



Village of El Portal Chief of Police

Department: Public Safety
Salary: \$75,000.00
ELSA Status: Non-Exempt

JOB SUMMARY

The Chief of Police performs a variety of complex public safety, administrative, supervisory and professional work in planning, coordinating and directing the activities of the Village of El Portal Police Department (Department). This position requires the exercise of independent judgment in the performance of the duties of the office. The Chief of Police reports directly to the Village Manager. A high level of discretion is required for this position.

ESSENTIAL JOB FUNCTIONS

- Plan, coordinate, supervise and annually evaluate police department operations and employees
- Develop policies and procedures for the department mandated by law, to ensure efficient operations of the department, and to implement directives from the Village Manager and Village Council
- Plan and implement a law enforcement program for the Village of El Portal (Village) to better carry out the policies and goals of the Village Manager and Village Council; review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies
- Coordinate information gathered, and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills
- Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment
- Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases
- Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment
- Direct the development, maintenance and proper disposal systems, records, and legal documents that provide for the proper evaluation, control, and documentation of Department operations. The Chief is responsible for the proper inventory and maintenance of Property and Evidence Room and all police equipment

- Coordinate and supervise the training, assignment, and development of subordinate police officers
- Handle grievances, maintain Department discipline, and maintain the conduct and general behavior of assigned personnel
- Prepare and submit periodic reports to the Village Manager upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate
- 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
- Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Village of El Portal Police Department in a variety of local, county, state and other meetings
- Cooperate with the County, State and Federal law enforcement agencies as appropriate where activities of the Department are involved
- Supervise, register and fingerprint and ensure security clearance of all Village employees as required under Section 18-43 of The Code of Ordinances Village of El Portal Florida
- Coordinate activities with supervisors and other Village departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies. Obtain advice from the Village Attorney, County Attorneys, Court Administrator, and Prosecutors' Office regarding cases, policies and procedures
- The Chief of Police is a member of the Disaster Response Team with the Village Manager and Village Mayor. In the event of an emergency, the members of the Emergency Response Team are expected to be available to assess the situation and determine the action to be taken, as well as develop, maintain, coordinate and implement the Village's Emergency Plan with the Emergency Response Team
- Ensure that laws and ordinances are enforced, and that public peace and safety is maintained
- Direct investigation of major crime scenes
- Perform the duties of subordinate personnel as needed
- Analyze and recommend improvements to equipment and facilities as needed
- Participate in various committees, boards of directors on behalf of the Village of El Portal Police Department by acting in a responsive and professional manner with members of the media, citizens and outside agencies as applicable
- Performs other duties as directed by the Village Manager

QUALIFICATIONS

Licenses or Certifications:

- Must possess Florida State Law Enforcement Certificate
- Ability to meet department's medical standards

General:

- Must possess a valid State driver's license without record of suspension or revocation in any state
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed
- Must be able to read and write the English language
- Must be of good moral character and of temperate and industrious habits

Education and Experience:

- Bachelor's Degree in Police Science, Law Enforcement, Criminal Justice, Public Administration or a closely related field
- Ten (10) years of progressive experience in Law Enforcement including three (3) years of management level command experience to Lieutenant or higher
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment
- Thorough knowledge of Village of El Portal and applicable laws, ordinances, and department rules and regulation
- Equivalent combination of education and experience may be considered
- Requirements may be waived by the Village Manager

Competencies:

1. Ethical conduct
2. Communication proficiency
3. Leadership
4. Stress Management/Composure
5. Time Management
6. Problem Solving/Analysis
7. Decision-making
8. Diversity and Inclusion
9. Project Management
10. Personal Effectiveness/Credibility

The Village of El Portal follows the U.S. Equal Employment Opportunity Commission enforcement of Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. Retaliation because the employee complained about job discrimination or assisted with a job discrimination investigation or lawsuit.