



Job Description

Police Chief

Pay Grade: G14

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum ten (10) years of law enforcement experience with four (4) years at the command level in a comparable department and a record of successfully setting and accomplishing goals and objectives. Graduation from the FBI National Academy, Southern Police Institute's Administrative Officers course, Florida Chief Executive Seminar or Senior Management Institute for Policing course is desirable.

Minimum Education Requirements: Bachelor's Degree in Law Enforcement, Criminology, Public Administration, Social Science or a related field, a Master's degree is desirable

Department: Police.

Direct Supervisor: City Manager.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting and outside during critical events.

Certification: Valid State of Florida driver's license. Florida Law Enforcement Certification or the ability to acquire within 180 days.

Job Summary: Performs responsible administrative, professional and technical police work in the direction of personnel and activities of the Police Department.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan, organize and oversee available law enforcement services
- Oversee, administer, and plan police department budget. Research, initiate and oversee grants that are beneficial and appropriate.
- Authorize department purchases and plan for future needs. Purchase supplies and equipment within authorized appropriations and oversee the maintenance of equipment and vehicles; research and recommend purchases of items and analyzes bid specifications.
- Review departmental operations and programs; implement modifications and improvements; develop short- and long-range goals.
- Oversee and direct complex investigations of serious crimes.
- Analyze crime patterns, develop preventative measures and work with other area law enforcement agencies to keep abreast of problems and develop cooperative agreements and plans.
- Administer and oversee a comprehensive Emergency Management program in order to assure quality response to potential catastrophes and disasters, including the updating of the City's Emergency Operation Plan and assuring City staff is trained as necessary.
- Oversee the utilization of technology to enhance efficiency and effectiveness of the delivery of law enforcement related services to the public.
- Supervise department staff, both directly and indirectly
- Plan, establish and oversee departmental policies, procedures and standards.
- Oversee hiring, performance evaluation, training, dismissals, resignations, grievances, and other employee related issues.



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- Oversee the patrol effort of the community to enforce laws and ordinances, detect and prevent crime, and protect life and liberty. Monitor the apprehension and arrest of law violators.
- Advise or assist staff in unusually difficult emergencies and crimes.
- Maintain an effective liaison with other police and emergency agencies and seeks opportunities for shared or cooperative police services. Coordinate law enforcement activities with surrounding communities and state and federal agencies as appropriate.
- Promptly investigates or oversees the investigation of all complaints alleged against Police Department staff.
- Maintain effective community relations by promoting a positive law enforcement response to citizen concerns by attending public meetings, speaking directly to citizens in person, by electronic means, by phone, or through the media.
- Maintain effective community relations including making public presentations at schools and community functions and responding to complaints and suggestions.
- Maintains an ongoing program of community services and public relations, which is responsive to the citizens and their community values. Direct a program of community safety awareness, emergency response planning and crime prevention.
- Attend meetings to answer questions or provide information on investigations or operations as requested; attend department head meetings or other meetings as necessary.
- Serves as the department's chief advocate & spokesperson with diplomacy and political awareness.
- Propose and negotiates mutual aid agreements with other governmental entities.
- Serve as principle spokesperson for the City on all law enforcement issues.
- Ensure that all Police Department staff meet training standards and mandates
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and practices of modern police science, police administration, and crime prevention.
- Police records and their application to the solution of police problems.
- Controlling laws and ordinances.
- Organization and functions of the City Departments and of County, State, Federal law enforcement, regulatory, and licensing agencies.
- Effective management practices, including budgetary skills.
- Community policing principles and practices.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.



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- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Plan, assign, direct and supervise the activities of the department.
- Establish and maintain effective working relationships with other City officials and the public.
- Develop and implement effective training programs.
- Develop and implement innovative police techniques and methodologies.
- Provide strong leadership to the Department.
- Assess, select, and promote quality people.

Physical Demands

The work is light work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date