

CITY OF ROCKLEDGE

JOB DESCRIPTION

TITLE: POLICE CHIEF

DEPARTMENT: POLICE

GENERAL DESCRIPTION:

Responsible administrative and technical police work in the direction of personnel and activities of the police department. Work is performed under the general administrative direction of the City Manager.

ESSENTIAL JOB FUNCTIONS:

- 1.Plans, organizes and directs all activities of the police department. Formulates goals and policy for the department.
- 2.Appraises crime prevention and law enforcement problems of the City; develops efficient police solutions, and adjusts departmental methods to meet new situations and to improve existing operations and effectiveness.
- 3.Controls expenditures of departmental appropriations and prepares departments budget.
- 4.Supervises the training of members of the police force.
- 5.Advises and assists police officers in non-routine criminal or other investigations.
- 6.Receives and disposes of complaints. Attends, conducts and addresses meetings at public gatherings to explain the activities and functions of the police department and to establish favorable public relations.
- 7.Cooperates with State and Federal officers in the apprehension and detention of wanted persons, and other agencies where activities of the police department are involved.
- 8.Performs routine administrative functions.
- 9.Selects, assesses and makes decision on hiring, promotions, termination and other disciplinary actions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

POLICE CHIEF

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of modern police science, police administration and crime prevention.
- Knowledge of police records and their application to the solution of police problems.
- Knowledge of controlling laws and ordinances.
- Knowledge of standards by which the quality of police service is evaluated.
- Knowledge of the organization and functions of the City departments and of County, State, Federal law enforcement, regulatory, and licensing agencies.
- Knowledge of effective management practices.
- Ability to plan, assign, direct and supervise the activities of the department.
- Ability to establish and maintain effective working relationships with other City officials and the public.
- Ability to express ideas clearly and concisely, orally and in writing.
 - Ability to provide strong leadership to the department.
 - Ability to make good quality decision.
 - Ability to assess, select and promote quality people.
 - Good public relation skills.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four year college or university with a Bachelor's Degree in Criminology, Law Enforcement or related field. Ten (10) years in law enforcement and responsible administrative positions; three (3) years of which must have been at the level of Chief or Assistant Chief add upper management in a comparable department and a record of successfully setting and accomplishing goals and objectives.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Florida Law Enforcement Certification.
Possession of a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Ability to communicate effectively both orally and in writing.
- Acceptable hearing (with or without hearing aid).
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)