



Town of Howey-in-the-Hills Job Description

Title:	Police Chief
Department:	Police Department
Type:	Full-Time / Exempt
Work Location:	Onsite (Town Facilities)
Reports to:	Town Manager
Compensation:	\$ 85,000-95,000

About the Town of Howey-in-the-Hills

Incorporated in 1925 and nestled in the rolling hills of Lake County, the Town of Howey-in-the-Hills offers small-town charm, historic character, and a collaborative, mission-driven workplace. Our small, dedicated team serves approximately 2,200 residents with integrity, professionalism, and pride in public service.

General Description:

This position has the responsibilities and authority as the Chief Law Enforcement Official for the Town of Howey-in-the-Hills. The Chief of Police performs professional and managerial law enforcement duties, planning and directing all operations of the Police Department. He/She is responsible for the development and administration of law enforcement and crime prevention/community-oriented policing programs, as well as long-term planning, strategies and general administration of the Police Department, which consists of ten (10) employees and an operating budget of over one (1) million dollars.

The Chief of Police has the authority to enforce all applicable federal, state and local laws within the corporate jurisdiction of the Town of Howey-in-the-Hills. In addition, he/she has the authority to administer the affairs of the Police Department within the guidelines as may be established by the Town Council, the Town Manager, and applicable federal, state and local regulations and laws that pertain to the specific functional areas of the Police Department and any special projects or tasks assigned thereto. The Chief of Police may take any reasonable action necessary to carry out the responsibilities assigned to the position, so long as such action is consistent with sound judgment and sound management practices and is in accordance with the aforementioned guidelines.

The Chief of Police works with considerable latitude within the guidelines provided by applicable federal, state and local laws and regulations, the Town Manager's and Town Council's policies, procedures and directives. He/She is expected to apply considerable initiative, judgment and technical knowledge in developing and instituting Police Department programs, objectives and assigned projects. These aforementioned duties rely heavily on sound judgment and sound management capabilities in order to accomplish and ensure Police Department operations.

Essential Job Functions (examples, not all-inclusive):

- Confer with citizens and Town officials on law enforcement problems and assist in the development of innovative municipal law enforcement solutions and assist in the development



of innovative municipal law enforcement practices; plan and implement Department goals and objectives; recommend and administer policies and procedures.

- Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects, and programs; monitor workflow review and evaluate work products, methods, and procedures.
- Plan and supervise the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Review and approve payment of bills.
- Formulate monthly work plans and supervise public safety programs.
- Assist emergency response departments such as Fire & Emergency Medical Services.
- Enforce all federal, state, and local laws and ordinances.
- Maintain continuing education and training for subordinate personnel.
- Prepare monthly and yearly summaries and reports.
- Perform duties and tasks as assigned by the Town Manager.
- Consult with and advises the Town Manager and other law enforcement officials regarding crime prevention, crime suppression, traffic safety, and other law enforcement-related issues.
- Participate in professional groups and committees, such as Town, County, and State police conferences and meetings with other public officials.
- Attend civic, professional, service, and community group meetings at schools, churches, and other places of public gathering.
- Explain the activities and functions of the Police Department and establish favorable public relations.
- Maintain criminal records.
- The employee must work with considerable independence in carrying out police functions.
- Serve as the Custodian of Public Records for the Howey-in-the-Hills Police Department.
- Assist other departments as need arises.
- Prepare grants and monthly reports for grants.
- Schedule subordinate personnel for training and seminars.
- Review citizen complaints of police officer misconduct.
- Perform regular shift assignments in conjunction with duties of the Chief.
- Perform related duties as assigned.

Minimum Qualifications:

- The Chief of Police shall meet all minimum qualifications as specified in Section 943.12, Florida State Statute.
- Bachelor's degree in Criminal Justice, Public Administration, or a related field of study required; Master's degree preferred.



- Ten (10) years of progressively responsible law enforcement experience, including at least three (3) years in a supervisory or command-level role.
- An equivalent combination of education and experience may be considered, provided that the education and experience are relevant and in a related field.
- Completion of advanced law enforcement leadership training, such as the FBI National Academy, Southern Police Institute, or equivalent *preferred*.
- Proficiency in Microsoft Office.

Licenses, Certifications, and/or Registrations:

- Florida Law Enforcement Certification.
- Valid Florida Driver's License with an acceptable driving record.
- NCIC/FCIC Certification.
- Must have or be able to complete ICS 100, 200, 700, and 800 courses within six (6) months of hire.

Physical Requirements:

The Town of Howey in the Hills is an Equal Opportunity Employer. The Americans with Disabilities Act requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with management.

- Hear at normal level or with accommodations.
- Ambulate independently.
- Manual dexterity.
- Speak English understandably.
- Read and write English.
- Walking, standing, running, climbing, jumping, bending, stooping, or squatting down.
- Lift, drag carry and/or push heavy objects weighing up to 150 pounds.
- Recognize color and texture.
- Tolerate strong odors.
- Sit or stand for long periods of time.
- Drive a car.
- Qualify with firearm and other police related protective devices.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life-threatening situations.
- Acceptable eyesight (with or without correction).

Environmental Conditions:

- Works primarily in an office environment with some field work.



- Work hours may include nights, weekends, and holidays.
- Maintains a flexible work schedule to permit observation of activities of Divisional members or Units during other than normal business hours.
- May be directed to work beyond regular hours as outlined.
- Available after hours to receive calls.
- Physical acts involving strength and endurance may be required.
- May work during inclement and diverse weather conditions.
- Involves exposure to dangerous and sometimes life-threatening situations, events, or persons.
- Works under extreme varying degrees of stress.
- Some exposure to morbid crime scenes involving the human body.
- Works with firearms and other police related equipment.
- Works with a great deal of autonomy requiring discretion and decision making.

Hours Worked:

Monday-Friday 8:00 am to 5:00 pm. Some duties will require working away from your assigned workstation. Nights and weekends hours will apply depending on manpower shortages. Working outside during natural disasters or qualified events. Annual hours are approximately 2080 hours or more.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein. This description does not constitute a written or implied contract of employment. The Town of Howey-in-the-Hills Town Council reserves the right to update and/or change this job description at will. This position shall be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.

The Town of Howey-in-the-Hills is a Drug-Free Workplace, Smoke-Free Workplace, and EOE.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

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Accessibility: If you need an accommodation as part of the employment process, please contact:

John Brock, Town Clerk at Phone:
352-324-2290 ext. 101
Email: office@howey.org

Equal Opportunity Employer, including disabled and veterans.

Acknowledgement (original to personnel file, and copy to the employee)

I have read and understand this job description. I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (Print)

Employee Signature

Date _____