



Town of Jupiter Inlet Colony Job Posting Chief of Police

The Town of Jupiter Inlet Colony is seeking a Chief of Police. Per the Town Charter, the Chief of Police is appointed by a majority vote of the Town Commission. The final compensation shall also be fixed by a majority vote of the Town Commission. The Chief of Police reports to the Town Manager. The Chief of Police is responsible for the overall operation of the police department and, in consultation with the Town Manager, shall be responsible for hiring and disciplinary actions involving police officers.

The Chief of Police position is for a working, hands on Chief. The Chief of Police is expected to work closely with other local and state agencies to maintain public safety, enforce laws, and protect the rights of citizens. The Chief of Police sets a strategic vision for the police department and ensures that departmental policies, procedures, and programs are implemented effectively and efficiently. Experience with technology projects, small and coastal communities, and community policing is desired. The Chief of Police shall maintain residency within a 35-mile radius of the Town.

Interested individuals should send their letter of interest, resume, and five current professional references to Town Manager Heidi Siegel at siegelh@jupiterinletcolony.gov no later than Thursday, November 13, 2025.

RESPONSIBILITIES AND DUTIES

- Provides leadership and management to the police department, including setting departmental goals, monitoring budget, and overseeing day-to-day operations. Manages and directs police department staff, including recruitment, hiring, training, evaluation, and discipline. Fosters a positive work culture and promotes professional development among department personnel. *
- Advises the Town Manager on public safety matters, makes reports to the Town Commission at the request of the Town Manager, and attends Town meetings as determined by the Town Manager. *
- Develops and implements law enforcement strategies to prevent and investigate crime, maintain public order, and ensure the safety and security of the community. Develops and enforces departmental policies and procedures in accordance with federal, state, and local laws. Stays up to date on changes in law enforcement practices, technology, and legislation, and ensures that the police department operates in compliance with all relevant laws and regulations. *
- Fosters positive relationships between the police department and the community through effective communication, community engagement, and outreach programs. Builds trust and promotes mutual respect between the police department and the town residents. Addresses community concerns and works collaboratively with the community to develop and implement strategies to address public safety issues. *
- Develops and manages the police department budget, including forecasting and allocating resources, monitoring expenditures, and ensuring fiscal responsibility. Identifies and pursues sources of funding, including grants and partnerships, to support departmental operations and initiatives. Manages departmental resources, including personnel, equipment, and technology, to optimize efficiency and effectiveness. Develops and implements long/short term plans, goals, and objectives for the department; establishes priorities for the department in meeting goals/objectives. *
- Develops and implements emergency management plans and procedures to respond to natural disasters, civil disturbances, and other emergencies. Coordinates with other local, state, and federal agencies in emergency situations and ensures that the police department is prepared to respond effectively and efficiently to emergency situations.
- Responds to and assumes command of major/critical incidents; responds to critical calls relayed by dispatchers, including calls involving large-scale incidents, high-profile incidents, fatalities, homicides, lost/missing persons, search/rescue operations, major property damage, bombs, natural disasters, or

other problem situations. *

- Develops, reviews, and updates departmental policies and procedures to ensure compliance with laws, regulations, and best practices. Interprets and enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal and civil) in order to protect life and property, prevent crime, and promote security.
- Serves as the primary spokesperson for the police department in collaboration with the Town Manager and effectively communicates departmental policies, procedures, and initiatives to the media, the public, and other stakeholders. May respond to media inquiries and manage public relations efforts to maintain a positive image of the police department in the community at the direction of the Town Manager. *
- Coordinates department activities with other Town departments, other law enforcement agencies, and other agencies as appropriate.
- Participates in court activities as needed; testifies and presents evidence during court.
- Provides backup support to other officers, emergency medical providers, fire department personnel, probation department personnel, state/federal law enforcement agencies, other law enforcement agencies, or other public service agencies; and provides emergency response on a twenty-four-hour basis as needed.
- Manages information technology projects
- Performs other related duties as needed.

POSITION REQUIREMENTS

- Bachelor's degree in criminal justice, Law Enforcement, Public Administration, or a related field.
- Minimum of Ten (10) years of progressive, responsible law enforcement experience, including supervisory or command-level experience.
- Certification as a police officer in the state of Florida.
- Prior experience in coastal and/or small agencies, preferred.
- Must have experience with Microsoft suite products
- Experience in managing information technology projects is required
- Knowledge of Florida State Certification process.
- Strong knowledge of federal, state, and local laws, regulations, and best practices related to law enforcement.
- Excellent leadership, management, and interpersonal skills.
- Ability to develop and implement strategic plans and initiatives.
- Strong problem-solving and decision-making skills.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to work collaboratively with residents.
- Experience with budgeting and resource management is required.
- Knowledge of emergency management principles and practices.
- Ability to effectively manage media relations and public relations efforts.

*** INDICATES ESSENTIAL DUTIES**