



## Job Description

<b>Title:</b>	Chief of Police	<b>Code:</b>	1740
<b>Division:</b>	Police	<b>Effective Date:</b>	01/03
<b>Department:</b>	Public Safety	<b>Last Revised:</b>	11/17

### GENERAL PURPOSE

Performs professional, administrative and managerial duties related to planning, organizing, directing, and coordinating the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property. Manages implementation of specialty programs, i.e., D.A.R.E., C.O.P., Neighborhood Watch, Citizen Corp, Special Operations, etc.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager as directed by the Mayor

### SUPERVISION EXERCISED

Provides general supervision to all department-personnel directly or through subordinate supervisors.

### ESSENTIAL FUNCTIONS

Acts as official city representation or serves as a member of the Operations/Board of Directors on various multi-governmental or multi-agency organizations or consortiums, i.e., Utah County Special Services Dispatch District.

Establishes department policies and procedures to implement executive and legislative directives from the mayor and city council; develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required.

Directs the supervision of department personnel; assures adequate shift scheduling; reviews letters of recommendation or reprimand; disciplines as necessary; maintains personal file of department personnel in coordination with the HR Department pursuant to the terms of the Santaquin City Employee Policies and Procedures Handbook; establishes policies for hiring and firing; conducts interviews; evaluates employee performance.

Plans law enforcement programs and implements strategies in order to better carry out policies and goals; reviews department performance and effectiveness and formulates action to upgrade a departmental efficiency and capability as needed; searches funding alternatives and writes applications for grants.

Directs the preparation and administration of departmental budgets; reviews large budget expenditures; verifies costs incurred by the department; reviews all time sheets and requests for overtime; insures payrolls are submitted promptly and accurately.

Supervises personnel functions of the department; hires, fires, promotes, demotes, transfers, evaluates and otherwise disciplines department personnel; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures delivery of necessary training needed by the department.

Prepares and submits periodic reports to mayor and city council and the federal and state officials regarding departmental activity; prepares a variety of other reports as appropriate; assists in developing and making recommendations for traffic planning for installation of traffic control devices.

Meets with elected and/or appointed officials, other law enforcement agencies, community and business representatives and the public in all aspects of city law enforcement activities; assumes responsibility for departmental public relations.

Attends various state, local, task force, interagency, legal-update, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement.

Participates in, directs, and coordinates emergency actions, criminal investigations, traffic enforcement, and other enforcement activities as required; supervises and monitors the maintenance of police record keeping system; monitors reports.

Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property and other items falling under custody of city police department; controls and oversees city equipment and property assigned to the police department. Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a college or university with a bachelor's degree in police science, criminology or some other related field;

AND

B. Ten (10) years of progressively responsible law enforcement experience; five (5) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** law enforcement principles, methods and techniques; legal and political environment associated with police administration; federal, state, county and city ordinances; principles of law enforcement administration; incident command and 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; local geography, road systems, and boundaries; standard first-aid administration. **Working knowledge of** English, grammar and technical writing skills.

**Skill in** the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts; basic CPR, First Aid and emergency response driving.

**Ability to** administer and supervise city-wide comprehensive law enforcement program; exercise sound judgment in evaluating situations, and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public.

3. Special Qualifications:

A. Must possess a valid Utah driver's license.

B. Must be P.O.S.T. certified and must maintain certification by attending a minimum of 40 hours of specialized training each year.

C. Must be certified in Radar, intoxilizer, CPR, ASP baton, taser, etc.

4. Physical Demands and Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing required to perform daily functions. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions.

**NOTE:** All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)