

**CITY OF HAINES CITY
JOB DESCRIPTION**

DEPARTMENT: POLICE DEPARTMENT
REPORTS TO: CITY MANAGER

POLICE CHIEF

GENERAL DESCRIPTION:

This is responsible administrative and technical police work in the direction of all employees and activities of the Police Department. Work involves responsibility for the protection of lives and property in the City through the supervision of all police functions. Duties include efficient operation of the Police Department through the control of activities, assuring that order is maintained and assuring that laws and ordinances are enforced. Work is performed with considerable independence and latitude in the conduct of police operations and is subject to the direction of the City Manager.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Formulates orders and regulations governing activities of the Police Department.

Conferences with the City Manager and officials on the formulation of policies and practices of the department; formulates and coordinates work methods and procedures to be followed by members of the department.

Takes necessary steps in improving police operations; takes appropriate disciplinary action as required; and manages departments= internal affairs.

Plans and supervises the enforcement of traffic and safety regulation programs of crime prevention and detection; cooperates with state and federal officers in the apprehension and detention of wanted persons and with other agencies where activities of the police department are involved; prepares, submits and administers long range capital and departmental budget.

Advises and assists police officers in non-routine criminal or other investigations; personally participates in more difficult problems encountered by subordinates; attends civic club meetings, churches, schools and other places of public gatherings to explain the activities and functions of the Police Department to establish favorable public relations; directs personnel activities pursuant to state guidelines; attends professional meetings and conferences to keep current in the law enforcement field.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of the principles and practices of modern police administration and police methods; and federal, state and local laws and ordinances which are enforced by the municipal police department. Considerable knowledge of scientific methods of crime detection and criminal identification; and the types and uses of firearms. Knowledge of the communications equipment used in modern police work; and the principles and practices of modern police administration and organization. Supervisory ability. Ability to establish and maintain effective working relationships with employees, officials and the general public. Plan, direct, and maintain an effective law enforcement program in the community through education, protection and

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apprehension.

Training and Education: Graduation from an accredited college or university with a Bachelor=s Degree in Police or Public Administration or a related field, supplemented by extensive training in Police Science and Administration. Master=s degree preferred. Have a minimum of ten years experience in law enforcement with five of those years in a supervisory or management capacity; or an equivalent combination of training and experience. Certified State of Florida Law Enforcement Officer (or comparative compliance within six months of employment). Possession of a valid Florida Driver=s License.

Revised December 2006