

**MAJOR FUNCTION**

This is a responsible managerial position directing the employees, programs, services and allocated resources of the Tallahassee Police Department. Duties include planning, directing, developing and implementing, through assigned staff, programs, services and activities necessary for the enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty within the jurisdiction of the Tallahassee Police Department. The incumbent serves as a member of the City's Leadership Team and Emergency Management Team. Work is performed with considerable independence and latitude in the conduct of police operations, but is subject to executive direction by an Assistant City Manager, and the work is reviewed through conferences, review of operations, analysis of reports and recommendations, and evaluation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages the capital, personnel and facility resources allocated to the Police Department for the enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty within the jurisdiction of the Tallahassee Police Department. Formulates orders, regulations and protocol governing activities of the Police Department to complement and accomplish the department's and the City's mission and meet the needs of the community being served. Confers with the Assistant City Manager and department command staff to establish periodic work plans and to plan responses to sensitive issues, emergencies, and other similar or special events in the community requiring law enforcement presence. Maintains ongoing communications with the City Attorney's office to ensure that the department's exposure to liability is limited, where possible. Monitors legislative affairs imposing changes in law enforcement. Ensures that the department's policies and procedures reflect best practices and the department meets the standards necessary to maintain state and national accreditation. Serves, with other City department directors and appointed City officials, as a member of the City's Leadership Team. Executes the National Incident Management System citywide or among multiple jurisdictions, serving as the Incident or Unified Commander when national disaster or terrorist activities threaten public safety or security. Cooperates with state and federal officers in the apprehension and detention of wanted persons. Develops partnerships with and provides mutual aid to other agencies where the enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty may be required. Meets with community groups and civic organizations to establish, nurture and maintain cooperative relations between the community and the Police Department. Manages the acquisition, control and expenditure of departmental appropriations, including grants; submits and explains annual and off-cycle departmental budget requests to the City Manager. Serves as a member of the Executive Advisory Team for collective bargaining agreements. Administers collective bargaining agreements, proposing compromise solutions when needed. Prepares reports, agenda items and presentations and appears before the City Manager and/or City Commission as required. Ensures department compliance with the City's equal opportunity initiatives and related federal and state laws. Selects, advances, transfers, disciplines and dismisses assigned staff and adjusts grievances. Conducts performance appraisals and awards or denies merit raises. May work shifts of various lengths including, but not limited to 8 hours, 10 hours, 12 hours or more depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

**Other Important Duties**

Ensures proper advice and assistance is rendered to police officers in non-routine criminal or other investigations. Serves on task forces and committees to represent the Police Department or the City, as appropriate. Attends conferences, training and developmental events to keep abreast of

advances, events, etc., related to enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty. Perform related work as required.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

Thorough knowledge of police administration and of law enforcement methods. Considerable knowledge of labor relations. Thorough knowledge of controlling laws and ordinances. Thorough knowledge of personnel techniques, as related to the training, placement, and evaluation of police personnel. Thorough knowledge of scientific methods and crime detection, criminal identification and radio communication. Considerable knowledge of the geography of the City. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to lead and direct the activities of police personnel. Ability to maintain cooperative relationships with other City officials, the general public, state, county and federal authorities, and others contacted in the course of job performance. Ability to demonstrate resourcefulness and sound judgment in emergencies. Ability to be sensitive to the social realities of the community and of the need to enhance well-being and stability throughout all sectors of the community. Ability to maintain effective audio-visual discrimination and perception needed for making observations, reading and writing, operating assigned equipment and communicating with others. Ability to maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include standing or sitting for extended periods of time and operating assigned equipment. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

#### **Minimum Training and Experience**

Possession of a bachelor's degree and ten years of law enforcement work experience in a sworn capacity; or an equivalent combination of training and experience that includes at least two years of college and a minimum of ten years of the required work experience; or an advanced degree in business or public administration, criminal justice, law enforcement, criminology, law or a related field may substitute for one year of the aforementioned experience. Six years of the total experience must have been at the command level in a law enforcement agency.

#### **Necessary Special Requirements**

Possession of a Law Enforcement Certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.

Must reside within a 35-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Visual ability must be correctable to 20/20 in each eye with normal color and depth perception.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Must possess a valid Class E State driver's license at the time of appointment.

If applicable, must truthfully complete the City Employment Application and the TPD Personal History Statement. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. Must complete and pass a Truth Verification Examination and a pre-employment psychological examination prior to an employment offer being made.

Revised: 11-18-83  
04-05-89  
08-08-90  
06-04-93  
05-24-94  
04-20-04\*  
01-11-07  
05-14-09  
04-07-18  
09-24-18