



CITY OF ALACHUA

JOB DESCRIPTION

CHIEF OF POLICE

DEPARTMENT: Police

REPORTS TO: City Manager

SUPERVISES: Deputy Chief of Police, Police Lieutenant, Police Investigator, Administrative Services Manager

FLSA: Exempt

GENERAL DESCRIPTION:

Highly responsible managerial, technical and administrative work that oversees and guides the department. Directs all activities of patrol & administration and communications divisions. Provides administrative guidance to department to ensure the general health, safety and welfare of the citizenry are protected and organizational goals and objectives are met. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes and directs all activities of the police department.
2. Formulates goals and policy for the department.
3. Appraises crime prevention and law enforcement problems of the City; develops efficient police solutions, and adjusts departmental methods to meet new situations and to improve existing operations and effectiveness.
4. Controls expenditures of departmental appropriations and prepares departments budget.
5. Supervises in the training of members of the police force.
6. Advises and assists police officers in non-routine criminal or other investigations.
7. Receives and investigates complaints.
8. Attends, conducts and addresses meetings at public gatherings to explain the activities and functions of the police department and to establish favorable public relations.
9. Cooperates with State and Federal officers in the apprehension and detention of wanted persons, and other agencies where activities of the police department are involved.
10. Performs routine administrative functions.
11. Supervises departmental staff.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of modern police science, police administration and crime prevention. Knowledge of police records and their application to the solution of police problems. Knowledge of controlling laws and ordinances. Knowledge of standards by which the quality of police service is evaluated. Knowledge of the organization and functions of the City departments and of County, State, Federal law enforcement, regulatory, and licensing agencies. Knowledge of effective management practices. Ability to plan, assign, direct and supervise the activities of the department. Ability to establish and maintain effective working relationships with other City officials and the public. Ability to express ideas clearly and concisely, orally and in writing. Ability to provide strong leadership to the department. Ability to make good quality

decision. Ability to assess, select and promote quality people. Good public relation skills. Good computer skills.

EDUCATION AND EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor’s Degree in Police Administration, Criminology, or a related field. Five (5) years of progressively responsible experience in law enforcement including at least two (2) years experience in an upper command position.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Florida Law Enforcement Certification.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Must meet physical requirements as indicated in State Certification.
- Walking, standing, balancing, driving.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Must endure periods of duty under unfavorable and life threatening situations.
- May be required to exercise field control in special circumstances.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature