative Assistance; Chief of Police Bobby Mawyer, WPPD; Holly McGowan, Community Development Coordinator; Walt Feurer, Director of Public Works; Tim Sawyer, Building Inspector; Donna Pauley, Human Resource Officer and other interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

A. Recognition for Town Employee's that are Veterans

Mayor Hudson advised that Town Council would like to recognize the Veterans that work for the Town: Marshal Carnell, John Hollis, Carlos Moran, Richard Morris, Walter Roane, Tim Sawyer and William Schramm. Mayor Hudson thanked each employee for serving our County in the armed forces and presented each employee with a certificate of recognition and an American flag.

B. Citizens Address to Council

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business. There being none, the Citizens Address to Council was closed.

**III. COUNCIL RESPONSE**

None was noted.

**IV. AGENDA CHANGES**

Mrs. Gulley asked for a resolution for the interim police chief to be placed on the public safety agenda.

Mr. Ball made a motion to adopt the agenda as amended, seconded by Mr. Vincent. Upon roll call, Deborah Ball; Tina Gulley; Wayne Healy; Paul Kelley; Jack Lawson and Chris Vincent all voted "Aye".

**V. ADOPTION OF CONSENT AGENDA**

Mr. Lawson made a motion to adopt the following consent agenda, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

- 1) Minutes of October 28<sup>th</sup> 2014 Town Council Meeting.
- 2) Cash Reports
  - a) General Fund

- Cash on hand as of October 31st, 2014 - \$6,525,176.46
- b) CIP Fund
  - Cash on hand as of October 31<sup>st</sup>, 2014 - \$190,462.12
- c) Water Fund
  - Cash on hand as of October 31st, 2014 - \$431,598.14
- d) Solid Waste
  - Cash on hand as of October 31st, 2014 - \$104,679.12
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of October 31st, 2014 - \$234,839.13
- 5) West Point Monthly Police Activity Report
- 6) Building Official Monthly Report
- 7) Public Works Monthly Permit Report
- 8) Community Development Monthly Permit Report
- 9) Treasurer Monthly Report
- 10) Human Resource Monthly Report

**V. COMMITTEE REPORTS**

- A. Economic and Community Development – Mr. Lawson reported for the Committee

Mr. Lawson advised there was nothing to report.

- B. Education Committee

Mr. Edwards advised there was nothing to report.

- C. Finance Committee – Mrs. Ball reported for the Committee

Mrs. Ball advised there was nothing to report.

- D. Public Safety – Mrs. Gulley reported for the Committee.

- 1) Resolution for Interim Police Chief with Job Summary and Job Description for the Police Sergeant

Mrs. Gulley made a motion to adopt the attached Resolution and Job Summary for a part-time Chief of Police and for the Job Description of the Police Sergeant, seconded by Mr. Vincent. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson and Mr. Vincent all voted “Aye”.

- E. Public Works – Mr. Vincent reported for the Committee

Mr. Vincent advised there was nothing to report.

**VII. TOWN MANAGER’S ITEMS**

Mr. Edwards advised there was nothing to report.

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

- A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised the Planning Commission did not meet in November, the next meeting is scheduled for December 3<sup>rd</sup> 2014.

**X. ADJOURNMENT**

There being no further business Mayor Hudson adjourned the meeting.

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James H. Hudson, III  
Mayor

ATTEST:

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Charlotte Scanlan  
Administrative Assistant

# TOWN OF WEST POINT

## RESOLUTION

**WHEREAS** an Interim Police Chief was hired on July 1, 2012 and served until March 31, 2013; and

**WHEREAS** the West Point Town Council has diligently sought to hire a full time Police Chief for the West Point Police Department; and

**WHEREAS** after having advertised the position of Police Chief and reviewed the applicant pool on more than one occasion; and

**WHEREAS** the West Point Town Council opted to appoint a second Interim Police Chief on a part-time basis on April 1, 2013; and

**WHEREAS** because the many years of training and experience of the current, Interim part-time Police Chief he has been able to successfully manage the requirements of the position with minor adjustments; and

**WHEREAS** the West Point Town Council desires to revise the position description of the Police Chief so as to formalize the adjustments to make it a part-time position, thereby maximizing the use of taxpayer dollars.

