

# Oakland, Florida Chief of Police

Open Date: July 8, 2022  
Closing Date: August 6, 2022

*Town of*  
**OAKLAND**  
**Florida**  
**"AMONG THE OAKS"**

## The Town and its History

Oakland, established in 1887, is one of the oldest and most unique municipalities in Orange County.

A day spent in the Town of Oakland will take you back in time to the old, quaint Florida of yesterday - even as new residents begin to discover what just a few have known for generations.

Today, Oakland is a diverse, thriving and growing small community noted for its laid-back lifestyle and majestic oak trees. Tree-lined roads are nostalgic reminders of an era when life was simple and everyone knew their neighbors. Its nearly 4,000 residents live within a quiet, serene atmosphere tucked away from the nearby State Road 50, but just close enough to access it and Florida's Turnpike within minutes.



## The Government

The Town of Oakland, pursuant to its Charter, follows a Commission-Manager form of government, with Mayor, Kathy Stark and four Commissioners elected at-large. Residents are served by these five non-partisans elected officials.

The Mayor and Commissioners serve for four-year overlapping terms. These elected officials appoint the Town Manager who is tasked with overseeing all administrative duties and the daily business operations of the Town.

The Commission legislatively establishes policies in the form of ordinances, resolutions or motions, which determine the laws, proceedings, budget and service levels for the Town.

The Commission also appoints members to a number of boards and committees, which provide assistance.



## The Police Department

The Oakland Police Department is comprised of a diverse and dedicated group of professionals who serve their community as police officers and civilian staff. Each is dedicated to making the Town of Oakland a safe haven for residents and visitors alike. By combining professional police practices with a community-oriented philosophy, we work hard to dissuade crime, while treating everyone with dignity and respect. Currently the department has 14 full-time and four part-time sworn police officers, and one full-time non-sworn code enforcement officer. The proposed budget for the coming fiscal year is \$2.1M.



## The Ideal Candidate

The ideal candidate will embrace the aspects of a small town that is intimately connected to their Police Department and their Chief. The Chief will be expected to be very visible in the community. The ideal candidate will:

- Possess strong emotional intelligence and communication skills to effectively engage with persons from all walks of life.
- Be very accessible to residents, business owners and town personnel.
- Develop and promote a progressive vision in directing the department, implementing innovative techniques, and policing methods to further advance the mission of the department and enhance community safety.
- Have proven, strong, progressive leadership qualities to direct the department's personnel and maintain a visible presence within the agency and community.
- Believes in and encourages advanced training and education for employees, along with physical and mental wellness programs for all members of the department.
- Enjoys being a part of a high-performing team of peers who value collaboration, integrity and supporting one another.

## General Description

The position manages, directs and is responsible for all Police Department operations and administration. This position is also responsible for other special projects as assigned. This position oversees and supervises the director of police administration as well as the lieutenant, who serves as the department's second in command. The position responds to routine calls and major crime scenes, supervises subordinate supervisors and nonsupervisory. Reports to the Town Manager.

## Essential Job Functions

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to have a good relationship with others, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Oversees and provides safe working conditions for Department employees;
- Manages police operations ensuring compliance with federal, state, and local laws and regulations;
- Meets with individual residents and community groups to discuss problems;
- Responds to critical incidents, and assumes role of incident commander;
- Assists Town Manager and Department Heads with projects and assignments as needed;
- Assists the Town Commission with special projects, as directed; addresses Town Commission meetings, and makes presentations;
- Performs routine patrol duties, when necessary, by staffing issues;
- Interacts with other agencies and government entities;
- Ensures that the department is properly equipped and that employees are trained and re-trained;
- Prepares budgets and projects for strategic plans;
- Works with community groups to provide alternatives and activities for adults and children; addresses, assists, and make presentations to the Town Commission during meetings and when given special projects;
- Supervises subordinate supervisors and non-supervisory personnel to include planning work, setting objectives, developing, and managing a budget, instructing on work procedures, setting work standards and procedures, reviewing work of others, counseling and disciplining employees, appraising performance, hiring new employees, granting overtime, and granting time off.

## Minimum Requirements

Candidates for the position of police chief shall have a minimum of an associate degree from an accredited college or be a graduate of the FBI National Academy or the Southern Police institute's Command Officer's Development Course, and at least five years of experience at the rank of police lieutenant or higher with a law enforcement agency. Candidates must have a current police certification from the State of Florida or the ability to obtain one within 180 days and possess and maintain a valid Florida driver license or the ability to obtain one.

## **Additional Knowledge, Skills & Abilities**

- Knowledge of state laws and Town ordinances and the ability to ensure their compliance by Departmental personnel, as well as in the performance of patrol related duties;
- Knowledge of law enforcement standards and procedures and the ability to apply them to improve Department efficiency and recognition within the law enforcement profession.
- Ability to develop and manage a department budget, including making budget adjustments as required;
- Written and verbal communication skills to facilitate informal and formal engagement with employees, Town leadership and citizens;
- Leadership skills to direct and supervise personnel, including their training and compliance with established safety procedures. Includes such human resources issues as hiring, disciplining, and terminating employees.

**Salary Range - \$90,000 - \$110,000**

## **Additional Information**

Information regarding the Town of Oakland may be found at:

<https://www.oaklandfl.gov/>

Information regarding the Town of Oakland Police Department may be found at:

<https://www.oaklandfl.gov/163/Police-Department>

Officer Requirements in the State of Florida may be found at:

<http://www.fdle.state.fl.us/CJSTC/Officer-Requirements/Officer-Requirements-Home.aspx>

## **Application Process and Deadline**

To apply, please forward a cover letter and resume **ONLY** to: The Florida Police Chiefs STARS Program via email to: [stars@fpca.com](mailto:stars@fpca.com) no later than midnight on August 6, 2022.

**Please be aware that Florida has an extremely broad public records law. Applying may be subject to Florida Statute Chapter 119.**

If you have any questions regarding this search, please forward to [stars@fpca.com](mailto:stars@fpca.com).

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## **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 available. The STARS Program will take local municipalities through an extensive search and qualification process.

Once a candidate has been hired, the STARS Program will remain engaged to provide training and mentoring to ensure a seamless transition for the new Chief of Police. This unique hands-on approach will result in Chiefs of Police who are professionally qualified, supported by a network of professionals and ultimately successful in serving their communities.

Learn more by contacting Amy Mercer, Professional Development Manager at [amercer@fpca.com](mailto:amercer@fpca.com) or by calling 850-219-3631.