

**MAJOR FUNCTION**

This is responsible administrative, managerial and supervisory work directing the functions of a specific division of the Tallahassee Police Department. Work is performed under general administrative direction with review through conferences, reports and results obtained.

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

Plans, organizes, supervises and administers the activities and functions of the day-to-day operations of a division of the department. Supervises, reviews and coordinates staffing plans. Prepares annual budget and establishes goals and objectives for the division. Within limits of delegated authority, is responsible for the training, development, safety and discipline of personnel. Confers with assistant chiefs and lieutenants to resolve operational and administrative problems. Responsible for organizing and managing complex events and large scale emergencies. Attends and participates in conferences or meetings either in capacity of present position, or as a representative of the Chief's office. Recommends the selection, transfer, promotion, demotion, grievance resolution or termination of employees. Conducts performance evaluations and recommends approval or disapproval of step or merit increases. Serves as a first responder during domestic security and weapons of mass destruction incidents. Performs related work as required.

**Other Important Duties**

Responds to citizen inquiries/complaints or inquires from the City Commission or executive staff. Is involved in complex personnel issues requiring counseling, fitness for duty evaluations or progressive discipline. Performs other related work as required.

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

Thorough knowledge of the modern principles, practices and methods of police administration, organization, operation and investigation. Considerable knowledge of department operating procedures, rules, regulations and limitation upon departmental authority. Considerable knowledge of the pertinent laws, ordinances and codes pertaining to criminal and related violations. Considerable knowledge of the method of preserving evidence and what constitutes admissible evidence. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to exercise good judgment in evaluating situations and making decisions. Ability to react quickly and calmly in emergencies. Ability to observe situations analytically and objectively and prepare concise and accurate written reports. Ability to plan, organize, train and supervise subordinates in a manner conducive to high performance and good morale. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree and six years of professional experience in law enforcement work in a sworn capacity; or three years of college and seven years of professional experience in law enforcement work in a sworn capacity; or two years of college and eight years of professional experience in law enforcement work in a sworn capacity. Three years of the required experience must have been supervisory or command experience in a law enforcement agency. 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 possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission within six months of the date of employment.

Must reside in Florida, within a 35-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 a valid Class E State driver's license at the time of appointment.

Must possess Federal Emergency Management Agency (FEMA) certifications: IS-700, IS-800, IS-100, IS-200, IS-300, and IS-400 at time of appointment.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant.

The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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