**NOW THEREFORE BE IT RESOLVED** by the West Point Town Council at its regular monthly meeting this 18<sup>th</sup> day of November 2014 that the position of Police Chief shall be revised so as to be part-time as follows:

### ***TOWN OF WEST POINT JOB DESCRIPTION***

#### ***CHIEF OF POLICE***

***FLSA Status:***

***Exempt***

***Police Department***

#### ***JOB SUMMARY***

*This job plans and directs the activities of the Police Department by protecting lives and property; controlling and reducing criminal activity in the Town of West Point; preserving the peace, order and safety of the community; and vigorously enforcing local, state, and federal laws.*

#### ***ESSENTIAL FUNCTIONS***

- *Plans, implements, oversees, and evaluates the daily operation of the Police Department.*
- ~~*Formulates and issues policies and procedures for the Police Department to ensure efficient and lawful operations.*~~
- *Recommends new Town ordinances or amendments to existing ordinances for consideration by the Town Council.*
- *Deals with complex or unusual situations referred by subordinate employees, other departments and the public.*
- *Works closely with the Fire Chief, and other Town department heads to ensure efficient coordination of efforts.*
- *Coordinates activities with other law enforcement agencies, the Commonwealth Attorney, courts, and other government agencies regarding cases, policies and procedures; represents the department in local, county, state and other meetings.*
- *Deploys personnel to reduce criminal activity.*
- ~~*Reviews criminal cases to assess for trends, patterns, or for association with other cases.*~~
- ~~*Assures that adequate records are created and maintained for proper operation of the Department.*~~
- *Cooperates with county, state, and federal law enforcement agencies as appropriate to foster better communication and establish mutual assistance.*

- Meets with elected or appointed officials, community and business representatives and the public on all aspects of the Department's activities.
- Assigns personnel to shifts that provide optimum utilization of department resources.
- ~~Arranges for training and educational opportunities for police personnel.~~
- ~~Presents Prepares annual department budget and controls expenditures.~~
- ~~Reviews department needs and recommends replacement/upgrading of equipment as needed.~~
- Attends civic and school meetings to maintain favorable public relations.
- Investigates complaints regarding the activities of the Police Department or police personnel.
- Sets and models a high standard of performance to ensure the confidence of residents.
- Ensures business continuity by delegating or transitioning responsibilities during absences.

### **MARGINAL FUNCTIONS**

- Prepares and submits periodic and special reports regarding department activities.
- Performs the duties of subordinate officers as needed.
- Performs related duties as assigned.

### **SUPERVISION RECEIVED**

*This job works under broad administrative direction. This job reports to the Mayor, or by designation, to the Town Manager and has wide latitude to set standards and manage the operations of the department.*

### **SUPERVISORY RESPONSIBILITIES**

*This job supervises all police department personnel directly or through subordinate supervisors.*

### **PHYSICAL AND ENVIRONMENTAL FACTORS**

#### **Physical Demands**

- Lifts, carries, pushes and pulls people and heavy objects weighing more than 100 pounds.
- Subject to working hours significantly beyond regularly scheduled hours.

#### **Sensory Requirements**

- Uses a keyboard for typing reports and other documents.
- Has sufficient finger and hand strength to fire a weapon using either hand.
- Requires hearing ability.
- Sees objects clearly with or without corrective lenses (corrected to 20/20).
- Has full spectrum color vision to identify and distinguish colors.

