


City of Fernandina Beach
Job Description


City Manager Signature

9/20/18
Date

Title: Deputy Police Chief
Department: Police
FLSA Status: Exempt
Reports to: Police Chief
Pay Grade: 144

Minimum Qualifications

- A. Education and Experience:
Bachelor's Degree from an accredited college or university in Police Science, Criminology, Law Enforcement, Public Administration, or a closely related field required. Eight (8) years in law enforcement and responsible administrative positions required, with three (3) years at a command level of Captain or higher or in a responsible supervisory capacity in a comparable department with a record of successfully setting and accomplishing goals and objectives. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Florida Law Enforcement Certification and valid Florida Driver's License required. Secret clearance from FBI preferred.
- C. Knowledge, Abilities, and Skills:
Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment required; thorough knowledge of applicable laws, ordinances, departmental rules and regulations required. Proficiency in Microsoft Office Suite required. Must have high level of interpersonal skills. Position requires demonstrated good judgment, tact and diplomacy. Must be able to interact and communicate effectively with individuals at all levels of the organization, other government agencies, and the public.

General Description

Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police department. Works under the general direction of the Police Chief. Acts as Police Chief in his absence.

Essential Functions

1. Assist the Police Chief in coordinating, supervising, and evaluating police department operations.
2. Ensure that laws and ordinances are enforced and that public peace and safety is maintained.
3. Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City manager.

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4. Assist the Police Chief in planning and implementing a law enforcement program for the City in order to better carry out the policies and goals of the City commission and City management; review department performance and effectiveness; formulate programs or policies to alleviate deficiencies.
5. Coordinate the information gathered and work accomplished by officers; assign officers to special investigations as the needs arise based on their specific skills.
6. Advise and assist police officers in non-routine criminal and other investigations.
7. Ensure that personnel are assigned to shifts or work units which provide for optimum effectiveness.
8. Assist in hiring, training, developing, and appraising staff effectively.
9. Actively promote diversity in the workforce.
10. Assist in handling grievances, maintaining departmental discipline, and ensuring the proper conduct and general behavior of assigned personnel.
11. Meet with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities as appropriate.
12. Handle complaints promptly; establish and maintain favorable public relations.
13. Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Police department in a variety of local, county, state, and other meetings.
14. Cooperate with County, State, and Federal law enforcement agencies as appropriate.
15. Review evidence and information on witnesses and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or associations with other cases. Direct investigation of major crime scenes.
16. Assist in the preparation and presentation of an annual budget for the department; direct the implementation of the budget; plan for and review specifications for new or replaced equipment.
17. Protect assets by monitoring and enforcing inventory controls; control expenses effectively.
18. Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police department operations.
19. Perform routine administrative functions.
20. Ensure compliance with federal, state, and local legal requirements by researching existing and new legislation and consulting with advisors. Advise Police Chief of actions and potential risks.
21. Prepare and submit periodic reports to the Police Chief regarding the department's activities; prepare other reports as appropriate.
22. Keep up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
23. Coordinate activities with other City departments; attend and participate in administrative meetings as required.
24. Ensure compliance with OSHA Safety and Health rules.

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25. Other duties as assigned.

Essential Physical Skills

Acceptable eyesight and hearing (with/without correction); driving; ability to communicate both orally and in writing. May be required to exercise field control in special circumstances. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Primarily works inside in an office environment; at times may work in outside weather conditions.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Interpersonal skills, Communication (oral and written).