

Title: Police General Counselor & Advisor
PG: PB4
Status: Non-Civil Service
Position Reports to: Police Chief
Department: Police/Administration

Class Code: 1066
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The Police General Counselor is a responsible professional position engaged in the legal representation of the Police Department of the City of Lakeland. This position is responsible for representing the Police Department in litigation, for preparing contracts and other legal documents to facilitate police operations, and for providing legal advice to senior police managers. Reports to the Chief of Police. Generally, the employee works independently of the City Attorney; however, the employee is expected to cooperate with the City Attorney and Risk Manager in protecting the interests of the City as they relate to civil liability arising from police operations.

ESSENTIAL FUNCTIONS:

1. Initiates and prosecutes lawsuits seeking the civil forfeiture of contraband property, including real property, motor vehicles, and cash.
2. Defends the police department in certain lawsuits arising from police operations.
3. Represents the police department before the Civil Service Board and Nuisance Abatement Board of the City of Lakeland.
4. Drafts police-related city ordinances for presentation to the City Commission.
5. Drafts contracts and other legal documents, including mutual aid agreements, to facilitate police operations.
6. Provides formal legal opinions on matters affecting police operations, including the Fair Labor Standards Act, Police Officers' Bill of Rights, Public Records Law and American With Disabilities Act.
7. Responds to incidents involving serious injury or death in which department employees are involved; responds to all shooting incidents involving department employees.
8. Performs legal research and studies in the precedents, case trends, rulings and laws affecting police operations.
9. Works in conjunction with the City Attorney and Risk Manager in protecting the interests of the City as they related to civil liability arising from police operations.
10. Serves as liaison between the police department and State Attorney's Office regarding criminal cases.
11. Participates in continuing legal education programs and seminars to maintain skills and licensure.

ADDITIONAL RESPONSIBILITIES:

1. Reviews police department policies and procedures to ensure compliance with law.
2. Reviews proposed disciplinary action to ensure compliance with law.
3. Prepares legal bulletins on changes in law affecting law enforcement.
4. Assists the department with in-service training of department personnel regarding statutory and case law developments.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of state and federal, civil, criminal and constitutional laws affecting police operations.
2. Knowledge of administrative and personnel laws as they relate to law enforcement.
3. Ability to communicate clearly and concisely, orally and in writing.

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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 poses no significant environmental hazards. The job requires exposure to both bright and dim light. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited college of law and membership in the Florida Bar is required.
2. A minimum of six (6) years of experience as an attorney is required.
3. A minimum of three (3) years of experience as a governmental prosecutor is required.
4. Experience in labor law and workers' compensation is helpful but not required.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. 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.