



CITY OF WILTON MANORS

"THE ISLAND CITY"

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Police Division Commander</b>
<b>Job Code:</b>	<b>8002</b>
<b>FLSA Status:</b>	<b>Exempt</b>

### GENERAL DESCRIPTION OF DUTIES

Position in this classification manages the work of sworn personnel. The emphasis in supervision is internal vs. external. Incumbents manage law enforcement activities, including investigations and patrol. The position assists in planning, staff supervision and public relations. Incumbent works within well established policies and procedures and exercises considerable independent judgment in the operation of assigned area. Commander has on-call responsibilities at all times. This position is a managerial, exempt position.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Essential Job Functions

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Assures established Department directives are understood and carried out, from the Chief of Police to the line level officers.
- Plans and directs patrol and support services in the Police Department. Coordinate efforts to establish and accomplish the mission and goals of the Department.
- Maintains continual awareness for trends or patterns of activity that could adversely affect peace and order or other law enforcement activities; plans and recommends corrective actions and implements as authorized by the Chief of Police.
- Maintains liaison with surrounding law enforcement agencies, and relevant community service agencies to ensure accurate and timely flow of information as related to the day-to-day activities.
- Supervises and/or conducts investigation of sensitive cases. Initiates internal investigations and coordinates assignment of cases to IA personnel.
- Hears public complaints requiring police action and determines best course of action; directly handles complaints involving police personnel; assures that these are dealt with in a timely, proper, and fair manner; ensures that the Police Chief is aware of complaints and keeps the Chief informed of the progress and status of internal matters and issues of public concern.

- Supervises, coordinates, and plans the training of new officers, assigning field training officers; conducts orientation of new officers and evaluates their progress.
- Performs other assigned duties as directed.

**MINIMUM QUALIFICATIONS**

**Education / Certifications / Experience**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate’s Degree in Criminology, Law Enforcement or related field, supplemented by a minimum of six (6) years progressively responsible experience in police work or an equivalent combination of education, training, and experience. Must possess and maintain Florida State Law Enforcement Certification, Florida Certificate of Police Standards. Must possess and maintain a valid Florida Driver's License.

Must meet all requirements as prescribed in the current Police Policy and Procedures Manual.

**I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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**Name (Print)**

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**Employee Signature**

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**Date**

*Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*