

**MAJOR FUNCTION**

This is responsible managerial work in law enforcement assisting in the direction, management and coordination of activities for the Tallahassee Police Department. Work includes directing and managing the day-to-day operations of the department to relieve the Police Chief of these operational details. The incumbent must possess extensive familiarity with modern police techniques and best practices, concepts of administration and elements of effective supervision. Although the work is subject to review and inspection by the Police Chief, the incumbent works with considerable independence in day-to-day activities requiring the exercise of judgment and initiative. Work is reviewed through conferences, review of operations, analysis of reports and recommendations, and evaluation of results by the Police Chief.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, and manages the activities and functions of the day-to-day operations of the department through bureau commanders. Assists in the development of the department's mission; its policies, procedures, rules and regulations; and implements same through bureau commanders. Reviews and analyzes internal and external reports to determine trends and makes recommendations for changes in organization, administration and operations to the Police Chief. Oversees the preparation and administration of the department's operating and capital budgets. Reviews employee problems and ensures necessary steps are taken to maintain high morale and employee effectiveness and efficiency. Reviews and disposes of complaints and monitors complex situations and reports to the Police Chief on such matters. Meets with other law enforcement managers for strategic planning and to plan interdepartmental responses to high risk or special events. Uses and exercises independent judgment. Recommends and participates in the selection, placement, advancement, transfer, training, development, safety and discipline of departmental personnel. Insures departmental compliance with the City's equal employment opportunity requirements and related federal and state laws. Makes special studies and investigations as assigned by the Police Chief. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

**Other Important Duties**

Represents the department in labor related issues, including collective bargaining negotiations, administration of labor agreements and grievance processing. Acts in the absence of the Police Chief. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Thorough knowledge of the principles of general management and modern police work and administration. Thorough knowledge of the laws and ordinances to be enforced. Thorough knowledge of the functions and authority of federal, state and local jurisdictions as they relate to police work. Thorough knowledge of police rules and regulations and their interpretations. Considerable knowledge of the principles of personnel techniques as related to the training, placement and evaluation of police personnel. Considerable knowledge of the psychological and social implications of law enforcement work. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, layout and supervise the work of subordinates performing varied operations with public activities and to develop training and instruction procedures for those employees. Ability to plan, organize, administer and direct police activities of broad scope, intensity and community and departmental impact. Ability to write and speak effectively. Ability to deal with

the public firmly and courteously and to establish effective relationships with the public, news media, city officials, state, county and federal authorities and others contacted in the course of work. Ability to maintain effective audio-visual discrimination and perception needed for making observations, reading and writing, operating assigned equipment and communicating with others. Ability to maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing or sitting for extended periods of time and operating assigned equipment. Ability to use microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and eight years of professional experience in law enforcement work in a sworn capacity; or three years of college and nine years of professional experience in law enforcement work in a sworn capacity; or two years of college and ten years of professional experience in law enforcement in a sworn capacity. Four years of the required experience must have been in a sworn supervisory capacity in a law enforcement agency. A master's degree in business or public administration, criminal justice, law enforcement, criminology or related field may substitute for one year of the required sworn experience.

Necessary Special Requirements

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission within six months of the date of employment.

Must reside within a 35-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Visual ability must be correctable to 20/20 in each eye with normal color and depth perception.

Must possess a valid Class E State driver's license at the time of appointment.

Must possess Federal Emergency Management Agency (FEMA) certifications: IS-700, IS-800, IS-100, IS-200, IS-300, and IS-400 at the time of appointment.

If applicable, must truthfully complete the City Employment Application and the TPD Personal History Statement. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. Must complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 08-27-90

Revised: 09-13-90

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