#### **Environmental Factors**

- Tasks are regularly performed without exposure to adverse environmental conditions.
- Handles or works with potentially dangerous equipment.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

*Requires high school diploma or equivalent; Bachelor's degree preferred. Ten years of police experience; three years of police supervisory experience preferred. Compliance with requirements of the Code of Virginia Section 15.2 – 1705 and 15.2 -1706 as amended is required.*

*Acceptable experience in administration, supervision, and budgeting.*

#### **Knowledge, Skills and Abilities:**

- Knowledge of Penal Code, Vehicle and Traffic Law, Criminal Procedures Law, Alcohol Beverage Control Law, and Local regulations and ordinances.
- Through knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Through knowledge of applicable laws, ordinances, and department rules and regulations.
- Knowledge of the geography, buildings and facilities in the community.
- Good oral communication skills.
- Ability to make independent judgments that have critical impact on the department.
- Ability to deal courteously and effectively with the public.
- Ability to work under stress and pressure and remain calm in emergency situations.

- *Through knowledge of the law enforcement accreditation process.*

**Licenses or Certifications:**

*Valid operator’s license; upon appointment and thereafter, a valid Virginia Operators license. Law Enforcement Officer Certification from Virginia Department of Criminal Justice Services with recertification as required by DCJS within one year of employment.*

**Special Requirements for Appointment**

*Must be a United States citizen.*

*Sworn personnel must be able to give credible court testimony throughout their employment.*

*Subject to physical examination and drug screening by a physician selected by the Town.*

BE IT FURTHER RESOLVED that the position of Sergeant shall be revised as follows:

**TOWN OF WEST POINT JOB DESCRIPTION**

**POLICE SERGEANT**  
**Police Department**

**FLSA Status: Nonexempt**

**JOB SUMMARY**

*Under the direction and supervision of the Chief of Police, this job oversees the work of Police Officers involved in enforcing local, state and federal laws and ordinances and protecting lives and property through reactive and proactive activities, thereby protecting and improving the quality of life and the peace and well-being of residents.*

*This job may perform the essential functions of a Police Officer if needed.*

**ESSENTIAL FUNCTIONS**

- *Directs the daily activities of police officers.*
- *Serves as on-call supervisor when assigned.*
- *Responds to emergencies, incidents, or dispatches as required.*
- *Assists police officers in handling difficult police problems and cases.*
- *Assists in criminal investigations where unusual or difficult law enforcement problems are likely to occur.*
- *Instructs, trains, and coaches police personnel in police methods and departmental procedures.*
- *Enrolls police officers in training classes that are free of charge.*
- *Explains and implements new orders from the chief of Police.*
- *Maintains discipline and promotes moral of subordinates.*
- *Evaluates performance of police officers.*
- *Makes inspections and reviews records and reports to determine the proficiency, conduct, appearance and attention to duty of police officers.*
- *Handles all police officer infractions and reports violations to the Chief of Police.*
- *Maintains police officer personnel, training, in-service hours, and activity records.*
- *Assists the Chief of Police in formulating policies and procedures for the Police Department.*
- *Recommends purchase or replacement of equipment as needed.*
- *Interacts with Dispatch department to receive or report information and improve operations.*
- *Report hazards that endanger public safety to appropriate departments or agencies.*
- *Prepares and submits grants for highway safety funding.*
- *Coordinates department participation in highway safety and awareness programs*
- *Performs the essential functions of a police officer as needed.*
- Recommends new Town Ordinances or amendments to existing ordinances for consideration by the Police Chief.
- Reviews criminal cases to assess for trends, patterns, or for association with other cases for consultation with the Police Chief.
- Assures that adequate records are created and maintained for proper operation of the Department.
- Assists with the preparation of the annual department budget.

