SURFSIDE POLICE

DAVID ALLEN
CHIEF OF POLICE

JOB DESCRIPTION/JOB TASK ANALYSIS

Job Title: CHIEF OF POLICE

Reports to: TOWN MANAGER

Type of Position: FULL-TIME Hours Per Week: 40 EXEMPT

General Description:
The Chief of Police is responsible for preserving the peace of the Town, for commanding and directing the police force and insuring that all of the provisions of the Code of Ordinances of the Town are strictly enforced. The Chief plans, organizes, and directs the law enforcement organization concerned with protection of lives and property; enforcement of laws and ordinances. The Chief provides direction and establishes goal's for Department and subordinate personnel. The work is performed with considerable independence and latitude and is of considerable difficulty. The work involves the direct application of management policy in the administration of complex law enforcement activities. The Chief continually inspects and reviews law enforcement methods, procedures and activity reports, in an attempt to reach the law enforcement objective. Work is reviewed by analysis of criminal activity data, satisfactory conclusion of investigations, and effectiveness of the area of assignment. The Chief of Police also performs other work as required.

Work Experience/Requirements:

- BS or BA Degree
- Certification through the Criminal Justice Standards and Training Commission (CJSTC)
- Advanced Managerial and Leadership Training Programs such as FBI National Academy, Northwestern Command Course, Southern Police Institute Command Course

(A comparable amount of training, education and/or experience can substitute for the minimum qualifications.)

Job Task, Policy, and Proficiency

ID	Statement	Performance Standard
TASK		
AD1360	Review budget requests	The member accurately reviews all unit's/department's budgetary requests to identify essential capital outlays.
AD1361	Prioritize new expenditures	The member will prioritize new expenditures based on safety, need, and importance issues to ensure that funding is available for services or equipment deemed critical to the mission and goals of the agency.
AD1362a	Supervise compilation and preparation of agency operating budget	The member will supervise the compilation and preparation of the fiscal operating budget based on the prior fiscal operating budget in conjunction with new essential expenditures and foreseeable increases.
AD1363	Participate in budgetary review	The member will provide input and rational for the

	process	current fiscal budgetary request during the review process with the city budgetary personnel with the goal of protecting essential funding for public safety.
AD1370	Review and forward litigation related documentation	The member will accurately and thoroughly review litigation related documentation and forward such to legal staff for further review, recommendations, and action.
AD1379	Formulate administrative policies and written directives	The member formulates or assists in formulating administrative and financial policies, directives, and procedures designed to enhance or optimize the administrative support functions and ensure compliance with current or new statutes and regulations.
ALL1000	Complete assignments as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1002a	Participate in meetings/training and community relations activities if applicable	As applicable, the member actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate. The member may also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.
CEO0002	Execute writs/warrants other processes	The CEO executes writs, processes, warrants and other orders as directed to them, as may come to their hands to be executed in their jurisdiction.
CEO0005	Serve as conservator of the peace	The CEO serves as the conservator of the peace in their jurisdiction with the goal of providing and maintaining a safe and secure community for all inhabitants and their property.
CEO0006	Suppress riots and civil unrest	The CEO suppresses tumults, riots, unlawful assemblies, and civil unrest in their jurisdiction with the appropriate force as needed.
CEO0007	Command persons to assist in the execution of the duties of the Office of the Chief of Police	The CEO commands any person when necessary to assist the Chief or the Chief's officer in the execution of the duties of their office pursuant to applicable State Statutes.
CEO0008	Attend Town Commission meetings	The CEO in person or by officer, shall at the will of the City Council, attend meetings of the Town Commission in order to represent the Police Department at such meetings.
CEO0010	Implement mutual aid agreements	The CEO enters into, implements, and monitors mutual aid agreements with neighboring law enforcement agencies to provide mutual aid in emergency situations.
CEO0013	Manage administrative and operations functions of the agency	The CEO exercises the authority and responsibility for the management, direction, and control of the operations and administration of the agency.
CEO0014	Manage fiscal responsibility of the agency	The CEO exercises the authority and responsibility for the fiscal management of the agency.
CEO0016	Serve as records custodian	The CEO accounts for the collection, dissemination, retention, and destruction of all records held by the agency.
IA2905	Maintain security of IA files and	The member ensures that all IA files and audio tapes are

