

City of Flagler Beach

JOB TITLE: Police Lieutenant

DEPARTMENT: Police Department

SUMMARY: Functions as an executive supervisory position, managing the Sergeants of the Patrol Division (4) as well as overseeing Detectives assigned to Criminal Investigations, performs administrative and operational duties, provides guidance, support, training, and supervision to Police Department staff. Reports directly to the Police (Deputy) Chief.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES (not in any hierarchical order)

- Supports Police Department staff by training and monitoring employees.
- Serves as the Department Training Coordinator.
- Develops financial objectives by assisting with the preparation of the Police Department's annual budget; recommending and administering grants, monitoring expenditures and analyzing variances.
- Helps develop, implement and monitor adherence to written directive/policies and procedures.
- Assists the Deputy Chief and Chief of Police with media relations.
- Manages Police Department staff performance by coaching, counseling, commending, and disciplining staff, supporting employee growth, evaluating performance, conducting inspections, auditing and verifying records, reports, and practices.
- Identifies management and staff concerns by surveying operational and occupational conditions, subsequently recommending corrective actions.
- Performs basic Law Enforcement supervisory duties, when appropriate, as a Police Sergeant or basic Law Enforcement duties as a Patrol Officer.
- Resolves emergency situations by directing actions on locations or off-site and, if necessary, coordinating with the City staff and external agencies.
- Completes and maintains operational requirements by scheduling and assigning staff and projects; reviews work results; initiating, coordinating and enforcing standards and procedures.
- Mentors, coaches, and counsels subordinates, encouraging formal education and development of a career path for subordinates.
- Maintains rapport with the community by meeting with citizens and interested advisory groups; promotes a "community-friendly" environment.
- Continues professional and technical development by attending educational classes; reviewing professional publications; establishing personal networks; participating in professional societies.
- Complies with all federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management of needed actions.

- Responsible for investigating all Internal Affairs complaints involving serious misconduct (misconduct resulting in disciplinary action, suspension, demotion or termination) and making recommendations to the Police Chief for resolution (in compliance with the International Union of Police Associations contract and Florida State Statute 112.532 (Law Enforcement Officers Bill of Rights)).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant federal, state, and local Law Enforcement statutes, ordinances, regulations, policies, and procedures.
- Knowledge of principles and practices of current law enforcement administration and crime prevention.
- Knowledge of local geography (Flagler Beach, Beverly Beach, Palm Coast, Bunnell, Flagler County).
- Knowledge of the use and application of Police Records, technology, and techniques.
- Knowledge of IS 100- 400 (completion within two (2) years of appointment) and Internal Affairs training (completion within one (1) year of appointment).
- Skill in basic computer applications and specific law enforcement software.
- Skill in effective public communication (oral, written, and electronic).
- Ability to maintain professional and personal integrity.
- Ability to work under stressful (and when appropriate, emergency) conditions.
- Ability to plan, assign, direct and supervise the activities of personnel assigned to the areas of responsibility.
- Ability to establish and maintain effective working relationships with City officials, City staff, and the public.
- Ability to obtain certifications as needed and directed.
- Ability to distinguish colors.
- Ability to maintain physical fitness.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate-to-intensive work, in both indoor and outdoor settings, including work that may be necessary during severe weather conditions (heat, floods, storms). Work requires frequent need to sit, stand, stoop, walk, run, climb, kneel, lift medium-to-heavy objects (including, in rare likelihood, people), in the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of pre-employment, random, and/or reasonable suspicion drug testing. Individuals must be physically capable of operating a vehicle safely, and have an acceptable driving record (as determined at the sole discretion of the City of Flagler Beach).

MINIMUM QUALIFICATIONS: Bachelor's degree in Criminal Justice, Public Administration, or another field relevant to municipal operations, Master's degree preferred; ten (10) years' experience in Law Enforcement, with at least five (5) years' experience at the rank of Sergeant or higher; Florida Law Enforcement certification from the Florida Department of Law Enforcement.