

CM /rrp
08/01/2025

RESOLUTION NO 2025 - 099

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN UPDATE TO JOB POSITION AND DESCRIPTION FOR POLICE CHIEF; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO UPDATE THE CITY'S POSITION DESCRIPTIONS MANUAL WITH SAID REVISED POSITION AND DESCRIPTION; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of an update to the description for the position entitled "Police Chief" (the "Revised Position"); and

WHEREAS, the City desires to update the Revised Position and include the Revised Position in the Manual; and

WHEREAS, approving the Revised Position and including the description for the Revised Position in the Manual is in the public interest and in the interests of the City; now, therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the Revised Position and including the Revised Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Revised Position in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the Revised Position in the Manual; and

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4. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
 5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of August, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, FL

Classification Description

Classification Title: POLICE CHIEF
Department: POLICE

Pay Grade: 21
FLSA Status: Exempt

General Description

This is responsible, administrative and technical police work in the direction of personnel and activities of the police department. Work is performed under the general administrative direction of the City Manager.

Nature of Work

Essential Functions:

- Plans, organizes and directs all activities of the police department. Formulates goals and policy for the department.
- 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.
- Controls expenditures of departmental appropriations and prepares department budget.
- Supervises in the training of members of the police force.
- Advises and assists police officers in non-routine criminal or other investigations.
- Receives and disposes of complaints. Attends, conducts and addresses meetings at public gatherings to explain the activities and functions of the police department and to establish favorable public relations.
- 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.
- Performs routine administrative functions.
- Selects, assesses and makes decisions on hiring, promotions, termination and other disciplinary actions with the City Manager's approval.
- Coordinates, manages, and supervises the security of all properties, buildings, sites, structures, and facilities owned or occupied by the City, and the surveillance systems and processes associated therewith which ownership or occupancy by the City is for the purpose of providing city services to the public.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the

public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the principles and practices of modern 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 prove strong leadership to the department;
- Ability to make good quality decisions;
- Ability to assess, select and promote quality people; and
- Good public relation skills.

Minimum Qualifications: Must have an Associates Degree in Criminology, Law Enforcement or related field. Two years of managerial experience in the selected field may be substituted for each year of education. Ten (10) years in law enforcement and responsible administrative positions; 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. Must possess a Florida Law Enforcement Certification and a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature