



# TOWN OF INTERLACHEN EMPLOYMENT JOB DESCRIPTION

**DEPARTMENT:** Police Department

**LOCATION:** 101 Manitoba Avenue

**JOB TITLE:** Police Chief

**REPORTS TO:** Mayor

**TYPE OF POSITION:**

Full-time

Part-time  
(less than 30 hrs)

Contractor

**Hours:** 40 /week

Exempt

Nonexempt

## GENERAL DESCRIPTION

The Police Chief position is administrative as well as substantive (i.e., a working supervisor who shall work as many hours as needed to fulfill his/her obligation in this position). The chief law enforcement officer for the Town of Interlachen serves on the Town's Emergency Management Team and is charged with direct oversight and control of the Police Department including budgets, inventory and law enforcement personnel.

### ESSENTIAL FUNCTIONS:

- Assist the Town Clerk with the development of operational and capital budget for the Police Department.
- Inventory control of all necessary supplies needed for the operation of the Department.
- Hire, supervise and discipline Department Personnel.
- Organize and conduct training of Department Officers.
- Development of Department Policies in accordance with approved guideline.
- Preparation of required reports and reporting forms.
- Development of patrol schedules and work assignments of patrol officers.
- Maintain accurate records on all police investigations.
- Direct all police activities including patrols, complaint intakes and investigations.
- Perform all law enforcement functions including patrol, investigation and interrogation.
- Maintain effective community relations.
- Provide assistance to neighboring governments per mutual aid agreements.
- Report on departmental activities to the Town Council as requested and attend meetings as required.
- Serve as a Town representative to various boards and commissions with all required duties there associated.
- All duties as required by Town ordinances.

**NOTE:** These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.

## KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of the Federal, State and Municipal criminal and traffic laws.
- Ability to read and comprehend operating and technical manual.
- Ability to communicate knowledge and experience in an effective manner during training.
- Ability to meet physical requirements of police duty.
- Ability to lift at least fifty (50) pounds.
- Ability to utilize computers.

## EDUCATION - LICENSE/CERTIFICATION REQUIREMENTS

- High School Diploma or GED.
- A FL Class E Drivers License is required prior to appointment and must be maintained.
- Florida Law Enforcement Certification must be passed and maintained.
- Certification of Recognition/Compliance/Comparative Compliance in Law Enforcement is required prior to appointment and must be maintained.
- Minimum of five (5) years law enforcement experience with three (3) years administrative experience.
- Must be able to pass: drug test, physical and a criminal history background check.

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<b>WORKING CONDITIONS</b>
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<p>Reports to the Town Council. Must reside within Town limits within six (6) months of hire. On call at all times for back-up and emergencies. Work flexible hours including nights, early mornings, week-ends and holidays. Regular interaction with abnormal behavior. Duties may be hazardous and life threatening. Blood-borne Pathogen Classification II: There may be exposure to blood, body fluids or tissues. Employee will be required to take necessary training and any required vaccinations, which will be paid for by the Town.</p>
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<b>REVIEWED BY:</b>	<b>APPROVED BY:</b>
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<b>DATE POSTED:</b>	<b>DATE HIRED:</b>
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