

Title: Police Chief
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Police/Administration

Class Code: 1041
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible administrative and technical police work in the direction of all employees and the activities of the Police Department. Work involves the responsibility for the efficient operation of the Police Department through control of its activities in taking measures to prevent crime, protect lives and property and maintain and restore order. Work requires the planning of activities and the selection, training, assignment, supervision and discipline of all department personnel. The employee must work with considerable independence in carrying out police functions. Work is reviewed through periodic reports and discussions and is measured by results obtained.

ESSENTIAL FUNCTIONS:

1. Formulates policies and regulations governing activities of the Police Department in consultation with City officials and with the assistance of subordinate officers.
2. Formulates and prescribes work methods and procedures to be followed by members of the department.
3. Supervises budget preparation, and control and expenditures of departmental appropriations.
4. Cooperates with other state, federal and local law enforcement agencies when their activities and the activities of the Lakeland Police Department are mutually involved.
5. Attends civic club meetings and other public gatherings upon request to explain the activities and functions of the Police Department to improve police-community relations.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the principles and practices of modern police administration and police methods.
2. Extensive knowledge of the standards by which the quality of police service is evaluated and of the use of police records and application to police administration and future planning.
3. Thorough knowledge of the functions and objectives of other federal, state and local law enforcement agencies.
4. Ability to analyze complex police problems.
5. Ability to plan, organize and direct the work of subordinates and maintain a high level of discipline and morale.
6. Ability to delegate authority and to develop proper training and individual initiative in subordinates leading to a more effective and efficient organization.
7. Ability to establish and maintain effective working relationships with other city officials, county, state and federal authorities, civic leaders and the general public.
8. Ability to speak and write effectively.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

Title: Police Chief
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Police/Administration

Class Code: 1041
Date: 09/08

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in police science and administration and public administration. Master's Degree preferred.
2. Four (4) years of experience in a position with command responsibility in police work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must maintain certification as a Law Enforcement Officer from the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.