

South Jordan City

Job Description

Title: Chief of Police
Org Code: 100600
Pay Grade: 29

Effective Date: 9/2/16
FLSA: Exempt/Executive
Workers Comp: Police

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the Police Department in accordance with the City Manager’s direction and Service Values. This position is appointed by the City Manager and is charged with the overall management of the department, including the administration of all related staff, budget, resources, activities, and programs.

SUPERVISOR

Chief of Staff

POSITION(S) SUPERVISED

Deputy Chief
Special Programs Administrator

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Perform the duties and responsibilities of a Police Chief as required by State law and City Code, include crime prevention, detection, and enforcing criminal statutes and ordinances.

Serve as a role model of professional law enforcement ethics and integrity and demonstrate leadership skills. Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Develop and maintain an effective and well-trained workforce, including oversight of recruitment, selection, evaluation, assignment, training, recognition, promotion, and discipline.

Maintain effective coordination with outside law enforcement and allied agencies.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Timely report on Police Department accomplishments, issues, and needs to the Chief of Staff, City Manager, and Elected Officials, as appropriate.

Attend training and professional group meetings, monitor legal decisions, participate in Legislative lobbying, and ensure the Police Department is in compliance with mandates and integrates new trends and innovations.

Represent the Police Department at City Council meetings, at business and community meetings, and meetings with the public in a professional manner.

Manage the Internal Affairs function of the Police Department, including an annual accounting of the complaints received and their disposition.

Approve reports and other documentation required by the Utah Bureau of Criminal Identification and Police Officer Standards and Training, and an annual City Report.

Submit reports as required detailing activities of the department.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelors Degree from a regionally accredited college or university with major course work in political science, law enforcement, business, , public administration or related area;
AND
- B. Ten (10 years of professional experience working in law enforcement, progressively responsible police experience must include at least four (4) years of police administrative and command experience;.

2. Special Qualifications:

Valid Utah Class D Driver's License
Master's degree preferred.
Municipal experience and FBI NA preferred.
Certifiable Law Enforcement Officer (P.O.S.T.)
Maintain required certifications and training.
Ability to maintain the medical and physical fitness standard required by the City and URMMA.

Police Chief or equivalent experience with a similar or larger size department preferred
Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Knowledge of administering a Police Department, including the ability to budget, a knowledge of finance, planning, labor relations, human resource management, laws, codes, media relations, safety practices, and public education.

Knowledge of modern law enforcement operations and crime prevention. Ability to work successfully with outside agencies and committees.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to lead and perform through proper delegation

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Response to emergency situations and participation in training activities involving strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, extreme temperatures, irritant gasses, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Frequent travel may be required

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Police Executive	EEO-4 Class:	Official/Admin.
Location:	Police	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	1740

Review Date: 9/2/16