

Assistant Chief of Police

LEGISLATIVE BRANCH

U.S. Capitol Police

Open & closing dates

🕒 06/26/2019 to 07/26/2019

Pay scale & grade

AD 00

Appointment type

Permanent

Service

Excepted

Salary

\$170,500 to \$170,500 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

District of Columbia, DC**Relocation expenses reimbursed**

No

Telework eligible

No

This job is open to

**The public**

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

United States citizens; current USCP employees at the rank of Deputy Chief or Inspector; qualified sworn senior-level law enforcement executives; and candidates without serious disciplinary actions, to include suspensions without pay and/or demotions, within the previous 36 months of the application closing date.

Announcement number

USCP-19-10531851-KP

Control number

537944800

Duties

Summary

The United States Capitol Police (USCP) is a CALEA nationally-accredited, federal law enforcement agency composed of both sworn and civilian employees totaling a workforce of over 2,400. The USCP safeguards the Congress, Members of Congress, employees, visitors, and Congressional buildings and grounds from crime, disruption, and terrorism. We protect and secure Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure and open environment.

Responsibilities

The Assistant Chief of Police (ACOP) reports to the USCP Chief of Police (COP). Under direction of the Chief, the ACOP is responsible for directing and managing operations to ensure the protection and security of members of Congress, Congressional staff and visitors, the daily business of Congress, and the continuation of government. As the senior operations commander, the ACOP has responsibility for leadership and supervision of all operational bureau and office commanders. This is an "at will" position and the incumbent serves at the pleasure of the Chief of Police.

Duties:

- Directs and manages operations to ensure the protection and security of Members of Congress, Congressional staff and visitors, the daily business of the Congress, and the continuation of government.
- Formulates objectives and priorities in concert with the COP and the Chief Administrative Officer (CAO). Implements plans, policies, and procedures consistent with the short- and long-term interests of the Department.
- Shares and builds upon the vision of the COP and acts as a catalyst for Departmental change. Influences others to translate vision into action.
- Leads a diverse workforce of law enforcement officers and civilians, many of whom are represented by authorized bargaining units, towards successful achievement of the Department's vision, mission, and goals. Serves as the deciding or recommending official on grievances and appeals presented by bargaining unit and non-bargaining unit employees. Provides an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Ensures accountability and adherence to Department rules and regulations of subordinate employees. Develops a work environment where workforce diversity and individual differences are valued and leveraged to achieve the vision and mission of the Department.
- Effectively communicates and updates members of the Capitol Police Board and their representatives to ensure an open relationship is maintained, in furtherance of Capitol Police Board and USCP initiatives.
- Ability to understand and explain complex staffing requirements, forecast manpower requirements, manage operational appropriations and to work collaboratively with members of the Office of Administration.
- Ability to apply and develop defensive countermeasures based on actionable intelligence. Ensure the operational integration of intelligence led policing.
- Manage the efficient integration of day-to-day varied operational elements to ensure the safety and security of the Capitol Complex.
- Represents the Chief of Police in his/her absence at an array of events including Capitol Police Board and oversight committee meetings, law enforcement conferences, and media sessions. Ensures stakeholders are informed of any new or critical changes to policies.
- Regularly communicates and briefs various committees including the House and Senate Appropriations Committees, Committee on House Administration, and Senate Committee on Rules and Administration. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, law enforcement executives, executives of major companies/corporations, and distinguished members of the public.
- Builds and maintains working relationships and liaison capabilities with local, state, and federal law enforcement agencies. Promotes the USCP on a national and international level as a premier agency in security policing.
- Serves as a change agent for innovation and modern security policing practices.
- Advances training and education standards for leadership development and professionalization of the Department.

Travel Required

Not required

Supervisory status

Yes

Promotion Potential

None

Job family (Series)

0083 Police

(<https://www.usajobs.gov/Search/?j=0083>)

Requirements

Conditions Of Employment

- Successful completion of a full background investigation.
- May require medical, psychological, and polygraph examinations. A drug test may be administered as a part of a medical exam if required.
- Must complete a one year probationary period.
- Obtain and maintain a TS/SCI security clearance.

Qualifications

Candidates must possess 5 years of sworn law enforcement executive and management experience at or above the senior command level.

Experience working in a law enforcement environment of comparable size and complexity.

A Bachelor's degree, preferably in a law enforcement related field, is desirable. A Master's degree is preferred.

Demonstrated understanding of the Legislative Branch is preferred, to include law enforcement and security services.

Must successfully complete Application and Assessment Questionnaire.

Mandatory Executive Core Qualifications (ECQs): All applicants must submit a written narrative in response to the following ECQs. Each ECQ should contain at least two examples describing your experiences, accomplishments, and results. Responses to ECQs **must not exceed 10 pages**. It is recommended that applicants prepare the ECQs in a Word document and upload it into the application system. The definitions of the SES ECQs and their underlying competencies can be found at:

<http://www.opm.gov/ses/recruitment/ecq.asp>.
(<http://www.opm.gov/ses/recruitment/ecq.asp>).