	audio tapes	maintained in a secure manner consistent with agency policies and made available only to authorized personnel or as stipulated by FL statute section 112.533 and Chapter 119 of the Public Records law
IA2906	Purge IA files	The investigator correctly purges all IA files in accordance with agency policies and limitations imposed by state statutes.
IA2912	Track complaints	Upon receipt of a complaint, the IA investigator will assign the complaint a case # and send the case/file to the appropriate personnel in a timely manner and in accordance with agency policy.
LE5027	Initiate new cases.	The member will gather accurate information or pertinent evidence and correctly determine if investigation is warranted in accordance with state laws and agency policies.
SP7000	Conduct progressive discipline within agency guidelines.	The employer effectively modifies subordinate behavior within agency guidelines to achieve conformity with department job performance requirements and policy.
SP7001a	Conduct/supervise employee performance evaluations.	The member conducts special, probationary, annual and other required evaluations to assess subordinates performance and plan performance improvement strategies. The member also solicits or provides information/input regarding subordinate member performance as requested. Evaluations are conducted according to agency evaluation schedule, guidelines and policies and if applicable, includes a career counseling session with the member.
SP7001c	Review personnel evaluations of staff/subordinates	The member reviews all applicable personnel evaluations in accordance with agency policies to ensure that evaluations are comprehensive, fair and impartial, and accurately reflects job member performance.
SP7005	Respond to citizen and community needs, complaints and conflicts.	The member effectively responds to citizen and community needs and complaints in timely manner so that a satisfactory level of community understanding and cooperation will be achieved and conflicts resolved.
SP7007	Resolve conflicts among personnel.	The member applies the appropriate techniques consistent with agency policies if applicable, in order to successfully identify and resolve personnel conflicts without causing disruption to the effectiveness of the work area.
SP7009	Motivate staff and fellow employees.	The member directs, modifies, and controls/encourages member behaviors to achieve the stated goals and fulfill the mission of the agency.
SP7010	Implement changes and new programs as directed.	The member efficiently and effectively implements changes and new programs exactly as directed by superiors within the time frame specified in accordance with agency policies.
SP7012	Counsel employees to improve work productivity.	The supervisor strives to resolve any performance problems through effective counseling consistent with agency policies in order to improve productivity.
SP7013	Enforce health and safety regulations as required.	The member will ensure that their area of responsibility is in complete compliance with health and safety regulations in accordance with established agency policies, OSHA, and any other applicable regulatory body regulations.
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	The member works effectively with other agency personnel in order to maximize work area output and services consistent with agency policies.

SP7025	Inform colleagues and staff of actions taken, decisions made and potential problems	The member will ensure that continuity and operational efficiency is obtained through accurate and timely dissemination of information consistent with agency policy and procedures.
SP7027	Liaison with intra/inter agency personnel	The member will initiate, develop, and maintain channels of communications and work effectively with inter/intra agency personnel in order to achieve objectives and goals and better serve the needs of the agency and/or community.
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	The member undertake all the required activities to maintain up to date knowledge of any mandated/proposed changes to current local, State,m and/or Federal Statutes and other governing bodies regulations affecting the incumbent's job duties and area of responsibility.
SP7029b	Provide information to staff regarding law and policy changes.	The member will inform and explain to all staff both verbally and in writing any changes in procedure, policy, and laws immediately upon receipt of written directives or memos describing such changes. If applicable, the member will request and receive written acknowledgement of any such changes from all staff members and will monitor their conformance with these changes to ensure compliance. As applicable, all changes in policy, procedure, and laws will be posted in an area where they are visible to all staff members.
SP7054	Provide for proper application of delegated authority	The member clearly accepts/delegates authority, ensuring that the empowered subordinate fully understands the associated duties and responsibilities to enable him/her to carry them out in accordance with agency policies and procedures.
SP7058	Participate in hiring/promotion/transfer of personnel	The member will properly develop/assist in development of selection and/or promotion/transfer processes/criteria in accordance with agency policies/procedures and/or will actively administer or participate in the selection process to help identify the most appropriate individual for hiring, promotion or transfer.
SP7071a	Resolve conflict between criminal justice staff and public	The member will demonstrate a positive relationship with the public by resolving differences in a manner acceptable to both parties consistent with the mission, policies, and procedures of the agency.
SP7071b	Resolve conflicts between inter agency personnel	The member will demonstrate a positive relationship with other agency/department personnel and resolve any differences in a manner that is professional, courteous, and acceptable to the parties involved pursuant to the mission, policies, and procedures of the agency.
SP7102c	Monitor compliance of new and current policies, regulations, laws, and procedures as required.	The member ensures that all personnel are in compliance with and have knowledge of current or new policies, procedures, regulations, and laws.
SP7106a	Develop/maintain and/or assist in updating emergency/disaster plans and procedures	The member will develop/maintain and/or assist superiors in the development and updating of emergency/disaster plans and procedures consistent with agency policies
SP7201	Conduct/attend staff/component meetings/briefings	The member will conduct/attend staff meetings/component meetings or briefings as needed or required with representatives from other work areas to facilitate improved communication and working relationships.
SP7208	Respond to personnel	The member will respond appropriately to personnel

