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## **Chief of Police**

**DEPARTMENT:** Police  
**REPORTS TO:** City Manager  
**JOB CODE:** 1816  
**BARGAINING UNIT:** Non-Bargaining  
**FLSA STATUS:** Exempt  
**DATE PREPARED:** 07/15/2004  
**DATE MODIFIED:** 03/27/2024  
**DATE REVIEWED:** 03/27/2024  
**CITY VEHICLE USAGE:** Required

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**This position is an Essential classification and will be required to report to duty before, during, and immediately after a civil emergency.**

### **SUMMARY**

Highly responsible administrative position as head of the City's Police Department. Directs, plans, manages, and coordinates activities and operations of departmental personnel and activities by performing the following responsibilities personally or through subordinate supervisors. Facilitates the development of public trust and confidence in the City.

### **ESSENTIAL RESPONSIBILITIES**

- Keeps the mission, vision, and values of the City of Port St. Lucie and Police Department at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintains high levels of work and productivity by generating innovative solutions to work situations.
- Develops, plans, and implements police department goals, objectives, rules, regulations, and work methods that comply with federal, state, and local laws and in response to assessment of community needs.
- Plans, directs, and exercises supervision over the work of the Police Department. Manages subordinate supervisors who supervise employees in the department. Responsible for the overall direction, coordination, and evaluation of staff. Also directly supervises non-supervisory employees.
- 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.
- Prepares, reviews, and presents reports and other necessary correspondence. Performs routine administrative functions. Coordinates, administers, and monitors police activities, personnel, and programs.
- Establishes, within policy guidelines, appropriate service and staffing levels. Directs the selection, supervision, training, development, and discipline of department personnel.
- Provides consultation and staff assistance to City Manager, City Council, and other City officials.
- Advises and assists personnel in non-routine criminal or other investigations.
- Supervises and participates in the development and administration of the police department

budget. Controls expenditures of departmental appropriations.

- Directs investigation of citizen complaints regarding officer misconduct or other alleged wrongdoing. Responds to complaints and inquiries regarding department operations and policies.
- Coordinates law enforcement activities with activities of other departments and law enforcement agencies. Cooperates with state and federal officers in the apprehension of wanted persons, and other agencies with which the department's activities are involved.
- Participates in professional organizations and sits on a variety of boards, commissions, and committees. Attends, conducts, and addresses meetings at public gatherings and community organizations to explain and promote the department's activities and functions and to establish and maintain favorable public relations.
- Commands force during emergency situations.
- Provides input in the legislative process on matters related to law enforcement and public safety.
- Works collaboratively with the community, in a diverse cultural environment to communicate, lead, and manage.
- Ensures department goals and objectives are accomplished through use of supervisors.
- Other duties as may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **MINIMUM REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration or related field required. Ten (10) years of experience in law enforcement and responsible administrative positions required, three (3) years of which must have been at the level of Chief or Assistant Chief in a comparable department and a record of successfully setting and accomplishing goals and objectives. Completion of an executive-level law enforcement training program; e.g., F.B.I. National Academy or Southern Police Institute desirable. Possession of a valid Florida driver's license and maintenance of a clean driving record required.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of the principles and practices of modern police science, police administration, law enforcement, and crime prevention.
- Knowledge of scientific methods and crime detection, criminal identification, and radio communications.
- Knowledge of controlling laws and ordinances.
- Knowledge of personnel techniques related to the training, placement, and evaluation of police personnel.
- 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.
- Knowledge of the City's geography.

- Knowledge of computer software programs related to Departmental functions.
- Knowledge of police records and their application to the solution of police problems.
- Knowledge of business English, spelling, and punctuation in order to prepare documents, compose letters, etc.
- Knowledge of the Department and City's policies, procedures, and practices.
- Knowledge and experience in community policing, problem oriented policing, instituting problem analysis.
- Ability to plan, assign, direct, and supervise the activities of Department staff.
- Ability to provide strong leadership to the department.
- Ability to make good quality decisions.
- Ability to demonstrate resourcefulness and sound judgment in emergencies.
- Ability to manage difficult or emotional customer situations.
- Ability to assess, select, and promote quality personnel.
- Ability to appear before groups of taxpayers and the Council to present data and programs which enhance the continued efficient operation of the Department.
- Ability to focus on the positive in every situation.
- Ability to stay centered when challenged.
- Ability to model respect for individuals, teams, and the organization.
- Ability to establish and maintain the trust and confidence of the department and public.
- Ability to analyze a variety of administrative problems and make sound recommendations.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with coworkers, employees, City staff, vendors, and the public.
- Ability to work under pressure and meet deadlines.
- Ability to follow through with assigned tasks.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, and crouch. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions that may be adverse and extreme (heat, humidity, cold, rain, etc.). The employee is frequently exposed to noise, dust, fumes, airborne particles, uneven surfaces, heights, and stressful situations.

The noise level in the work environment is usually moderate. The office environment is fast paced.