**MARGINAL FUNCTIONS**

- *Prepares and files written reports and associated paperwork as required in conjunction with these tasks.*
- *Oversees the maintenance of police vehicles and equipment through outside vendors; maintains vehicles service records.*
- *Performs related duties as assigned.*

### **SUPERVISION RECEIVED**

*This job works under general direction, and plans and arranges own work. This job reports to a Police Captain when available or through the Chief of Police.*

### **SUPERVISORY RESPONSIBILITIES**

*This job oversees the work of Police Officers under the direction and supervision of the Chief of Police.*

### **PHYSICAL AND ENVIRONMENTAL FACTORS**

#### **Physical Demands**

- *Ability to physically apprehend suspects.*
- *Lifts, carries, pushes and pulls people and heavy objects weighing more than 100 pounds.*
- *Stands for long periods and moves about on foot by walking or running.*
- *Sits in a normal seated position for long periods of time.*
- *Subject to working extended tours of duty without regular breaks.*
- *Subject to working hours significantly beyond regularly scheduled hours.*
- *Ability to work rotating or varying shifts.*

#### **Sensory Requirements**

- *Uses a keyboard for typing reports and other documents.*
- *Has sufficient finger and hand strength to fire a weapon using either hand.*
- *Requires hearing ability.*
- *Sees objects clearly with or without corrective lenses (corrected to 20/20).*
- *Has full spectrum color vision to identify and distinguish colors.*

#### **Environmental Factors**

- *Frequently works in unpleasant, disagreeable, or dangerous conditions such as traffic and Adverse weather conditions.*
- *Handles or works with potentially dangerous equipment.*
- *Exposure to dust, dirt, fumes, chemicals, corrosives, exposed heights, bodies of water, live electric wires, traffic, fire, explosives, blood or other potentially infectious materials, communicable diseases, emotionally disturbed or violent persons, armed persons.*
- *Subject to being attacked by persons (armed or unarmed) or animals.*

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

*High school diploma or equivalent and one year of law enforcement experience required; 5 or more years' experience is preferred. Additional education (such as college credits, field training officer or general instructor) and additional experience are preferred.*

*Compliance with requirements of Code of Virginia Section 15.2-1705 as amended is required.*

#### **Knowledge, Skills and Abilities**

- *Knowledge of basic police equipment including weapon(s), baton, portable radio, ballistic vest.*
- *Through knowledge of proper police procedure and protocols, and department rules and Regulations.*
- *Through knowledge of Penal Code, vehicles and traffic law, criminal procedures law, Alcohol Beverage Control law, and local regulations and ordinances.*
- *Knowledge of the geography, buildings and facilities in the community.*
- *Ability to operate a patrol car and two-way radio during normal and emergency operations.*
- *Skill in the use of weapons.*
- *Skill in the application of self-defense techniques.*
- *Good oral communication skills.*
- *Ability to question and interview others.*
- *Ability to deal courteously and effectively with the public.*
- *Ability to analyze and react swiftly in situations involving high stress and danger.*
- *Ability to work under stress and pressure and remain calm in emergency situations.*

#### **Licenses or Certifications**

*Valid operator's license; upon appointment and thereafter, a valid Virginia Operators License. Law Enforcement Officer Certification from Virginia Department of Criminal Justice Services with recertification as required by DCJS.*

*Qualified with firearms.*

*Completion of additional training as needed to maintain current certifications, understand changes in laws and regulations, and learn specialized services (for example, radar certification, first aid training).*

***Special Requirements for Appointment***

*United States citizenship.*

*Sworn personnel must be able to give credible court testimony throughout their employment.*

*Satisfaction of the weight, medical and physical fitness requirements for Police Officers, established by the Municipal Police Training Council.*

BE IT FINALLY RESOLVED that Robert W. Mawyer shall be appointed as the Police Chief for the Town of West Point, that he shall not work more than thirty-two hours in any week and that he shall be compensated \$1,480.00 per week.

Those members voting:

James H. Hudson	N/A
Deborah Ball	Aye
Tina Gulley	Aye
Wayne Healy	Aye
Paul Kelley	Aye
Joshua Lawson	Aye
Otto Shreaves	Absent
Christopher Vincent	Aye

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James H. Hudson, III  
Mayor, Town of West Point

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held November 18th, 2014 at which meeting a quorum was present and voted throughout.

Adopted this 18th day of November, 2014

ATTEST:

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Charlotte Scanlan  
Administrative Assistant