	grievances/complaints	grievances/complaints in accordance with agency policies/procedures and in a timely manner.
POLICY		
PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the bulletin board or received via mail or newsletter.
PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2008	Accepts supervision and direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2009	Media relations	The member adheres to the general orders with regard to media releases/activities to ensure appropriate, uniform, and efficient media relations.
PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the PGO Manual.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours investigative duties performed if applicable.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.
PROFICIENCY		
PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR128b	Budget management skills	The member effectively utilizes and manages assigned budgets within the imposed fiscal constraints / requirements.
PR150	Public relations skills	The member is able to promote, gain and maintain the

		community's/other agencies' support for agency involvement in various programs, directives, initiatives and perspectives on specified issues.
PR151	Organizational skills	The member demonstrates adequate abilities in developing and revising organizational workflow utilizing established organizational development models, tools and techniques to optimize output and achieve the identified goals and objectives.
PR152	Planning and scheduling skills	The member demonstrates the skills required to develop and implement effective plans and efficient schedules. Such skills include knowledge of the tools and techniques required to organize resources, establish priorities, develop achievable project time lines, and plan the necessary activities.
PR19	Human resource management skills	The member effectively manages, directs, and develops personnel resources in order to achieve the desired objectives, goals, and mission of the agency.
PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	The member demonstrates the knowledge and ability to perform all law enforcement related tasks and proficiencies to the specified standards as documented in the Patrol Officer position task/proficiency listings and adheres to all agency policies/procedures. When required or necessary, the member performs all or some of the tasks as applicable. Such tasks include but are not limited to the following: crime scene and evidence collection and handling, patrolling and responding to calls for service and BOLO's, adherence to pursuit policy/procedures, arresting/caring for persons in custody, advising detained persons of their rights, conducting felony/high risk stops, traffic enforcement activities, providing assistance/guidance to the public and personnel as appropriate, preparing reports/affidavits, conducting interviews, performing court related activities processing suspected DUI's, investigative activities, and performing any other assigned or related law enforcement activity as directed. The member demonstrates the knowledge, abilities, and skills as listed in the Patrol Officer proficiencies listings.
PR21	Leadership skills	The member demonstrates the appropriate combination of supportive and directive behaviors in order to accomplish the desired objectives and goals.
PR22	Motivational skills	The member is able to elicit the desired member behaviors in order to achieve goals and objectives in a team oriented environment.
PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR30	Public speaking	The member has the ability to speak before groups, articulate ideas, and effectively communicate the stated objectives in a well planned, organized, and clear manner.
PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR33	Knowledge of social, economic, and demographical conditions	The member can verbally articulate the social, economical, and demographical conditions existing in the community.
PR34	Knowledge of supporting agencies	The member is able to refer persons to the appropriate

	in the community	agency, department, support group or other resource based on the requesting person's situation/needs.
PR42	Team building skills	The member demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR50a	Knowledge of personnel/administrative law	The member has a working knowledge of personnel and administrative law and is able to qualify decisions/recommendations and follow procedure based on current legal statutes.
PR50b	Knowledge of officer bill of rights	The member has a working knowledge of the Officer Bill of Rights and is able to qualify decisions/recommendations and follow procedure based on current legal statutes.
PR52c	Knowledge of applicable governing legislation	The member is cognizant and informed as to content, application, and compliance requirements of pertinent legislation relative to the establishment, obligations, limitations and operational responsibilities of the agency.
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	The member is knowledgeable in local, state and federal statutes that pertain to their respective area of responsibility
PR55	Knowledge of Quality Assurance and/or compliance directives	The member is cognizant and knowledgeable of the QA directives and compliance criteria as required by all applicable regulatory bodies as related to the job incumbents area of responsibility.
PR57	Knowledge of organizational structure	The member is able to describe in detail the organizational structure and function of all agency units/departments/bureaus.
PR86a	Firearms proficiency	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.
PR98	Ability to establish and maintain cooperative working relationships	The member will establish and maintain cooperative working relationships with internal agency and/or external agency personnel as appropriate to enhance their job related productivity and project a positive image on the Department.

Job Task Analysis:

ID	Statement	Criticality	Frequency	Total	Weight
TASK					
AD1360	Review budget requests	4	1	5	**1**
AD1361	Prioritize new expenditures	4	1	5	**1**
AD1362a	Supervise compilation and preparation of agency operating budget	4	1	5	**1**
AD1363	Participate in budgetary review process	4	1	5	**1**
AD1370	Review and forward litigation related documentation	3	1	4	**3**
AD1379	Formulate administrative policies and written directives	3	2	5	**1**

