

# Job Description / Posting

## Chief of Police of Jupiter Inlet Colony

JIC is a town of about 400 residents. It has a very low crime rate. Over the last several years it has ranked as the lowest crime rate in a town of its size in Florida by the FBI and FDLE. Community policing is the watchword. Protecting and serving this close-knit community requires finesse as well as vigilance with good interpersonal skills and problem solving is a crucial requirement.

The Chief must lead with a strong sense of community policing. The residents expect strong protection, strong leadership and involvement in emergency management and attentive service to their needs.

The Chief of Police in JIC is the highest-ranking law enforcement officer and is responsible for the overall management, administration, and direction of the police department. The Chief of Police reports to the mayor (who is also the Police Commissioner) and the Town Administrator and works closely with other local and state agencies to maintain public safety, enforce laws, and protect the rights of citizens. The Chief of Police sets the strategic vision for the police department and ensures that departmental policies, procedures, and programs are implemented effectively and efficiently.

### Key Responsibilities:

1. **Leadership and Management:** Provide strong leadership and management to the police department, including setting departmental goals and overseeing day-to-day operations. Manage and direct police department staff, including recruitment, hiring, training, evaluation, and discipline. Foster a positive work culture and promote professional development among department personnel.
2. **Law Enforcement:** Develop and implement law enforcement strategies to prevent and investigate crime, maintain public order, and ensure the safety and security of the community. Develop and enforce departmental policies and procedures in accordance with federal, state, and local laws. Stay up to date on changes in law enforcement practices, technology, and legislation, and ensure that the police department operates in compliance with all relevant laws and regulations.

3. **Community Relations:** Foster positive relationships between the police department and the community through effective communication, community engagement, and outreach programs. Build trust and promote mutual respect between the police department and the town residents. Address community concerns and work collaboratively with the community to develop and implement strategies to address public safety issues.
4. **Budget and Resource Management:** Develop and manage the police department budget, including forecasting and allocating resources, monitoring expenditures, and ensuring fiscal responsibility. Identify and pursue sources of funding, including grants and partnerships, to support departmental operations and initiatives. Effectively manage departmental resources, including personnel, equipment, and technology, to optimize efficiency and effectiveness.
5. **Emergency Management:** Develop and implement emergency management plans and procedures to respond to natural disasters, civil disturbances, and other emergencies. Coordinate with other local, state, and federal agencies in emergency situations and ensure that the police department is prepared to respond effectively and efficiently to emergency situations.
6. **Policy Development and Implementation:** Develop, review, and update departmental policies and procedures to ensure compliance with laws, regulations, and best practices. Train department personnel on new policies and procedures and ensure that they are implemented consistently throughout the department.
7. **Public Relations and Media Management:** Serve as the primary spokesperson for the police department and effectively communicate departmental policies, procedures, and initiatives to the media, the public, and other stakeholders. Respond to media inquiries and manage public relations efforts to maintain a positive image of the police department in the community.

## **Qualifications**

- Education background in Criminal Justice, Law Enforcement, Public Administration, or a related field.

- Minimum of 10 years of progressive, responsible law enforcement experience, including supervisory or command-level experience.
- Certification as a police officer in the state of Florida.
- Knowledge of Florida State Certification process.
- Previous attendance at FBI National Academy and/or Southern Police Institute preferred.
- Strong knowledge of federal, state, and local laws, regulations, and best practices related to law enforcement.
- Excellent leadership, management, and interpersonal skills.
- Ability to develop and implement strategic plans and initiatives.
- Strong problem-solving and decision-making skills.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to work collaboratively with residents.
- Experience with budgeting and resource management is required.
- Knowledge of emergency management principles and practices.
- Ability to effectively manage media relations and public relations efforts.

The Chief of Police is critical in ensuring the safety and security of the community and maintaining public trust in law enforcement. The job requires a high level of professionalism and interpersonal skills to maintain the respect of the officers in his or her command and town residents.

### **Compensation and Benefits**

- **Compensation:** The salary range is \$120k to \$135k
- **Benefits:** paid time off, medical, dental and vision insurance is covered at 100% for the employee and family, short and long term disability insurance, 457 Plan, and 401(a) - 12% of salary will be contributed to the pension plan

### **EEO Statement**

The Town of Jupiter Inlet Colony is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

***The deadline for applying to the Chief of Police position is at 5 PM on Friday, May 19, 2023.***

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