



Chief of Police

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: All Police Department Personnel

Position Reports To: Town Manager

Sworn: Yes

Job Specifications

NATURE OF WORK

Plans, directs, manages and oversees the activities and operations of the Police Department including law enforcement, criminal investigations, crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and participates in outreach programs to create a strong and trusted relationship with the community.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Chief of Police include, but are not limited to:

- Direct, supervise, and evaluate all Police Department personnel and direct all daily Police Department operations.
- Conduct the planning and assignment of programs and police activities.
- Conduct, coordinate, and supervise training for Police personnel.
- Develop new policies and regulations for arrest procedures, dress codes, use of equipment and vehicles, and other day-to-day operations; update those policies regularly.
- Manage the Police Department budget.
- Design various community and department programs to prevent crime, make it easier to report crime, and increase officer involvement within the community.

- Drive results related to crime rates, unsolved crimes, behavioral issues within the department, and other pertinent matters.
- Speak at press conferences regarding high profile criminal cases and criminal activity within the community.
- Make public appearances at community events.
- Oversee internal affairs investigations and take lead on high-profile criminal cases.
- Analyze crime data and statistics to find patterns and determine areas where a greater police presence may be required.
- Address community concerns for crime and safety; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Keep abreast of all local, state, and federal laws, and take notice when new laws are introduced or existing laws are changed; stay abreast of new trends and innovations in the field of law enforcement.
- Ensure all Police personnel are up to date with all law enforcement required credentials.
- Monitor the effectiveness and efficiency of service delivery methods and procedures and allocate resources accordingly.
- Represent the Police Department and maintain a positive working relationship with other departments, elected officials, media, and outside agencies.
- Prepare reports to the Town Manager and Town Commission regularly to report Police operations and criminal activity in the community.
- Any/all other assignments from the Town Manager.

KNOWLEDGE, SKILLS, ABILITIES

The Chief of Police should possess the following knowledge, skills, and abilities:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of program development and administration.
- Modern principles, practices, and techniques of police administration, organization, and operation.
- Methods and techniques of investigation, identification and collection of evidence.
- Law enforcement theory, principles, and practices, and their application to a wide variety of services and programs.
- Principles and practices of crime prevention, suppression, and law enforcement.
- Methods and techniques of public relations and excellent communication skills.
- Leadership and supervision skills.
- Use of firearms and modern police equipment.
- Pertinent federal, state, and local laws, codes, and regulations knowledge.
- Analytical data skills.
- Budgeting skills.
- Perform criminal investigations involving complex and sensitive situations.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Minimum of fifteen (15) years as a law enforcement professional, of which a minimum of five (5) years must be in a senior command staff capacity.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Graduation from the FBI National Academy or comparable executive training is highly desired.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.