

TOWN OF MANALAPAN, FLORIDA

CHIEF OF POLICE

Job Announcement



THE CITY

The Town of Manalapan is nestled along the eastern shoreline of South Florida. Located in Palm Beach County, the town remains committed to its small and quiet roots. The Town of Manalapan currently occupies a land area of approximately 2.4 square miles that is contiguous only by water. The year-round population is less than 500, mostly full-time residents as commercial and rental facilities are sparse and large-scale development is not part of the town's ethos.



The Town of Manalapan is governed by a Mayor and Town Commission who are elected by the voters. The Town Manager works closely with the Police Chief in navigating the fine line between maintaining the beauty and history of the Town while keeping up with the changing times. For more information, please visit: www.manalapan.org

THE MANALAPAN POLICE DEPARTMENT

The Manalapan Police Department has a total of 15 sworn positions, including the Chief. The command structure consists of a Chief and one Lieutenant. The remainder of the staff consists of ten (10) full time police officers and three (3) part time police officers. There is also an administrative position in the department. The Town is committed to ensuring resources for the department by providing a dispatch center with three (3) full-time dispatchers and two (2) part-time dispatchers that report directly to the Chief. The Town is one year into a 3-year contract where they have pledged a 7% annual pay raise for law enforcement staff. The current Chief has been with the department for 20 years, which shows the Town's dedication to not only law enforcement, but to the people behind the badge.

Mission Statement

The members of the Manalapan Police Department are committed to providing the highest level of service to the community. Our desire to protect and respect the freedoms and rights of those we encounter are demonstrated by excellence through service.

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 accomplish our mission by being leaders in the community and working cooperatively with the public to make Manalapan a great place to live. Some of the community programs that are offered by the Manalapan Police Department are:

- Vacation House Checks: This allows residents to notify the Police Department when homeowners are away from the property. Police will conduct walk-arounds and perimeter security checks for any suspicious activity.
- Construction Site Checks: To better serve the community, the Police Department will conduct proactive construction site checks during non-business hours.
- Fail-Safe Lock Boxes: A lock box that stores homeowners' keys and allows emergency workers to access property in times of emergency.
- Extra Duty Detail: Allows residents/businesses to hire an off-duty officer for a specific event.



CHIEF OF POLICE RESPONSIBILITIES

Responsible for the oversight of the activities of all law enforcement personnel, police administrative personnel, and operations of the Town of Manalapan's Police Department. This position is for a working, hands on Chief, Monday-Friday 8:00 a.m. - 4:00 p.m. with one hour paid lunch. It is expected that the Chief will maintain residency within a 35 mile radius of the Town.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, and directs all activities of the police department. Formulates goals, policies, and objectives for the department.
- Appraises crime prevention and law enforcement problems of the town; develops efficient police solutions and adjusts departmental methods to meet new situations and to improve existing operations and effectiveness.
- Controls expenditures of departmental appropriations and prepares the department's budget.
- Supervises the training of members of the police force.
- Advises and assists police officers in non-routine criminal or other investigations.
- Receives and investigates 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.
- 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.
- Performs routine administrative functions.
- 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 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 Town'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 Town 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.
- Experience in emergency management.



EDUCATIONAL & CERTIFICATIONS REQUIREMENTS

- Bachelor's degree or higher required. Preference given to a degree in Criminal Justice, law enforcement, or related field.
- Ten (10) years in law enforcement and responsible administrative positions; three (3) years progressively responsible supervisory, management or 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 may be considered in lieu of certain minimum qualifications.
- Florida Law Enforcement Officer 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: \$135,000 - \$168,000. Based on qualifications and experience.

Highlights of the benefit package provided by the town include at hiring: Fully covered PPO Plan via Florida Blue (BCBS) plus 50% of dependent premiums; \$50/month for supplement medical/dental insurance through AFLAC or Legal Shield; expenses reimbursement based on years with agency for employee and dependents; \$20,000 life insurance; short term disability; employee assistance program; tuition reimbursement up to \$3,000 annually; 11 paid holidays, 7% raise for FY 2025 and 7% raise for 2026.

After 6 months of employment: eligible to use personal day and 10 days' vacation time (increase after year 6), sick leave accrued upon employment and eligible to use after 90 days.

After one year: 457/401A match up to \$5,000 annually. Pension Plan: 7% contribution, 10-year vesting period, 3% qualifier, 3% after 20 years= 60% last five years of pay. Longevity Pay: in 5-year increments.



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 **November 8th, 2024**. Inquiries should be directed to stars@fpca.com. Incomplete submissions will not be considered.