ALL1000	Complete assignments as directed	3	3	6	1
ALL1002a	Participate in meetings/training and community relations activities if applicable	3	3	6	1
CEO0002	Execute writs/warrants other processes	3	1	4	3
CEO0005	Serve as conservator of the peace	3	4	7	1
CEO0006	Suppress riots and civil unrest	3	4	7	1
CEO0007	Command persons to assist in the execution of the duties of the Office of the Chief of Police	3	4	7	1
CEO0008	Attend City Council meetings	2	2	4	3
CEO0010	Implement mutual aid agreements	3	1	4	3
CEO0013	Manage administrative and operations functions of the agency	3	4	7	1
CEO0014	Manage fiscal responsibility of the agency	4	4	8	1
CEO0016	Serve as records custodian	3	4	7	1
IA2905	Maintain security of IA files and audio tapes	4	4	8	1
IA2906	Purge IA files	4	1	5	1
IA2912	Track complaints	4	4	8	1
LE5027	Initiate new cases.	4	1	5	1
SP7000	Conduct progressive discipline within agency guidelines.	4	4	8	1
SP7001a	Conduct/supervise employee performance evaluations.	4	1	5	1
SP7001c	Review personnel evaluations of staff/subordinates	4	1	5	1
SP7005	Respond to citizen and community needs, complaints and conflicts.	4	4	8	1
SP7007	Resolve conflicts among personnel.	4	4	8	1
SP7009	Motivate staff and fellow employees.	4	4	8	1
SP7010	Implement changes and new programs as directed.	4	4	8	1
SP7012	Counsel employees to improve work productivity.	4	4	8	1
SP7013	Enforce health and safety regulations as required.	4	4	8	1
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	4	4	8	1
SP7025	Inform colleagues and staff of actions taken, decisions made and potential problems	4	4	8	1
SP7027	Liaison with intra/inter agency personnel	4	4	8	1

SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	4	4	8	1
SP7029b	Provide information to staff regarding law and policy changes.	4	4	8	1
SP7054	Provide for proper application of delegated authority	4	4	8	1
SP7058	Participate in hiring/promotion/transfer of personnel	4	4	8	1
SP7071a	Resolve conflict between criminal justice staff and public	4	4	8	1
SP7071b	Resolve conflicts between inter agency personnel	4	4	8	1
SP7102c	Monitor compliance of new and current policies, regulations, laws, and procedures as required.	4	4	8	1
SP7106a	Develop/maintain and/or assist in updating emergency/disaster plans and procedures	4	4	8	1
SP7201	Conduct/attend staff/component meetings/briefings	4	4	8	1
SP7208	Respond to personnel grievances/complaints	4	4	8	1
POLICY					
PL2001	Message return/follow-up	3	4	7	1
PL2002	Contact with public	3	4	7	1
PL2003	Operation and care of equipment	4	4	8	1
PL2006	Human diversity awareness	4	4	8	1
PL2008	Accepts supervision and direction	4	4	8	1
PL2009	Media relations	3	2	5	1
PL2014	Abide by Code of Ethics	4	4	8	1
PL2015	Leave and Attendance	4	4	8	1
PL2016	Grooming and dress	4	4	8	1
PROFICIENCY					
PR107	Knowledge of General Orders/Policy/Procedure manuals	4	4	8	1
PR128b	Budget management skills	4	4	8	1
PR150	Public relations skills	4	4	8	1
PR151	Organizational skills	4	4	8	1
PR152	Planning and scheduling skills	4	4	8	1
PR19	Human resource management skills	4	4	8	1
PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	4	4	8	1
PR21	Leadership skills	4	4	8	1
PR22	Motivational skills	4	4	8	1

PR23	Inter-personal skills	4	4	8	**1**
PR30	Public speaking	3	2	5	**1**
PR31	Problem solving	4	4	8	**1**
PR33	Knowledge of social, economic, and demographical conditions	4	4	8	**1**
PR34	Knowledge of supporting agencies in the community	4	4	8	**1**
PR42	Team building skills	4	4	8	**1**
PR4d	General comprehension skills	4	4	8	**1**
PR50a	Knowledge of personnel/administrative law	4	4	8	**1**
PR50b	Knowledge of officer bill of rights	4	4	8	**1**
PR52c	Knowledge of applicable governing legislation	4	4	8	**1**
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	4	4	8	**1**
PR55	Knowledge of Quality Assurance and/or compliance directives	4	4	8	**1**
PR57	Knowledge of organizational structure	4	4	8	**1**
PR86a	Firearms proficiency	3	1	4	**3**
PR98	Ability to establish and maintain cooperative working relationships	4	4	8	**1**

Importance: **1 = Not Important** **2 = Somewhat** **3 = Important** **4 = Very Important**
Frequency: **1 = Annually** **2 = Monthly** **3 = Weekly** **4 = Daily**
Weight: **1 = Non-Critical for Totals 1 - 1.99** **2 = Somewhat Critical for Totals 2 - 2.99** **2.5 = Critical for Totals 3 - 3.49**
3 = Very Critical for Totals 3.5 - 4

Reviewed by: Lieutenant John Bambis
Approved by: Chief David Allen
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2/1/18