

South Jordan City

Job Description

Title:	Chief of Police	Effective Date:	2/1/16
Org:	100600	FLSA:	Exempt/Executive
Pay Grade:	29	Workers Comp:	Municipal

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

This position is appointed by the City Manager and is charged with the overall management of the Police Department, including the administration of all related staff, budget, resources, activities, and programs.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Deputy Chief
Police Lieutenant
Special Programs Administrator

ESSENTIAL JOB FUNCTIONS

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, Perform the duties and responsibilities of a Department Director as required by City Code and the City Employee Handbook.

Serve as a role model of professional law enforcement ethics and integrity and demonstrate leadership skills.

Plan, organize, manage, and evaluate Police Department operations.

Establish and enforce Police Department policies and procedures.

Submit an annual proposed budget and manage the funds allocated to the Police Department, consistent with City-wide policies.

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.

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.

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a regionally accredited college with a Bachelor's degree in police science, law enforcement, criminology business administration, public administration or related field; a Master's degree is preferred.

AND

B. Ten (10) years of related law enforcement experience with progressively responsible police experience, which must include at least four (4) years of police administrative and command experience; Police Chief or equivalent experience with a similar or larger size department preferred.

2. Special Qualifications:

Master's degree preferred.

Municipal experience and FBI NA preferred.

Certifiable Law Enforcement Officer (P.O.S.T.).

Valid Utah Class D Driver License.

Maintain required certifications and training.

Ability to maintain the medical and physical fitness standard required by the City and URMMA.

3. Knowledge, Skills and Abilities:

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.

Ability to communicate effectively. Ability to work with City subordinates, department heads, the City Manager, City Officials, and the public.

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

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

Ability to operate a personal computer and Microsoft products.

Ability to lead and perform through proper delegation.

Ability to evaluate operational performance, human resources, and effectiveness of departmental operations through proper data collection and analysis.

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/Adm
Location:	Police	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1740