

CHIEF OF POLICE**SUMMARY:**

Under general direction of the Mayor, performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the police department; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Plans, coordinates, supervises and evaluates Police Department operations.
2. Develops policies and procedures for the department in order to implement directives from the City Council, City Administrator, and Mayor.
3. Plans and implements departmental goals, objectives, policies and procedures.
4. Coordinates disaster preparedness functions.
5. Develops strategies to anticipate the community's needs and resolve law enforcement problems. Formulates programs, policies and procedures to be implemented by bureau heads.
6. Coordinates departmental activities with other city departments and other agencies.
7. Analyzes information from special studies. Cooperates with county, state and federal law enforcement officers as appropriate where activities of the police department are involved.
8. Prepares and submits periodic, ad hoc, and staff reports to the City Administrator, Mayor, City Council and others regarding departmental activities.
9. Meets with elected or appointed officials, community leaders, the media and the public regarding department activities.
10. Maintains department discipline and directly supervises Internal Affairs to monitor general behavior of all department personnel.
11. Serves on boards of law enforcement professional organizations and associations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the theories, principles and practices of modern police administration and law enforcement methods including disaster preparedness.
- Knowledge of municipal government organization and administration and the geography of the city.
- Knowledge of federal, state and city laws, regulations and policies.
- Knowledge of departmental policies and procedures.
- Knowledge of labor relations practices and principles.
- Knowledge of the proper maintenance and use of law enforcement tools.
- Knowledge of Business English, grammar, punctuation and spelling.
- Skill in budget preparation and management.
- Skill in the use of handgun and self-defense.
- Skill in planning, organizing and directing the operations and staff of an entire police department.
- Skill in developing short and long range plans to satisfy the department's forecasted needs.
- Skill in developing and maintaining cooperative working relationships with the general public, representatives from other law enforcement agencies, city staff and other community groups.
- Skill in analyzing police issues and effective resolution or preparing recommendations.
- Skill in preparing accurate and comprehensive reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle high stress situations.

CHIEF OF POLICE

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. Incumbent should be able to endure high stress situations and be able to work extended hour workweeks on a regular basis. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Criminal Justice, Public Administration, or a related field, and ten (10) years law enforcement experience, including five (5) years of managerial experience, or any equivalent combination of training and experience. Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement, and a valid Florida driver's license are required. Incumbent should have attended and completed course at FBI Academy or Southern Police Institute. A valid Florida driver's license is required.