

City of DeFuniak Springs

71 US Hwy. 90 W.
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DeFuniak Springs, FL 32435



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JOB NOTICE (INTERNAL ONLY) POLICE LIEUTENANT – POLICE DEPARTMENT

Post Date: March 24, 2020

Close Date: March 31, 2020

FLSA Status: Exempt

Starting Annual Pay Rate: 44,366.40 DOQ

Job Summary:

This position provides for the care and control of security and safety for the City of DeFuniak Springs, Florida. Also known as the commander is responsible for planning, supervising, and reviewing the activities of all personnel assigned to a major division, which may include a patrol, investigations or a support function. Supervision is exercised over a staff of sworn and/or civilian personnel primarily through subordinate supervisors. 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.

Essential Job Functions:

- Participates in the preparation of the budget by recommending personnel and capital needs for a division.
- Directs or personally investigates citizen complaints about police personnel conduct and services.
- Commands the police department, when assigned as duty commander, by organizing and directing personnel and equipment during major events or emergencies.
- Interacts with community organizations and represents the police department on various committees and boards.
- Coordinates activities with other law enforcement agencies; and participating in various city-wide projects and/or programs.
- Recommends comprehensive goals and objectives and is responsible for their implementation and the results achieved.
- Requires considerable responsibility for making decisions regarding actions to be taken and for independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances.
- Provides staff assistance to the chief and captain.
- 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.

Position Qualifications:

High School Diploma or G.E.D. required. Preferred requirements are graduation from an accredited college or university with a Bachelor's Degree and/or 65 hours college credit from an accredited university or college and/or a minimum of seven years of progressively responsible supervisory management experience with a Police Department or Law Enforcement agency of comparable or larger size and complexity to the DeFuniak Springs Police. A minimum of ten years of actual work experience in all aspects of police work including, patrol, investigations, internal affairs, of which three years was at the rank of Sergeant or higher and a minimum of 2 (two) years of management experience dealing with budget preparations, manpower studies, labor relations, and in the hiring and firing process of employees. 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 may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. 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. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

POLICE LIEUTENANT

FLSA STATUS: Exempt
SUPERVISORY STATUS: Supervisor

DEPARTMENT: Police
REPORTS TO: Police Captain

JOB SUMMARY:

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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.

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- Adheres to work schedule and attendance requirements.
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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 federal, state, and city criminal and traffic laws and related court decisions.
- Knowledge of DeFuniak Springs Police policies, procedures, operations and general orders, management policies and personnel rules.
- Knowledge of services available to the police department from other agencies.
- Knowledge of program budgeting practices and procedures; principles of supervision, training, and performance evaluation; and human relations and communication techniques.
- Ability to be flexible enough to assume the duties of the same rank within all the divisions of the department.
- Ability to use tact and courtesy to effectively interact with the public and with co-workers.
- 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

Council Approved: February 24, 2014

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 Bachelor's Degree and/or 65 hours college credit from an accredited university or college and/or a minimum of seven years of progressively responsible supervisory management experience with a Police Department or Law Enforcement agency of comparable or larger size and complexity to the DeFuniak Springs Police. A minimum of ten years of actual work experience in all aspects of police work including, patrol, investigations, internal affairs, of which three years was at the rank of Sergeant or higher and a minimum of 2 (two) years of management experience dealing with budget preparations, manpower studies, labor relations, and in the hiring and firing process of employees. 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 meeting, 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: _____

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