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<b>Job Title</b>	Police Chief
<b>Closing date/time</b>	October 23, 2020 at 5:00 pm eastern time
<b>Salary Range</b>	\$52,000 - \$64,000 Annually
<b>Job Type</b>	Full-Time
<b>Location</b>	19 N Summit St, Crescent City, Florida
<b>Department</b>	Police

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This is an executive level position which reports to the City Manager and is responsible for directing, planning, and overseeing departmental activities. The Police Chief is responsible for the protection of lives and property in the City through the supervision of police functions. Work involves the efficient operation of the Police Department through the control of activities, the determination of departmental procedures, the planning of departmental work priorities and goals, the implementation of programs, and the training, assignment, and supervision of all department members. The Chief ensures that order is maintained, through the enforcement of laws and ordinances, and takes appropriate action for the prevention of crime. The Chief consults with the City Manager in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, he works independently in supervising the Police Department functions. Work is reviewed through discussion of problems and review of program results.

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**Essential Job Functions:**

- Formulating departmental rules and regulations.
- Preparing the departmental budget.
- Developing short and long-range strategic goals and annual plan.
- Coordinating and administering divisions through subordinate personnel.
- Coordinating and monitoring external assigned officers involved in high level and confidential federal or related investigations.
- Reviewing internal investigations of members of department.
- Working closely with the City Manager, and other city departments to keep the media, the citizens of Crescent City, and City employees informed.
- Oversee and be directly involved in the training of his or her officers.
- Directing the actions of all sworn and civilian employees to ensure proper compliance with related laws, labor contracts, departmental orders, and pertinent rules and regulations.
- Meeting with command staff to discuss projects, formulating procedures, and new programs, resolve operational problems, and generally keep abreast of relevant issues

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affecting the City and Police Department may mobilize force during emergencies, such as civil disturbances.

- Attends City Commission meetings and makes presentations to the City Commission, professional, civic, and community groups as required.
- Overseeing the hiring and discipline of all police personnel.
- Reviewing performance reports prepared by subordinates and reviewing employee performance evaluations as provided by subordinate professional staff.
- Participating in the development and/or revisions of local or other laws and regulations that may impact law enforcement activities within the City.
- Applies for and administers all grants.
- Will be required to work during a declared or undeclared emergency.
- Establish and maintain an effectively work relationship with the Putnam County Sheriff's Office, and other County and neighboring municipal and state law enforcement agencies.
- Performs other related job duties as assigned.

**NOTE:** The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position or to reasonably accommodate individuals with disabilities.

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### **Education and Experience:**

- Fifteen (15) years of progressively responsible law enforcement experience in municipal/county police work which must include five (5) years of senior command, administrative, or supervisory responsibility with the rank of Lieutenant or higher - the City will give preference to experience in the State of Florida.
- Field Training Officer experience is required.
- Bachelor's degree in Public Administration, Police Science, Criminal Justice, Management, or a related field.

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### **General Requirements:**

- Must be a sworn certified Police Officer in State of Florida or eligible to obtain State of Florida certification as a sworn Police Officer in accordance with State Statute 943.13 is also required within thirty (30) days of employment.
- Residency within the City of Crescent City is desired, and residency within 20 miles of the jurisdictional boundary is required, within 6 months of hire.
- Must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility.
- Applicants Must Also Meet the following:
  - Be a U.S. citizen.
  - Pass physical exam and drug screening.
  - Possess a State of Florida Driver license or the ability to obtain one within 14 days of hire.
  - Possess a good driving record.
  - Be in good physical condition.

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- Possess Florida Law Enforcement Standards Board Certification.
  - Ability to possess a firearm.
  - No felony convictions.
  - No domestic abuse convictions.

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**Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles, standards and practices of modern police administration and police methods.
- Ability to plan, lay out, and supervise the work of subordinates performing varied operations connected with police activities.
- Ability to develop proper training and instructional procedures for employees, and to maintain a high level of discipline and morale.
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities, and to modify organizational procedures to meet changing conditions.
- Knowledge of the principles and practices of personnel and labor relations administration.
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities and the public.
- Working knowledge of the municipal budgeting process; ability to develop and administer a budget. Ability to provide effective leadership and to maintain harmonious relationships in the department.
- Ability to prepare and present effectively oral and written information materials related to the activities of the Police Department.

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**Work Environment:**

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

The City of Crescent City is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.