

# Quincy, Florida Chief of Police

Open Date: April 29, 2024  
Closing Date: May 29, 2024



## The City of Quincy

The City of Quincy's population is 7,719. Established in 1828, Quincy is the county seat of Gadsden County and was named for John Quincy Adams. It is located 25 miles (40 km) northwest of Tallahassee, the state capital. Several buildings and places in Quincy are on the National Register of Historic Places. These landmarks include the E.B. Shelfer House, the John Lee McFarlin House, the Quincy Library, and the Soldiers Cemetery.



The city of Quincy is also a Florida Main Street community and has a beautiful downtown area loaded with old historic buildings, restaurants, and shops.

## Government

Quincy is organized with a commission-manager form of government; voters elect a City Commission, which consists of five members. All five seats, including the Mayor, represent five district seats. The Commission establishes ordinances and policies for the City. It also reviews and approves the city budget annually. The Commission appoints a City Manager, who implements policy as voted on by the Commission. The City Manager is the senior administrative officer of the city and is responsible for all aspects of administrative oversight. The City provides a very high level of service to its residents.



## The Police Department

The Quincy Police Department's annual budget is \$3,543,387. The department's 45.87 budgeted positions include 25 sworn officers (17 police officers, 3 lieutenants, 5 sergeants), 8 dispatchers, 3 part-time crossing guards, and administrative personnel.

### Mission Statement:

The Quincy Police Department will work in partnership with the community to protect life, and property and solve neighborhood problems.

### Vision Statement:

The Quincy Police Department will be the best small police department in the world.



## 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 and be very community-oriented. The ideal candidate will:

- Possess strong emotional intelligence and communication skills to effectively engage with people from all walks of life.
- Be very accessible to residents, business owners, and city staff.
- 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 community.
- Have proven, strong, progressive leadership qualities to direct the department's personnel and maintain a visible presence within the agency and community.
- Believe in and encourage physical and mental wellness programs for the department.
- Enjoy being a part of a high-performing team of peers who value collaboration, integrity, and supporting one another.



## General Description

This is responsible managerial work in law enforcement assisting in the direction, management, and coordination of activities for the Quincy Police Department. Work includes directing and managing the day-to-day operations of the department. The incumbent must possess extensive familiarity with modern police techniques and best practices, including concepts of administration and elements of effective supervision. Although the work is subject to review and inspection by the City Manager, the incumbent works with considerable independence in day-to-day activities requiring the exercise of judgment and initiative. Work is reviewed through conferences, review of operations, analysis of reports and recommendations, and evaluation of results by the City Manager.

## Essential Job Functions

- Plans, organizes and manages the activities and functions of the day-to-day operations of the department through department senior officers.
- Develop the department's mission, policies, procedures, rules, and regulations; and implement same through department senior officers.
- Reviews and analyzes internal and external reports to determine trends and makes recommendations for changes in the organization, administration, and operations to the City Manager.

- Incumbent will prepare and manage the department's operating and capital budgets; and control expenditures of the appropriations.
- Attends meetings and public gatherings to explain the functions of the Police Department and to establish favorable public relations. Appears before the City Commission to explain Department plans.
- Reviews employee problems and ensures that necessary steps are taken to maintain high morale and employee effectiveness and efficiency.
- Reviews and investigates complaints, monitors complex situations, and reports to the City Manager on such matters.
- Meets with other law enforcement managers for strategic planning and to plan inter-departmental responses to high-risk or special events. Uses and exercises independent judgment.
- Reviews and approves recommendations for placement, advancement, transfer, training, development, safety, and discipline of departmental personnel. Ensures departmental compliance with the City's equal employment opportunity requirements and related federal and state laws.
- Makes special studies and investigations as assigned by the City Manager.
- Represent the department in labor-related issues, including collective bargaining negotiations, administration of labor agreements, and grievance processing.
- Performs related work as required

## **Minimum Requirements**

- A master's degree in business or public administration, criminal justice, law enforcement, criminology, or related field may substitute for one year of the required sworn experience, preferred.
- Eight years of professional experience in law enforcement work in a sworn capacity, with three years being in a command-level position.
- Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission within six months of the date of employment.
- Visual ability must be correctable to 20/20 in each eye with normal color and depth perception.
- Must possess a valid Class E Florida State driver's license or the ability to obtain one at the time of appointment.
- Must possess Federal Emergency Management Agency (FEMA) certifications: IS-700, IS-800, IS-100, IS-200, IS-300, and IS-400 or the ability to obtain them at the time of appointment.

## Salary - \$58,000 - \$75,000

Salary is negotiable based on qualifications and experience.  
A generous benefits package is also available for the Police Chief position.

## Additional Information

Information regarding the City of Quincy may be found at:  
<https://www.myquincy.net/>

Information regarding the City of Quincy Police Department may be found at:  
<https://www.myquincy.net/police-department>

Officer Requirements in the State of Florida may be found at:  
<https://www.fdle.state.fl.us/CJSTC/Officer-Requirements/How-to-Become-an-Officer>

## 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.

## 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 May 29, 2024

Please be aware that Florida has a very broad public records law. Applying may be subject to Florida Statute Chapter 119.

**All inquiries should be forwarded to [stars@fpca.com](mailto:stars@fpca.com).**