



CITY OF BUNNELL

Job Title:	Chief of Police	Job Category:	Police Department
Department/Group:	Police Department	Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	Full Time, Exempt
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	www.bunnellcity.us		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to the City Manager.</p> <p>Under minimal supervision, is responsible for planning, coordinating and directing all activities of the Police Department Performs various responsible management and administrative duties pertaining to the enforcement of state and local laws designed for public safety and welfare. Reports to the City Manager.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Will recommend and interview potential staff members, contract employees, and/or vendors. • Manages the Police Department; plans, organizes and directs all activities. • Evaluates crime prevention and law enforcement problems of the City; develops efficient solutions. • Supervises subordinate personnel through the chain of command; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; provides for employee training and career development opportunities; acting on employee problems; allocating personnel; and recommending and approving employee transfers, promotions, discipline and discharge as appropriate; reviews and evaluates the work of subordinates; offers advice and assistance as needed. • Develops and implements policies and procedures as necessary to promote and ensure the effectiveness of administration and operations as well as the safety and welfare of the public; ensures departmental compliance with all applicable laws, regulations, policies, and standards of quality and safety. • Develops strategic plans for the long-term development of the department. 			



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- Prepares and monitors the department operating and capital budgets based on established procedures; monitors and controls revenues and expenditures; procures supplies and equipment within budget allocations; plans, maintains and evaluates all management information systems.
- Coordinates with other City departments regarding matters of public safety; serves as Emergency Management Coordinator for the City in times of emergency; coordinates the City Emergency Operations Plan.
- Coordinates with other law enforcement agencies in relation to law enforcement interests and activities; acts as liaison with state and county officials regarding highway safety and other matters of public safety and community interest.
- Provides and encourages intra-departmental communications through regularly scheduled meetings.
- Responds to public, governmental, managerial and interagency inquiries through written correspondence and verbal communications; investigates and recommends appropriate response to inquiries concerning department personnel and activities.
- Remains abreast of any changes in laws, regulations, policies and procedures; interprets new laws, Ordinances, rules and regulations for subordinates.
- Represents the City at law enforcement seminars, workshops, and training seminars.
- Maintains required level of proficiency in the use of firearms; maintains physical fitness in accordance with department standards.
- Prepares revisions and/or additions to the City's Code of Ordinances as appropriate.
- Receives, reviews, prepares and/or submits various records and reports including budget documents, evaluations, personnel action forms, disciplinary forms, crime analyses, monthly reports, meeting agendas, memos, correspondence, etc.
- Operates a police vehicle, firearms, restraining devices, two-way radio, protective gear, and other police-issued equipment, as well as a variety of other equipment including a computer, telephone, calculator; exercises care and safety in the use of equipment required to complete assigned tasks.
- 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.
- 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.

Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the principles and practices of modern police science, police administration and crime prevention, and effective management practices.
- 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.
- Ability to plan, assign, direct and supervise the activities of the department; ability to assess, select and promote quality people.
- Ability to establish and maintain effective working relationships with management personnel, co-workers,



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outside agencies and the general public.

- Ability to coordinate the work of others and multiple projects at one time.
- Excellent interpersonal skills: ability to interact effectively in a wide variety of situations.
- A strong commitment of performance and customer service.
- High level of initiative: self-motivated.
- Ability to express ideas clearly and concisely, orally and in writing.
- 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 provide strong leadership to the department.
- Ability to make good quality decision.
- Ability to assess, select and promote quality people.
- Good public relation skills.

Educational Requirements:

- At least ten years of progressively responsible law enforcement experience, including five years at a senior management level;
- A Bachelor's degree from an accredited college or university in criminal justice or a related field, supplemented by formal training in law enforcement and public or police administration;
- Certification by the State of Florida Criminal Justice Standards and Training Commission within six months of hire.
- Graduation from a nationally recognized executive development command-training program, such as FBI National Academy, Southern Police Institute, or other related professional law enforcement program is preferred.
- The ideal candidate will also possess experience in the administration of a police department and experience in a State accredited law enforcement agency.

Additional Desired Qualifications:

- Possess a strong sense of personal and professional ethics.
- Demonstrate exceptional administrative, fiscal, leadership, communication, and interpersonal skills.
- The ability to work within tight fiscal constraints.
- Experience working with police unions.
- Experience in homeland security, civil defense, and emergency management.
- Experience in police personnel matters, including personnel development, recruitment, and officer retention.
- A mature leader with a flexible leadership style that engages and encourages autonomy, innovation, creativity, and problem solving.



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- A consistent, empathetic, ethical leader, who leads by example.
- Skilled in communicating with the department, elected officials, and the community.
- A focus on community oriented policing, building relationships and collaborative strategies for the delivery of police services; dealing with socio-economic, drugs, and other social issues.
- Engaged, transparent, and responsive to the community, able to build and maintain public trust.
- A strategic visionary, who is action-oriented and willing to employ proactive strategies to engage crime and social issues.
- Experience dealing with diverse populations, and with the contemporary strategies for engaging fair and impartial policing and procedural justice.
- The capacity to further professionalize and develop the police force.

Professional Licenses:

- Must possess a valid Florida Driver's License
- Florida Law Enforcement Certification

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully meet the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate a variety of machines and equipment including firearms, automobile, office equipment, radio, telephone, etc.
- Must be able to exert up to thirty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, run.
- Must be physically fit and able to defend one's self from attack or physical assault.
- Must be able to restrain, lift and/or carry adults of varying weights.
- Sufficient manual dexterity to allow the use of a keyboard and writing.
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to meet job demands under emergency and/or strenuous and prolonged situations.
- Works inside and occasionally outside in emergency situations.
- The noise level in the work environment is usually moderate.
- May be required to exercise field control in special stressful circumstances.
- Acceptable eyesight (with or without correction)

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	