CITY OF TALLAHASSEE, FLORIDA

Police Chief
THE COMMUNITY
With a population of 197,000, the City of Tallahassee is located in Leon County, Florida in the Florida Panhandle. Tallahassee is a place where college town meets cultural center, politics meets performing arts and history meets nature, a place where the vibrancy of what to do is matched only by the city’s inviting hospitality.

Tallahassee is Florida’s capital city and home to Florida State University, Florida A&M University and Tallahassee Community College.

Florida’s capital city is a family friendly place with much to see and do. Known for its beautiful canopy roads, world-class parks and nature trails, Tallahassee has a unique topography unlike any other in Florida. Tallahassee is perfect for those seeking running, hiking, paddling, cycling and equestrian adventures.

Tallahassee is a vibrant city with rich history and diverse culture, sprinkled with southern charm.

CITY GOVERNMENT
The City of Tallahassee operates as a council-manager form of government combining the strong political leadership of elected officials with the strong managerial experience of an appointed manager. The City is a robust organization and full-service municipality with a capital and operating budget totaling approximately $900 million and a workforce of nearly 3,000 employees.

The City Commission, comprised of the Mayor and four City Commissioners, serves as the governing body of the City setting policies and rules by which the City is operated.

Four officials, appointed by the City Commission, handle the administration of the City: City Manager, Treasurer-Clerk, City Attorney and City Auditor.

The City Manager administers the daily operation of the City and oversees most City departments including the Tallahassee Police Department. The Police Chief works closely with and reports to the Deputy City Manager.

Mission:
To be the national leader in the delivery of public service.

Vision:
A creative capital city that supports a strong community with vibrant neighborhoods; an innovative economic and educational hub serving diverse and passionate people, protecting our natural resources and preserving our unique character.

Values:
Honor public trust through ethical behavior.
Provide exceptional citizen service.
Lead with integrity at every level.
Collaborate to reach common goals.
Invest in employee excellence.
Promote equity and celebrate diversity.

TALLAHASSEE POLICE DEPARTMENT
The Tallahassee Police Department (TPD), established in 1826, is driven by these core values - Trust, Loyalty and Commitment. These values are incorporated into policy and training, and are the driving force behind recruitment, selection, hiring and promotions. These principles provide the basis for decision-making for all TPD personnel.

Embracing these values ensure that Tallahassee Police Department’s policing is about the citizens of Tallahassee. All members, sworn and civilian, have a responsibility to treat people with respect, show compassion and protect the rights of all people.

The department operates on an annual budget of approximately $60 million a year and consists of 410 full-time sworn personnel, 11 reserve officers, 74 full-time non-sworn, and 90 temporary and volunteer civilians.

As the longest continually nationally accredited law enforcement agency in the country, TPD is a national leader, one that continues to evolve by integrating modern policing approaches and strengthening community relationships.
THE IDEAL CANDIDATE

The ideal candidate will be expected to direct TPD staff in the maintenance of peace and order, protection of life and property and the prevention of crime throughout Tallahassee. The ideal candidate will:

- Possess strong communication skills and ability to communicate effectively with law enforcement peers and persons from all walks of life.
- Be a quality-of-life oriented individual who can create and nurture strong, professional relationships/partnerships in areas of law enforcement, business, service agencies, and neighborhood and faith-based communities.
- Have the ability to successfully maintain a culture that supports community policing and strengthens community trust.
- Be committed to modern policing techniques, 21st century policing.
- Have a demonstrated record of implementing effective community policing or community engagement strategies.
- Have proven, strong, progressive leadership qualities to direct the department’s personnel and maintain a visible presence within the agency and community.
- Foster, participate in and encourage positive employee morale, providing officers a voice and an accessible leader.
- Develop and promote a progressive vision in directing the department, implementing innovative techniques and policing methods to further advance the mission of the agency and community.

