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City Council Members:  
Larry F. Cook  
James W. Sellers  
Shelley Carroll  
Sierra F. Smith

## JOB DESCRIPTION

DATE APPROVED:  
POSITION TITLE: Deputy Police Chief  
DEPARTMENT: Police

REPORTS TO: Police Chief  
FLSA STATUS: Non-exempt

### JOB SUMMARY:

The Deputy Police Chief assists the Police Chief plans, coordinates, and directs the activities of the Police Department, manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community.

### POSITION CONTEXT:

The position of Deputy Police Chief is a sworn position, who reports directly to the Police Chief of the City of Bonifay. The position is a full-time non-exempt position. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position that collaborates, at the request of the Police Chief, regularly with City staff, elected officials, committee members, partnering agencies, and the community at large.

### ESSENTIAL FUNCTIONS:

- Perform all regular full-time patrol officer duties as necessary.
- Reviews activity reports prepared by subordinate officers; conducts on-site inspection of officers' activities. Provides supervision and direction to subordinate officers through departmental chain of command. Reviews personnel complaints, conducts internal investigations and takes appropriate action as required.
- Coordinates department functions internally and with other City departments, law enforcement agencies and with the business and residential community; performs a liaison function for the Department with Mayor, City Council, court officers and other relevant stakeholders in connection with policies, procedures and criminal cases.
- Participates in regional task forces, as requested.
- Oversees and participates in the investigation of criminal law violations within the department's jurisdiction. Obtains evidence, compiles information, prepares cases for filing of charges, and testifies in court.
- Participates in development of departmental policies. Drafts special orders for review and approval by Police Chief. Assists in the development of annual departmental operating budget.
- The essential functions or duties listed are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### OTHER JOB FUNCTIONS:

- Prepares reports and pertinent documentation for the Mayor and/or City Clerk as requested.
- Attends and participates in professional organizational meetings, seminars, and workshops to stay abreast of new trends and innovations related to the field as requested.
- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Extensive knowledge of the principles, standards, and practices of modern police administration and police management.

- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of federal, state, county and city ordinances related to public safety.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, outside law enforcement agencies and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

#### MINIMUM QUALIFICATIONS:

##### Education:

- Bachelor's degree from an accredited college or university in criminal justice, law enforcement, public administration or closely related field is desired.
- Must be a certified Law Enforcement Officer in the State of Florida in accordance with F.S.S. 943.13. or able to be certified within 6 months of hire.
- Valid driver's license.

##### Experience:

- A minimum of seven (7) years of experience in law enforcement including drug investigation and enforcement activities, community relations, multi-jurisdictional activities, university community or similar environmental experience.
- Demonstrated progressive promotion and advancement in responsibilities and rank. A minimum of two (2) years of law enforcement supervisory experience required at the sergeant level or equivalent.
- Prior experience working in a rural community strongly desired.
- Strong working knowledge of MS Office (Word, Excel, Access and PowerPoint) required. Ability to gain proficiency departmental systems and enterprise systems required.

#### WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- While assisting sworn personnel, the position may work under precarious circumstances and near high speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.

- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.

**EQUIPMENT USED:**

- General office equipment including computers, laptops, scanners, copier and cellular phones.
- Police equipment including police radios, motor vehicles, including squad cars and trucks; first aid equipment; chemical sprays; cameras; video equipment; drug-testing kits; handguns; shotguns; rifles; TASERS; handcuffs; etc.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*

*The City of Bonifay is an Equal Opportunity Employer.*

