

**JOB TITLE**: Chief of Police **PAY GRADE:** 300

**DEPARTMENT**: Police Department **MIN. PAY:** $70,346 **MAX. PAY:** $137,093

**FLSA CLASSIFICATION:** Full-time **FLSA STATUS:** Exempt

**REPORTS TO**: City Manager

**DESCRIPTION SUMMARY**:

 This is highly responsible administrative and technical work in directing all employees and activities in the Police Department. Work involves responsibility for the protection of lives and property in the City through the work and supervision of all police activities. Work also involves the planning of activities and the selection, training, assignment, supervision and discipline of all departmental personnel. Work is performed under the supervision of the City Manager.

**ESSENTIAL JOB FUNCTIONS-Include, but may not be limited to:**

* Oversees the normal day-to-day operations of the Police Department.
* Responsible for overall command and control of emergency operations during exceptional circumstances.
* Responsible for coordinating command protocols in situations involving personnel of different functions engaged in a single operation.
* Formulates policies and regulations governing the Police Department.
* Reviews reports.
* Prepares departmental budget and authorized expenditures.
* Presents programs to civic club meetings, schools, churches and private organizations explaining the activities and functions of the Police Department.
* Performs public relation duties.
* Must be able to affect an arrest using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons.
* Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
* Must be able to load, unload, aim and fire from a variety of body positions, handguns, shotguns, and other firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in Certification Standards.
* Performs searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detection of objects, walking for long periods of time, detaining people, and stopping suspicious vehicles and persons.
* Conducts visual and audio surveillance for extended periods of time.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**- (Knowledge, skills, and abilities):

* Extensive knowledge of the principles and practices of modern police administration.
* Extensive knowledge of the technical aspects of law enforcement including criminal investigation and identification, crime prevention, traffic control and police training.
* Extensive knowledge of the types of firearms, communications and remove equipment used in modern police work.
* Thorough knowledge of municipal, state and federal criminal and related ordinances, laws and codes.
* Ability to plan, assign, direct and review the work of a large number of subordinates performing varied police activities including emergency situations involving danger to life and property.
* Ability to establish and maintain effective working relationships with civic and official groups, the general public and subordinates.
* Ability to prepare and present both oral and written information relating to activities in the department.

**EDUCATION AND EXPERIENCE:**

* Must possess at a minimum a Bachelor’s degree from an accredited college with major course work in Criminal Justice, Public Administration, Law Enforcement, Police Administration or related field. Master’s Degree and/or advanced training from FBI Academy, NUCPS School of Police Staff & Command, Southern Police Institute or similar leadership training is preferred.
* Possession of a valid State of Florida driver’s license.
* Experience in police administration.
* Supervisory skills.

**CERTIFICATIONS:**

* Must have completed the law enforcement officers training program and be certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission.

**PHYSICAL CONDITIONS:**

 The individual must be able to perform all essential duties of the position with or without accommodation. The following physical conditions apply.

* Occasionally works outside in variable weather conditions, but mostly inside in comfortable heated/cooled environment.
* The employee may work in high, precarious places and is occasionally exposed to fumes, airborne particles (around construction, or during the process of working in the field).
* Must be able to speak English well enough to communicate effectively, read/understand instructions, signs, warnings etc.
* Must be able to sit, walk, stoop, bend, kneel, walk or stand.
* Must be able to use fingers to feel objects, write, use computers, and hold objects.
* Must be able to hear and see while performing duties. The noise level is generally moderate.