



POLICE CHIEF POLICE DEPARTMENT

GENERAL DESCRIPTION:

Responsible management, administrative, and technical police work in the direction of personnel and activities of the police department. The Chief of Police is directly accountable to the City Manager.

ESSENTIAL JOB FUNCTIONS: (Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are incidental to the primary functions.)

- Plans, organizes, and directs all activities of the police department. Formulates goals and policy for the department.
- Appraises crime prevention and law enforcement problems of the city; develops efficient police solutions
- Adjusts departmental methods to meet new situations and to improve existing operations and effectiveness
- Controls expenditures of departmental appropriations and prepares department's budget
- Supervises the training of members of the police department
- Advises and assists police officers in non-routine criminal or other investigations.
- Delegates the investigation of citizen 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 inherent to the position.
- Selects, assesses, and makes decisions on hiring, promotions, termination, and other disciplinary actions

MINIMUM QUALIFICATIONS:

- U.S. Citizen
- 21 years of age
- Bachelor's degree
- 15 years of law enforcement experience with 5 years of progressive supervisory experience at managerial levels
- Honorable Military Discharge (if applicable)
- No Felony arrests or convictions

- Ability to pass a background check (personal & employment)
- Ability to pass medical screening
- Ability to pass drug screening
- Ability to pass polygraph examination
- Ability to pass psychological examination

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in criminal justice, law enforcement, or related field is Master's degree preferred.
- Fifteen (15) years of experience as a law enforcement officer with a minimum of three (5) years of experience at the managerial level; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills, and abilities.
- Graduation from an Executive leadership/development course (i.e., FBI academy, SMIP or SPI - AOC)
- Possession of State of Florida Law Enforcement Certification
- Possession of a valid State of Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing.
- Ability to lift, push or pull a minimum of 50 pounds
- Ability to walk and or run without restrictions
- Ability to sit for extended periods of time, which can be inherent to the position.
- Ability to stand for extended periods of time when directing traffic and controlling crowds.
- Ability to withstand exposure to putrid odors, diseases, chemicals, excessive noise, and the elements related to weather.

JOB LOCATION: Police Department, 6333 Ridge Road Port Richey, FL 34668

HIRING RATE: Depends on Qualifications and Experience – Salary Range: \$83,433.00 - \$133,492.00 a year

CLOSING DATE: Open Until Filled

BENEFITS:

The benefits package includes 100% employer-paid medical, dental, vision, AD & D, Short Term Disability, and life insurance; vacation (first year – ten (10) days annually; sick (first year – ten (10) days annually); personal time - three (3) days annually); ten (10) paid holidays (annually), and part of the Florida Retirement System (F.R.S.) program. The City also has a deferred compensation program and access to additional insurance (i.e., Aflac)

Employees interested in this position should complete the City of Port Richey Internal Job Application and submit it to the City Human Resource Department. Application and complete job posting are available at www.cityofportrichey.gov or by contacting the Human Resources office at (727) 816-1900 ext. 136 or email hr.spec@cityofportrichey.gov

*Applications are subject to the Florida open public records law and are subject to public disclosure.
The City of Port Richey is an Equal Opportunity Employer, a Drug-Free Workplace, and does not discriminate
based on race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual
orientation, gender identity, veteran status, marital status, or other status protected by law.*

Signature: _____ Date: _____

Date Modified: 11.2024