

MAJOR FUNCTION

This is responsible supervisory and investigative police work in the protection of life and property through the enforcement of laws and ordinances. The work includes responsibility for the discipline and performance of police personnel in his/her command. All work is performed in accordance with departmental rules and regulations and statutes. General instructions regarding assignments and procedures are received from a superior officer, and work is carried out under his/her supervision. New assignments are accompanied by specific instructions, but regularly assigned duties are performed with independence. Work is reviewed through inspections and oral and written reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, coordinates and supervises police officers engaged in patrol, investigation, vice, or other specialized activities such as records management, public relations, property/evidence, training and recruitment. Assigns officers to posts and instructs them regarding their duties. Evaluates, trains, counsels and disciplines assigned subordinates. Reviews work and reports submitted by police officers and personally makes reports to superior officers. Ensures that all laws and ordinances are enforced and life and property protected. Performs active patrol duty as required. Reviews reports of police and administrative activities and prepares required reports. Plans, supervises, and participates in special investigations, training, public relations activities, and related law enforcement work. Assists superiors in administration. Acts for others of higher rank during their absence. Serves as first responder during domestic security and weapons of mass destruction incidents. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

Other Important Duties

Completes special assignments as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles, practices and techniques of modern police work and supervision. Considerable knowledge of controlling laws, ordinances and of departmental rules and regulations. Considerable knowledge of the rules and methods of preserving evidence. Considerable knowledge of the geography of the City and adjoining areas. Considerable knowledge of the practices and techniques of traffic control and criminal investigation. Ability to analyze situations and react appropriately. Ability to maintain discipline on an assigned shift and to coordinate work of subordinates. Ability to establish and maintain effective working relationships with other employees, other law enforcement agencies and the general public. Ability to deal with emergency situations calmly, firmly, courteously, tactfully, impartially, and with respect for the rights of others. Ability to express ideas clearly and concisely, orally and in writing. Skills in the use and care of firearms, motor vehicles, and other related equipment. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree, or successful completion of ninety (90) quarter hours or sixty (60) semester hours of college, and five (5) years of experience as a sworn police officer, three (3) of which must be at the Tallahassee Police Department.

Necessary Special Requirements

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.

Must reside within a 35-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee.

Must possess a valid Class E State driver's license.

Must possess Federal Emergency Management Agency (FEMA) certifications: IS-700, IS-800, IS-100, IS-200, and IS-300.

Must truthfully complete the City Employment Application and the TPD Personal History Statement. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. Must complete and pass a Truth Verification Examination and pre-employment psychological examination prior to an employment offer being made.

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