

CITY OF HOLLY HILL, FLORIDA

CHIEF OF POLICE

Job Announcement



THE CITY

The City of Holly Hill, incorporated in 1901, is located in east central Florida on the west bank of the Halifax River. The City of Holly Hill operates under the commission-manager form of government. The City Manager is responsible for carrying out the policies and ordinances of the City Commission, overseeing the day-to-day operations of the City, and appointing the heads of various departments. In addition to supervising the daily operations, the City Manager works with elected officials, committees, and citizens to plan for the future of the community.



The City of Holly Hill currently occupies a land area of approximately 3.96 square miles. The City of Holly Hill is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission.

THE HOLLY HILL POLICE DEPARTMENT



The Holly Hill Police Department has a total of 26 sworn positions, including the Chief. The command structure consists of a Chief, one Captain, and six Sergeants. One sergeant is over the CRA District specifically (Community Redevelopment Area) and one is in the investigative division. The other four are road patrol sergeants.

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Mission Statement, Goals, and Core Values

The mission and core values of the Holly Hill Police Department are an integral part of our organizational structure. These tenets of our organization serve as a guide for our members and set expectations for the community we serve.

Our core values define our role as partners, leaders, and role models in the community. We recognize that these are personal and professional traits that we value. We understand and expect that our efforts will be measured against these ideals and high professional standards.

Our mission and core values are based upon the finest traditions of the police service and have been developed and embraced by the members of the Holly Hill Police Department.

Mission Statement

The mission of the Holly Hill Police Department is to work closely with our community, to set the example, and to build relationships in order to reduce crime, enforce all laws and ordinances with absolute fairness in order to preserve the peace, all while safeguarding the Constitutional rights and basic human dignity for all who live, work and visit the City of Holly Hill, Florida. *The Mission Statement of the Holly Hill Police Department was created by the outstanding women and men of the Holly Hill Police Department.*

Goals

Serving and protecting the community is at the core of what we do, but we also provide a variety of traditional and non-traditional services. We will accomplish our mission by being leaders in the community and working cooperatively with the public to make Holly Hill a great place to live. In order to carry out this important mission, the Department has established the following goals:

- Work closely with the community and involve them in the Department's growth to include leadership, training, oversight, and accountability.
- Through an aggressive training program, members of the Department will be encouraged to understand community needs and values in order to better serve it.
- Maintain ongoing, open, and transparent communication with the citizens of the community and strive to address their concerns in order to reduce neighborhood crime and improve quality of life for all residents, business interests, and visitors.

Core Values

Our core values serve as the moral, ethical, and professional guidepost for all we do in service to the City of Holly Hill, Florida. **Community, Dedication, Courage.**

POLICE CHIEF POSITION

Responsible for the oversight of the activities of all law enforcement personnel, police administrative personnel, and operations of the City of Holly Hill's Police Department.

ESSENTIAL JOB FUNCTIONS

1. Plans, organizes, and directs all activities of the police department. Formulates goals, policies, and objectives 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 the department's 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 decisions 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)

KNOWLEDGE, SKILLS & ABILITIES

- 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's 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 decisions.
- Ability to assess, select and promote quality personnel.
- Good public relations skills.



■ EDUCATIONAL & CERTIFICATIONS REQUIREMENTS

- Bachelor's degree in criminology, Law Enforcement, or related field.
- Ten (10) years in law enforcement and responsible administrative positions; three (3) years progressively responsible supervisory/management/leadership position 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.)

- Florida Law Enforcement Certification or the ability to obtain one within 6 months.
- Florida Driver's License or the ability to obtain one within 30 days.

■ SALARY RANGE & BENEFIT HIGHLIGHTS

Salary Range: \$89,357 - \$114,358 - Hiring Salary based on qualifications and experience.

Highlights of the benefit package provided by the city include the City's pension plan or an investment 401 program. Fully paid premium for individual coverage in the City's group health insurance plan, Take-home vehicle, and Life insurance and AD&D policies up to \$100,000.

Additionally, the City provides group rates for dental, vision, and voluntary life/AD&D policies for individual and family coverage.



THE FLORIDA POLICE CHIEFS ASSOCIATION'S STARS EXECUTIVE SEARCH PROGRAM IS ASSISTING IN THIS 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 organizations through an extensive search and qualification process.

■ SUBMISSION PROCESS:

Please submit a resume and a cover letter **ONLY** to stars@fpca.com, no later than midnight on May 5, 2024. Inquiries should be directed to stars@fpca.com.