ESSENTIAL DUTIES

- Manages the capital, personnel and facility resources allocated to TPD for the enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty within jurisdiction.
- Formulates orders, regulations and protocol governing activities of TPD to complement and accomplish the department’s and the City’s mission and meet the needs of the community being served.
- Confers with the Deputy City Manager and department command staff to establish periodic work plans and to plan responses to sensitive issues, emergencies and other similar or special events in the community requiring law enforcement presence.
- Maintains ongoing communications with the City Attorney’s office to ensure that the department’s exposure to liability is limited, where possible.
- Monitors legislation that may impose changes relating to law enforcement and public safety.
- Ensures that the department’s policies and procedures reflect best practices and that the department meets the standards necessary to maintain state and national accreditation.
- Serves, with other City department directors and appointed City officials, as a member of the City’s Leadership Team. Executes the National Incident Management System citywide or among multiple jurisdictions, serving as the Incident or Unified Commander when national disaster or terrorist activities threaten public safety or security.
- Cooperates with state and federal officers in the apprehension and detention of wanted persons.
- Develops partnerships with and provides mutual aid to other agencies where the enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty may be required.
- Meets with community groups and civic organizations to establish, nurture and maintain cooperative relations between the community and TPD.
- Manages the acquisition, control and expenditure of departmental appropriations, including grants, submits and explains annual and off-cycle departmental budget requests to the City Manager.
- Serves as a member of the Executive Advisory Team for collective bargaining agreements. Administers collective bargaining agreements, proposing compromise solutions when needed.
- Prepares reports, agenda items and presentations and appears before the City Manager and/or City Commission as required.
- Ensures department compliance with the City’s equal opportunity initiatives and related federal and state laws.
- Selects, advances, transfers, disciplines and dismisses assigned staff and adjusts grievances. Conducts performance appraisals and awards or denies merit raises.
OTHER IMPORTANT DUTIES
• Ensures proper advice and assistance is rendered to police officers in non-routine criminal or other investigations.
• Serves on task forces and committees to represent TPD or the City as appropriate.
• Attends conferences, training and development events, etc., related to enforcement of laws and ordinances, the prevention of crime, the protection of life and property and the maintenance of ordered liberty.

Minimum Training and Experience
• Possession of a bachelor’s degree and 10 years of law enforcement work experience in a sworn capacity; or an equivalent combination of training and experience that includes at least two years of college and a minimum of 10 years of the required work experience.
• Six years of the total experience must have been at the command level in a law enforcement agency.

Minimum Requirements
• Possession of a Law Enforcement Certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission or the ability to obtain one.
• Must possess a valid Class E State driver’s license at the time of appointment.

SALARY
• Anticipated starting range: $156.7k - $173.7k (dependent upon qualifications)

DESIRABLE QUALIFICATIONS
Knowledge, Abilities and Skills
• Thorough knowledge of police administration and of law enforcement methods.
• Considerable knowledge of labor relations.
• Thorough knowledge of controlling laws and ordinances.
• Thorough knowledge of scientific methods and crime detections, criminal identification and radio communication.
• Considerable knowledge of the geography of Tallahassee.
• Considerable knowledge of the principles of supervision, training and performance evaluation.
• Ability to maintain cooperative relationships with other City officials, the general public, state, county and federal authorities, and others contacted in the course of job performance.
• Ability to demonstrate resourcefulness and sound judgement in emergencies.
• Ability to be sensitive to the social realities of the community and of the need to enhance well-being and stability throughout all sectors of the community.

The Florida Police Chiefs Association STARS Executive Search Program is assisting in the 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 local municipalities through an extensive search and qualification process.

Once a candidate has been hired, the STARS Program will remain engaged to provide training and mentoring to ensure a seamless transition for the new Chief of Police. This unique, hands-on approach will result in Chiefs of Police who are well qualified, supported by a network of professionals and ultimately successful in serving their communities.
APPLICATION PROCESS AND DEADLINE
To apply, please forward a cover letter and resume to:

The Florida Police Chiefs STARS Program via email: stars@fpca.com no later than September 12, 2019. Resumes received after the deadline will not be considered.

Please be aware that Florida has very broad public records laws. Applying may be subject to Florida Statute, Chapter 119.

If you have any questions regarding this search, please forward your questions to stars@fpca.com.

ADDITIONAL INFORMATION
Additional information regarding the City of Tallahassee may be found at: Talgov.com.

Additional information regarding the Tallahassee Police Department may be found at: Talgov.com/TPD

Officer requirements in the State of Florida may be found at: http://www.fdl.state.fl.us/CJSTC/Officer-Requirements/Officer-Requirements-Home.aspx