1. **Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organization goals. Inherent to the ECQ is the ability to establish an organization vision and to implement it in a continuously changing environment.
2. **Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions:** This core qualification involves the ability to build coalition internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Mandatory Technical Qualifications (TQs): All applicants must submit a written narrative response to the following TQs.

Please give examples and explain how often you used your skills, the complexity of the knowledge possessed, the level of people you interacted with, the sensitivity of the issues you handled, etc. Responses to TQ(s) must not exceed **2 pages per TQ** for a total of 6 pages.

1. Describe your experience using strategic, operational, tactical law enforcement, and emergency management concepts to lead a multi-disciplinary law enforcement organization.
2. Describe your executive law enforcement experience with setting goals, directing large-scale operational programs through subordinate supervisors, and evaluating the work of a law enforcement organization. Provide examples of innovation and

progressive policing practices.

3. Describe your experience leading law enforcement and security operations in a variety of environments in accordance with the practices and laws governing homeland security, emergency preparedness, continuity of operations and/or continuity of government in the National Capital Region, or in other geographic locations that require coordinating efforts with other law enforcement or security organizations.

Candidates will be evaluated for selection based upon their background experience, education and employment history.

The selection list for this vacancy announcement will be active for a period of 12 months from the approval of the selection memorandum. Additional selections may be made from this vacancy announcement.

Education

This job does not have an education qualification requirement. A Bachelor's degree, preferably in a law enforcement related field, is desirable. A Master's degree is preferred.

Additional information

Applications and supporting documentation must be received by the closing date of the announcement to receive consideration.

How You Will Be Evaluated

Candidates will be evaluated to determine if they meet the minimum requirements for the position. If the minimum requirements are met, the application materials will then be evaluated as they relate to the requirements listed in this vacancy announcement.

Evaluation Factors

Please address all ECQs and Mandatory Technical Qualifications so that your experience can be evaluated properly. To view the KSAs please go to the "HOW TO APPLY" section and click on the link "Application Preview".

Background checks and security clearance

Security clearance

[Sensitive Compartmented Information](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

Yes

Required Documents

The following documents are required and must be received by the closing date of this announcement:

1. Resume should include a full description of your executive level job duties as well as dates (mm/yr) of employment. Include any executive level law enforcement training and development activities.
2. Assessment Questionnaire: *Failure to provide a narrative response when required will result in an "Incomplete Application and/or Assessment Questionnaire" rating.*
3. Mandatory Technical Qualifications: *Failure to provide a narrative response when required will result in an "Incomplete Application and/or Assessment Questionnaire" rating.*
4. Executive Core Qualification Statement (no more than two pages each).
5. List of six professional references and requisite contact information.

Benefits

<https://www.uscp.gov/careers/uscp-employee-benefits>

How to Apply

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

Preview Questionnaire here: <https://apply.usastaffing.gov/ViewQuestionnaire/10531851>
(<https://apply.usastaffing.gov/ViewQuestionnaire/10531851>)

The complete application package must be submitted by 11:59 PM (EST) on the closing date of this announcement to receive consideration.

- To begin, click **Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the **Submit My Answers** button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login> (<https://my.usajobs.gov/Account/Login>), select the **Application Status** link and then select the **more information** link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to an incomplete application, log into your USAJOBS account and click **Update Application** in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

Agency contact information

 Kateleen Peters

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[Learn more about this agency.](#)
([#agency-modal-trigger](#))

We protect the legislative process, the symbol of our democracy, the people who carry out the process, and the millions of visitors who travel here to see democracy in action. We also protect everyone who visits the Capitol, who can see first-hand how we work to represent the best of America's spirit and diversity.

As a Department, we are a microcosm of America, representational of many races, colors, religions, national origins, political affiliations, sexual orientations, and ages. Our workforce is comprised of employees from nearly all 50 states and the U.S. territories. We embrace and celebrate a diverse workforce, and we believe inclusion makes our workplace stronger and respecting each individual as a person and as a professional is essential.

We act on the world stage every day of the year as a model in security, urban crime prevention, dignitary protection, specialty response capabilities, and homeland security. As ambassadors of the Congress, we are often the first face that visitors and employees encounter, and we leave a lasting impression that is reflective of the Legislative Branch and its role in America's democracy.

Visit our careers page

Learn more about what it's like to work at U.S. Capitol Police, what the agency does, and about the types of careers this agency offers.

<https://www.uscp.gov/the-department/>
(<https://www.uscp.gov/the-department/>)

Next steps

When you submit the completed online assessment questionnaire and all required documents, you will receive an acknowledgement email that your submission was successful. After a review of your application material is completed, you will be notified of your eligibility status. If you are referred to the hiring official, you will receive further notification. If further evaluation or interviews are required, you will be contacted.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)