

# City of Lake City, FL

## Classification Description

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**Classification Title: POLICE CHIEF**  
**Department: POLICE**

**Pay Grade: 20 FLSA**  
**Status: Exempt**

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### **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 County, 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.

(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. 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.

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Print Name

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Date

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Signature