

City of DeFuniak Springs

71 US Highway 90 West
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DeFuniak Springs, FL 32435



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JOB NOTICE POLICE CAPTAIN – POLICE DEPARTMENT

Post Date: May 7, 2019

Close Date: May 17, 2019

FLSA Status: Exempt

Starting Pay Range: \$52,238.25 – \$63,252.80 DOQ

The City of DeFuniak Springs is now accepting applications for **Police Captain** in the DeFuniak Springs Police Department.

This position provides for the care and control of security and safety for the City of DeFuniak Springs, Florida. Assists in the planning, directing, and coordinating activities in the police department and is responsible for the supervision of police personnel. A captain / deputy chief, represents the department at various meetings and conferences and speaks before community groups on the role of the police department. Work includes budgetary monitoring.

Must pass a thorough medical examination, including drug screening, by a licensed physician at applicant's expense and possess a **CURRENT** Certificate of Compliance as a Law Enforcement Officer with the State of Florida.

Position Qualifications:

High School Diploma or G.E.D. required. Preferred requirements are graduation from an accredited college or university with a minimum of a Bachelor's Degree and or a minimum of ten years of progressively responsible supervisory/management experience in a police department or law enforcement agency of comparable or larger size and complexity to the DeFuniak Springs Police Department. A Master's Degree in Public Administration or Criminal Justice and Management and/or 15 years of actual law enforcement supervisory experience at the upper management level is preferred. Must be currently certified as a Florida Law Enforcement Officer and must continue to meet all Florida Law Enforcement Officers Standards and Training requirements. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and polygraph or CVSA is required. Knowledge of the City of DeFuniak Springs area is desired and preferred. Requires a valid Florida driver's license.

Applications and a complete job description may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website, www.defuniaksprings.net. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status.

THE CITY OF DEFUNIAK SPRINGS

A handwritten signature in black ink that reads "Mell Smigielski". The signature is written in a cursive style.

Mell Smigielski
City Manager

POLICE CAPTAIN

FLSA STATUS: Exempt
SUPERVISORY STATUS: Supervisor

DEPARTMENT: Police
REPORTS TO: City Marshal

JOB SUMMARY:

This position provides for the care and control of security and safety for the City of DeFuniak Springs, Florida. Assists in the planning, directing, and coordinating activities in the police department and is responsible for the supervision of police personnel. A captain / deputy chief, represents the department at various meetings and conferences and speaks before community groups on the role of the police department. Work includes budgetary monitoring. Typical work schedule will be Monday through Friday from 8:00 a.m. till 5:00 p.m. Subject to be called in on a holiday or during an emergency situation.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Resolves problems of the highest technical nature when required and participating in the determination and formulation of police department policies.
- Acts and is represented as the police chief with the same authority when he is absent.
- Assists in planning, staffing, and directing police activities; assisting in coordinating, preparing, and administering the budget for the police department.
- Investigates citizen complaints about police personnel conduct and services.
- Makes recommendations on performance ratings, disciplinary actions, and related matters.
- Represents the department at various meetings and conferences and speaks before community groups on the role of the police department.
- Promulgates rules and regulations for department as delegated by regulating code.
- Assists with the selection, training, assignment, and discipline of all agency personnel.
- Assists with developing short- and long-range plans and objectives to improve police services.
- Resolves citizen complaints which cannot be handled by division commanders.
- Coordinates agency activities with other city departments and/or local, state, or federal law enforcement agencies.
- Attends meetings and observes, inspects, or monitors the behavior of office personnel to determine and maintain compliance with agency policies and procedures.
- Coordinates internal investigations of members of department for alleged wrong doing.
- Recommends suspensions or demotions of members of the force for infractions of rules or inefficiency.
- Speaks before public groups on the plans, programs and goals of the DeFuniak Springs Police Department.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations.
- Knowledge of how to effectively analyze and resolve operational and procedural problems.
- Knowledge of supervisory practices, and evaluation methods; governmental organization and management.
- Ability to organize and direct the activities of a large staff engaged in providing police services; plan, organize, coordinate, prepare, administer, and monitor the agency's budget.
- Ability to take on a considerably greater scope of managerial and administrative duties.
- Ability to resolve complex problems involving diverse functional areas and develops plans designed to maintain agency efficiency and responsiveness.
- Ability to use tact and courtesy to effectively interact with the public and with co-workers.

Council Approved: February 24, 2014

- Ability to read a variety of records, reports, case files, policy and procedure manuals, professional journals, etc., in moderately complex technical terminology.
- Ability to prepare reports using prescribed formats and adhering to all rules of grammar, spelling, diction and punctuation.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of technical instructions in written, mathematical or diagrammatic form; to make independent judgments in the absence of assistance; to acquire knowledge of topics related to primary occupation.
- Ability to record and deliver information, to explain procedures, to issue and follow verbal and written instructions.
- Ability to use computers to generate reports, prepare spreadsheets and enter data into it.
- Ability to communicate effectively and efficiently in English in a variety of ways to be effective within the parameters of the job.
- Ability to add and subtract totals, multiply and divide, use decimals and determine percentages; compute ratio and proportion.
- Ability to be adaptable at performing under stress when confronted with emergencies and frequent deadlines.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. required. Preferred requirements are graduation from an accredited college or university with a minimum of a Bachelor's Degree and or a minimum of ten years of progressively responsible supervisory/management experience in a police department or law enforcement agency of comparable or larger size and complexity to the DeFuniak Springs Police Department. A Master's Degree in Public Administration or Criminal Justice and Management and/or 15 years of actual law enforcement supervisory experience at the upper management level is preferred. Must be currently certified as a Florida Law Enforcement Officer and must continue to meet all Florida Law Enforcement Officers Standards and Training requirements. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and polygraph or CVSA is required. Knowledge of the City of DeFuniak Springs area is desired and preferred. Requires a valid Florida driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must speak, read, write and comprehend fluent English. Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Can communicate by telephone or radio and in a face-to-face, one-to-one setting with the general public including witnesses, victims, and suspects, and/or other City employees and agencies in order to gather information during investigations and arrest criminal suspects. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to exert fifty (50) to one hundred (100) pounds of force occasionally, or twenty-five (25) to fifty (50) pounds of force frequently, or ten (10) to twenty (20) pounds of force constantly to lift, carry, push, and pull or otherwise move objects. Operates a Computer Aided Dispatch (CAD) system in order to run inquiries and enter reports. Detects alarms, sirens, gun shots, and other audible signs of warning in order to detect crimes, determine directions, and ascertain the seriousness of incidents. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Requires full range of body motion in manipulation of limbs and torso for inspection tasks to include working in confined spaces. Requires excellent equilibrium to prevent falling from narrow, slippery or rough and uneven surfaces. May require occasional travel representing the city at meetings, in various professional associations, or for training and career development. May be expected to spend extended periods of time at the station or at a scene in the event of hurricane or other disasters. May be subject to insects, snakes, rodents or spiders. May be required to be available for after normal business hours. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____