

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE  
JOB TASK ANALYSIS**

**Position Covered:**

**POLICE COMMANDER**

**C.I.D. SUPERVISOR**

**Basic Description: (A short narrative describing the position and responsibilities.)**

The position of Police Commander is one of responsible command in the supervision of major functions of police operations. The incumbent in this position is responsible for directing and supervising subordinates and activities in assigned divisions in accordance with state and federal laws, city policies and procedures, department rules and regulations, and current principals of police practices and management techniques. The incumbent communicates with the Chief of Police, subordinates, and citizens on matters of public concern and interest. Incumbent supervises and evaluates both subordinate employees and supervisors to ensure efficient performance by all agency employees. The Police Commander implements and/or reviews new policies and procedures and plays an active role in day-to-day decisions affecting the agency as a whole.

It is the responsibility of the officer to maintain and take necessary steps to improve upon the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

**TYPICAL DUTIES**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT

Make decisions on important departmental matters, taking into consideration all available information including departmental regulations, federal, state, and local laws.

Communicate with the Chief of Police and subordinates in oral and written form.

Keep operational records and statistics and make reports.

Review and analyze all agency field reports for criminal activity and interpret data to effectively assign and direct all criminal investigations and crime prevention activities.

Schedule and direct detective's activities.

Available on-call 24-hours a day for major crisis incidents/investigations.

Conduct general criminal investigations as outlined in the detective job description.

Maintain confidential files.

Maintain criminal investigations funds.

Evaluate and prepare reports on all agency-seized assets for forfeiture action in accordance with all laws and procedures.

Meet with citizens to discuss law enforcement related topics and maintain Crime Watch groups.

Draft administrative policy and procedures and ensure that they meet department and community goals and objectives.

Evaluate and identify all agency personnel training needs and ensure that adequate training is provided to meet state, federal and accreditation required training and community needs. Compose/review lesson plans.

Direct and schedule career training paths for sworn officers.

Attend and conducting meetings/presentations internally and with outside agencies where required.

Provide continuous direction to subordinates on department mission and goals.

Review incoming and outgoing communications.

Review, analyze and evaluate work product and job performance of subordinates.

Counsel and solicit input from subordinates.

Investigate complaints by citizens on city personnel where directed in accordance with all state and federal laws and city and department policy and union contracts.

Assume field command if major situations occur.

Monitor and direct agency supervisors as assigned (investigators, corporals, and/or sergeants).

Assist in development of department budget.

Provide constant communication to Chief of Police on department and community issues and activities.

Maintain positive public relations with other agencies, organizations and private citizens.

Originator: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Chief's Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Page: \_\_\_\_\_

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**TYPICAL DUTIES (continued)**

Perform patrol duties as outlined in the Sworn Officer, Sergeant and Lieutenants job descriptions when necessary.

Analyze complex problems/situations and make timely, effective decisions with regard to possible hazards and public safety issues.

Review policies and procedures regularly to comply with state and federal laws and accreditation standards.

Direct and supervise School Resource Officer activities/coordinate with school officials and public safety office.

Direct and supervise Communications Division supervisor and associated activities within that division.

Complete and maintain a Communications Officer certificate through the Florida Department of Health testing program as required by law by October 1, 2012

Direct and supervise Professional Standards Division and associated activities to ensure full compliance with state and federal laws and accreditation requirements.

Perform duties as Division supervisor.

Perform duties as Public Information Officer, prepare press releases, media relations coordinator.

Perform duties as primary Internal Affairs Investigator.

Perform duties as Asset Seizure and Forfeiture Manager.

Perform duties as Department Training Officer.

Perform duties as General Instructor.

Perform duties as Alternate Firearms Instructor.

Perform duties as the Emergency Response Team Commander/Training Coordinator

**EQUIPMENT**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Typical office equipment, including computer. Standard agency-issued officer equipment as outlined in Sergeant Job Task Analysis

**ENVIRONMENTAL FACTORS**

Typical office environment. Subject to all weather and hazardous situations when called out to assist other agency personnel as outlined in Officer Job Task Analysis

**TRAINING AND EXPERIENCE**

Law enforcement, supervisory, management and computer experience and/or training are strongly preferred. In addition, technical training and experience related to the area of work is preferred

**MINIMUM MENTAL REQUIREMENTS**

Good oral and written communication skills, as well as effective oral presentation skills for a variety of audiences. Ability to recognize potential and limitations in subordinates act as a role model and ability to get along with many different types of people. Good judgement and organizing skills, and the ability to motivate subordinates

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**

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**Position Covered:**

**POLICE COMMANDER**

**C.I.D. Supervisor**

**MINIMUM PHYSICAL REQUIREMENTS**

Visual depth, distance, night and peripheral vision.  
Keen hearing.  
Communicate verbally in English with ability to enunciate.  
Write legibly in English, using proper grammar, spelling, and punctuation.  
Manual and finger dexterity.  
Flexibility of upper body and limbs.  
General strength in upper and lower body legs, back, arms, fingers, and hands.  
Coordination in legs, arms, hands, eye-hand; steadiness of hand/arm.  
Physical endurance, quick reflexes  
Cardiovascular strength.  
Ability to run, walk, swim, climb, crawl, bend/lean over, twist/turn.  
Use of two hands simultaneously.  
Balance/equilibrium.  
Ability to coordinate rhythm of compression and breaths during CPR.  
Ability to tolerate moderate pain.  
Ability to lift 150 pound objects 100 feet in an emergency.

**MINIMUM KNOWLEDGE**

Thorough working knowledge of police administration, supervision, and management practices.  
Knowledge of all agencies positions, policies and procedures.  
Working knowledge of state and federal laws, city ordinances, workers compensation laws, EEOC guidelines.  
Knowledge of current methods of law enforcement practices including apprehension of criminals, investigations, arrest and evidence procedures.  
Knowledge of budgeting procedures and manpower planning and scheduling.  
Knowledge of resources and responsibilities of other law enforcement agencies and of the criminal justice system.  
Ability to earn respect of officers and other department employees and to assign, direct, and supervise their positions impartially and without bias.

**MINIMUM EDUCATION**

Must be a high school graduate or possess a State Equivalency Diploma. Certificate of Compliance with Police Standards and Training or Completion to comply with Criminal Justice Standards and Training Commission. BS degree or working toward completion is preferred. Associates Degree plus 4 years police experience as a supervisor or a combination of education, training, and supervisory experience may be considered.

**MINIMUM REQUIREMENTS**

Must meet minimum requirements as outlined in Officers Job Task Analysis with regard to minimum age and background requirements.

In order to become a Commander, candidates must meet the eligibility criteria as specified in the Promotion Directive. Candidates will then be selected and appointed by the Chief of Police.

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