

MAJOR FUNCTION

This is responsible managerial work in law enforcement assisting in the direction and coordination of designated bureaus of the Tallahassee Police Department. Work includes directing and managing the day-to-day operations of one of the following bureaus: Patrol Operations Bureau, Criminal Investigations Bureau, Special Operations Bureau, Personnel & Development Bureau, High Risk Offenders Bureau, and Administrative Services Bureau. Work involves extensive familiarity with current police techniques and best practices, concepts of administration, utilization of technology, and elements of effective supervision. The incumbent works with considerable independence in day-to-day activities requiring the exercise of judgment and initiative. The Deputy Police Chief reviews work through conferences, review of operations, analysis of reports and recommendations, and evaluation of results.

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

Plans, organizes, and manages the activities and functions of the day-to-day operations of designated bureaus of the department. Assists in the development of department policy, procedures, rules and regulations and directs implementation. Reviews and analyzes internal and external reports to determine trends and makes recommendations for changes in organization, administration and operations to the Deputy Police Chief. Participates in the preparation and administration of the department budget. Reviews employee problems and ensures that necessary steps are taken to maintain high morale and employee effectiveness and efficiency. Reviews and disposes of complaints and reports to the Deputy Police Chief, as appropriate. Uses and exercises independent judgment as necessary. Recommends and participates in the selection, placement, promotion, transfer, training, development, safety and discipline of subordinate personnel, in accordance with delegated authority. Insures compliance of designated areas with the City's equal employment opportunity requirements and related federal and state laws. 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

Conducts special studies and investigations, as assigned by the Deputy Police Chief or Police Chief. Ensures compliance of assigned areas with all labor agreements. Serves in the absence of the Deputy Police Chief, when assigned. Performs related work as required

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

Thorough knowledge of the principles of general organizational management and administration, contemporary police work and public safety technology. 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, motivation, placement and evaluation of police personnel. Considerable knowledge of the psychological and social implications of law enforcement work. Considerable knowledge of the principals of career development, 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 and intensity with community and departmental impact. Ability to write clearly 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 make effective critical operational decisions and demonstrate 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. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and seven years of professional experience in law enforcement work in a sworn capacity; or three years of college and eight years of professional experience in law enforcement work in a sworn capacity; or two years of college and nine 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, one year of the sworn supervisory experience must have been at the rank of Lieutenant or higher. 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 reside within a 50-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 valid Class E State driver's license at the time of appointment.

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