



OCEAN RIDGE POLICE DEPARTMENT

General Orders JC2-A
CHIEF OF POLICE

I. JOB CLASSIFICATION

A. PURPOSE

The purpose of this classification is to direct, develop, plan, and control the operations of the Police Department in order to preserve public peace, to protect lives, property and rights of the public, and to enforce statutory law and municipal ordinances. An employee in this classification serves as department head for the Police Department and Code Compliance. Responsibilities include developing, evaluating, and implementing policy and procedure; strategic planning; developing and training staff; ensuring general morale and well-being of the organization; and ensuring good working relationships with and between other departments, the Office of the Town Manager, the Mayor and Commission, and the general public.

B. ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Formulates policy and procedures; plans, develops, and directs departmental operations; assesses effectiveness and implements changes as needed; makes recommendations to Commission concerning policy.
2. Identifies needs, obtains and allocates resources for the department; prepares and administers the departmental budget and adjusts priorities as needed; reviews and approves budget expense requests; develops alternative funding proposals, such as grant applications and administers same.
3. Oversees departmental operations and ensures that all activities comply with policies, procedures, standards and related regulations, including patrol, crime deterrence and arrests, records maintenance and dissemination, and other departmental programs and services.
4. Manages personnel functions for the department; plans and oversees the work of subordinate supervisors who in turn supervise officers,

investigators, and technicians; ensures personnel records are maintained accurately; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; investigates complaints against departmental personnel; ensures staff understands the impact and effect of responsibilities; prepares and reviews employee evaluations; ensures staff receives training and necessary resources to carry out duties effectively; prepares and/or reviews reports of employee injuries.

5. Prepares documents for civil litigation; writes letters to citizens; prepares and reviews a variety of reports, evaluations, records, and recommendations.
6. Performs a variety of public relations duties including preparing news releases; developing collaborative relationships with other law enforcement and public safety agencies, community groups, etc.; responding to questions from the public regarding public safety issues, departmental policies, procedures, and services.
7. Establishes and maintains positive public relations; responds to questions, complaints, and requests for information; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention; attends official functions, council, and community meetings; makes presentations and public speeches to the media, civic groups, schools, and churches; serves on special panels, boards, and/or committees as assigned.
8. Provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses; represents Town at regional functions.
9. Attends meetings of citizens' groups; attends Law Enforcement Planning Council meetings; attends Palm Beach Chiefs' Association meetings; attends staff meetings; meets with members of the department; attends City Commission meetings; attends officer training meetings.
10. Serves as a director of the Department of Public Safety Support Group Inc. per Corporate Bylaws.

C. ADDITIONAL FUNCTIONS

1. Performs functions of subordinate positions as necessary.
2. Performs other related duties as required.

D. MINIMUM QUALIFICATIONS

1. Bachelor's degree in criminal justice, business administration, public administration, or closely related field; supplemented by six (6) years previous experience and/or training that includes senior management in a law enforcement agency; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities
2. Must possess and maintain certification as a Police Officer from the Florida Department of Law Enforcement.
3. Must possess and maintain a valid Florida driver license.

ACCREDITATION STANDARDS: CFA

REVIEWED:

REVISED:

APPROVED: *digitally signed by the Chief of Police via PowerDMS workflow*