

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Chief of Police
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under administrative direction of the City Manager, performs highly responsible administrative work involving the directing, planning, organization and management of all operational aspects of the Police Department. The employee serves as official spokesperson for the department, providing information to the news media and public, as needed. Objective is to enforce and ensure the general welfare and safety of the lives and property of all citizens. The employee exercises considerable independence and initiative, however, may confer with the City Manager in unusual or highly sensitive issues.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs the planning, organization and implementation of departmental goals and objectives; develops and administers departmental policies, rules and regulations; provides guidance and direction to the Assistant to the Chief of Police and the Deputy Police Chiefs.
- Supervises, directs and evaluates Assistant to the Chief of Police, the Deputy Police Chiefs and executive support staff; monitors daily operations to ensure the proper development and successful implementation of law enforcement, crime prevention and related programs.
- Oversees the daily operational aspects of the department, including technical police activities, communications, departmental record keeping, personnel management, animal control and administrative support.
- Oversees the organization and assignment of work to police personnel to ensure efficiency and effectiveness of operational procedures and activities are maximized; oversees hiring process of new employees; develops and implements training procedures and ensures in-service training of subordinates; enforces departmental rules, policies and regulations; initiates procedures in disciplinary matters.
- Evaluates high priority profile police, fire and emergency calls and initiates appropriate response.
- Directs, performs and reviews a wide range of highly technical and specialized police work and investigations activities.
- Performs public relations functions between the Police Department, public community, various civic agencies, and other local police departments; promotes crime prevention through public awareness efforts; administers public speeches for crime prevention to local organizations and civic groups.
- Researches, prepares and submits detailed technical reports to submit to City Manager and governing law officials; reviews and evaluates management level police activity and investigation reports.

Chief of Police

- Oversees appearance of officers; inspects police headquarters and police equipment for safety and cleanliness; inspects accessibility and readiness of all departmental equipment.
- Oversees the investigation processes of crime scenes and accidents; reviews depositions and testimonies to be presented as evidence in court.
- Directs and supervises the departmental grants and accreditation processes.
- Prepares and controls departmental budget and expenditures; makes recommendations for capital improvements.
- Directs the coordination of natural disaster preparedness, homeland security, and emergency response.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Criminal Justice, Law enforcement or related field; supplemented by more than ten (10) years progressively responsible supervisory/management experience in Law Enforcement plus a Bachelors Degree from an accredited college or university; or an equivalent combination of education, training, and experience; a Masters Degree is preferred. Must possess Certification as a sworn Police Officer in the State of Florida, and possess and maintain a valid Florida Driver's License.

Knowledge, Skills, & Abilities –

Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.

Thorough knowledge of the physical and social characteristics of the area, and of criminal law, with particular reference to apprehension, arrests and admissibility to evidence.

Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.

Ability to read, update, analyze and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with subordinates, departmental staff, supervisors and the general public.

Ability to drive a motor vehicle.

Ability to understand, interpret, and create action plans from statistical analysis.

Skill in enforcing current principles and practices of police work, governing laws, ordinances, policies and procedures; skill in developing and administering departmental policies and procedures.

Skill in planning, organizing, developing, scheduling, and monitoring various departmental programs.

Chief of Police

Skill in understanding, following, directing and supervising written and oral instructions.

Skill in clearly communicating information both verbally and in writing.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

PHYSICAL REQUIREMENTS:

Routine tasks involve the ability to exert moderate physical effort, typically involving some combination of sitting, standing, walking, running and physical response to resistance.

ENVIRONMENTAL REQUIREMENTS:

Routine work is performed in usual office conditions with exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations, and communicable disease. Due to the nature and non-specific location of some work environments, tasks may include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Few tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.