

# South Jordan City

## Job Description

<b>Title:</b>	<b>Deputy Police Chief</b>	<b>Effective Date:</b>	<b>1/24/18</b>
<b>Org:</b>	<b>100600</b>	<b>FLSA:</b>	<b>Exempt/Executive</b>
<b>Pay Grade:</b>	<b>27</b>	<b>Workers Comp:</b>	<b>Municipal</b>

**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**

Perform professional, administrative and managerial duties related to organizing, coordinating and implementing directives and policies as needed to control the day-to-day operations of the department; including administration, patrol, investigations and special services. Oversee the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property.

### **SUPERVISOR**

Chief of Police

### **POSITION(S) SUPERVISED**

Police Lieutenant  
Police Sergeant  
Support Services Supervisor  
Property/Evidence Coordinator

### **ESSENTIAL JOB FUNCTIONS**

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Second in command of the department; assumes departmental responsibility in the absence of the Chief of Police

Through the direction and oversight of the Chief:

Assist Chief of Police in department budget preparation by projecting anticipated purchases and projected costs related to personnel needs, training and technical equipment; monitors compliance with established budgets and fiscal guidelines;

Assist Chief of Police in personnel matters such as recruitment, selection, promotion, transfers and disciplinary actions; conducts performance evaluations on positions reporting directly to the Deputy Police Chief; oversee quality of overall department performance management functions.

Monitor departmental compliance with established standard operating procedures; assist in the development and implementation of quality control guidelines; responsible for managing policy committee, updates, and reviews; make recommendations for changes in policies and procedures and implements changes upon approval

Write general orders, special orders and interdepartmental communications as needed and as directed by the Chief of Police.

Conduct program analysis to ensure efficient and effective programs within the department

Review Date: 9/2/16

Responsible for performing audits of department records and functions

Represent Police Department at public meetings as necessary; communicate city concerns and needs; deliver city position on issues affecting multiple jurisdictions; sit on boards and committees; attend City Council meetings and other meetings as directed by the Chief of Police.

Respond to major incidents; provides management oversight of major criminal investigations; assure timely delivery of case documents to city/county attorney or courts; conduct research; apprehend and arrest suspects.

Serve as Administrative Services Division Commander; directly supervise patrol division commander and special services division commander.

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

Performs other duties as assigned and required.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from a regionally accredited college with a Bachelor's degree in police science, criminology or related field; AND
- B. Eight (8) to Ten (10) years of law enforcement experience with progressive supervisory experience AND
- C. Broad working knowledge of law enforcement management.

2. Special Qualifications:

Certified Law Enforcement Officer (POST)

Valid Utah Class D Driver License

POST Mid-Management certificate or equivalent, or obtain within one (1) year of employment.

Maintain required certifications and training

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

Master's degree preferred

3. Knowledge, Skills and Abilities:

Thorough knowledge of South Jordan City and its street systems; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; modern law enforcement principles, procedures, techniques and equipment; legal and political environment associated with police administration; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; some knowledge of principles in psychology and sociology.

Skill in the use of firearms, operation of other special police equipment, basic CPR, First Aid and emergency response driving.

Ability to operate a personal computer and Microsoft products.

Ability to react effectively in emergency and stressful situations; ability to exhibit vision, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work. Ability to perform work which requires good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies and the public.

4. Working Conditions:

Conditions include handling light weights, sitting, standing and walking in a normal office environment. Considerable exposure to stressful situations. 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. Unconventional working hours may be required including nights, week-ends and holidays. Subject to emergency call back 24 hours per day, 365 days per year. 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*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Prof</b>
<b>Location:</b>	<b>Police</b>	<b>EEOP Class:</b>	<b>Official/Admin.</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1741</b>