

CITY OF BRADENTON, FLORIDA

Assistant Police Chief



BRADENTON POLICE

#ONECITYONETEAM



Bradenton Police Department

#OneCityOneTeam

THE COMMUNITY

Located along Florida's Gulf Coast, south of the greater Tampa Bay area and north of Sarasota. We think Bradenton is a wonderful place to raise a family, to work and to play. Bradenton is nestled on the beautiful Manatee River, and our Riverwalk allows many ways to enjoy the view.



We are home to the Village of the Arts and LECOM Park, home of the spring training Pittsburgh Pirates, and we're just minutes from beautiful Anna Maria Island, where the grandeur of Florida beaches is always on display. We also boast the Bradenton Blues Festival, which has rapidly ascended to become one of the best blues festivals in the country.

With so many things to be proud of about our city – public art, beautiful parks, fine dining and entertainment the one thing we are most proud of is our residents.

We are Bradenton, The Friendly City.

BRADENTON POLICE DEPARTMENT

The City of Bradenton Police Department was formed in 1903 when Mr. W.S. Young doubled as the City Fire Marshall and Sanitation Inspector for the salary of \$60 per month. He remained chief until 1918 when he left to serve in World War I. The Department has a rich history - starting from its rural beginning and growing into a modern full-service police agency. The Department currently has 123 sworn officers with additional support staff of 70 civilian employees and 11 volunteers.

Melanie Bevan became the Chief of the Bradenton Police Department in 2016. During her tenure, she has focused on improving community relations by direct engagement programs such as the annual Fill the Truck Toy Drive, Safety Patrol Badge Program, and Walking the Beat Initiative to name a few. She has built resiliency throughout the agency by way of improved training, education, equipment, and supervision, with an added emphasis on officer health and wellness. She spearheaded the Departments re-accreditation in both 2018 and 2021 through the Commission for Florida Law Enforcement Accreditation,

and introduced Body Worn Cameras to sworn staff in 2021.

The Bradenton Police Department subscribes to a community policing model and engages regularly via participation in a host of initiatives. Criminal trends are closely monitored so that strategies can be developed to meet the changing needs of the community.

Bradenton Police Department Mission Statement:

The Bradenton Police Department is dedicated to excellence in policing through professionalism, courage, and transparency.

GENERAL PURPOSE OF POSITION

The Assistant Chief of Police assists in the overall planning, directing, and coordinating of activities in the Police Department, and is responsible for the supervision of police department personnel. This position reports directly to the Chief of Police, and commands divisions (Administrative, Patrol, Patrol Support).

Work involves resolving problems of the highest technical nature when required and participating in the determination and formulation of Department policies. Duties include assisting in planning, staffing, and directing police activities; assisting in coordinating, preparing, and administering the budget for the Police Department; conducting administrative studies of management problems and concerns; developing comprehensive programs designed to effectively correct operational deficiencies; ensure the fair and impartial investigating of citizen complaints about police personnel conduct and services; and making recommendations on performance ratings, disciplinary actions, and related matters; assisting subordinates with complex investigations surrounding all areas of crimes against property and persons. The Assistant Chief of Police may represent the department at various meetings and conferences and speak before community groups on the role of the Police Department.

In the absence of the Police Chief, The Assistant Police Chief has the authority to represent or act as the Police Chief, as assigned.

Supervision is received from the Police Chief who may delegate portions of the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief.

■ ESSENTIAL DUTIES AND RESPONSIBILITIES

Communicates with the general public and Police Department employees in order to answer inquiries and complaints, give directions, and explain actions of the Police Department and its policies and procedures.

Provides information, gives instructions, and responds to questions from the general public and City employees in order to enhance public relations and employee morale. Prepares and reviews the following: Administrative studies of management problems and concerns; the budget for the Police Department; UCR and crime analysis reports; program and grant proposals; recommendations regarding performance ratings and disciplinary actions; statistics and reports on departmental activities; and departmental policies and procedures.

Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City rules and Procedural General Orders, City Personnel Rules, police reports, and administrative studies in order to resolve complex operational and procedural problems; formulates programs and plans to maintain departmental efficiency and responsiveness; makes fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public.

Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards. Further responsibilities include the following:

- Aids in administration of Departmental and divisional budgets.
- Assists in preparing recommendations as it pertains to police department functions and requests for the City Council and Mayor and implementing approved policies.
- Assists in coordinating law enforcement and service activities with those of other city departments and agencies within the County, State and Federal agencies, as appropriate.
- Advises and assists subordinates in solving highly complex police problems.
- Establishes and maintains effective communications with community groups.

- Maintains professional association memberships and attends meetings, seminars and conventions to represent the city and stay abreast of current trends and innovations.

- May attend scheduled meetings and seminars to represent the Chief of Police.

■ SKILLS AND PHYSICAL ABILITIES REQUIRED

- Knowledge of budgeting and staffing.
- Knowledge of the Standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- Knowledge of supervisory requirements associated with the criminal investigative component of a police agency.
- Knowledge of the functions of other governmental agencies and authorities as they relate to police work.
- Ability to plan, organize, direct and evaluate the work of subordinates engaged in diversified activities.
- Ability to analyze complex verbal, investigative and statistical reports and to formulate action based on analysis.
- Ability to analyze complex organizational problems and to determine proper courses of actions.
- Ability to prepare and present effectively oral and written informative material relating to the activities of the Department. Ability to establish and maintain effective working relationships with subordinates, other city officials, state and federal authorities, civic leaders and community members.

■ EDUCATION AND EXPERIENCE

Minimum of Bachelor's Degree in a Criminal Justice related field from an accredited college or university. Preference will be given to those possessing an advanced degree (Masters or Juris Doctorate) from an accredited college or university in a related field. Experience in a Police Department or law enforcement agency of comparable or larger in size and complexity to the Bradenton Police Department is desirable.

Florida State Certifications for Law Enforcement and/or ability to obtain certification within six months of being hired. Minimum of Ten (10) years of experience in law enforcement, with at least three (3) years in a senior command position.

Possession of and or the ability to obtain and maintain a valid Florida driver's license. Evidence of continuing professional development, such as FBI National Academy, SMIP, etc. is desirable.



SALARY RANGE /RESIDENCY REQUIREMENT

\$107,900 - \$129,480

Within one year of being hired, obtain and maintain residency in Manatee County.

APPLICATION PROCESS & DEADLINE

To apply, please forward a cover letter and resume **ONLY** to: The Florida Police Chiefs STARS Program via email to: stars@fpca.com no later than April 20, 2022. Resumes received after the deadline will not be considered. Please be aware that Florida has very broad public records laws. Application may be subject to Florida Statute, Chapter 119.

The Florida Police Chiefs Association STARS Executive Search Program is assisting in the search process.

By providing Selection, Training, Assessment, Recruitment and Support, the Florida Police Chiefs STARS Program is setting the standard for finding, retaining and supporting the best police chiefs and assistant police chiefs available. The STARS Program will take local municipalities through an extensive search and qualification process.

If you have any questions regarding this search, please forward your questions to stars@fpca.com.

ADDITIONAL INFORMATION

Additional information regarding the City of Bradenton may be found at:
<https://cityofbradenton.com/>

Additional information regarding the Bradenton Police Department may be found at:
<https://www.bradentonpd.com>

Officer Requirements in the State of Florida may be found at:
www.fdle.state.fl.us/CJSTC/Officer-Requirements/Officer-Requirements-Home.aspx