

Deputy Police Chief

DEPT: Police
DIV:
DATE: July 2016

FLSA: Exempt
EEOC: Officials/Admin



POSITION SUMMARY

Performs a variety of **professional administrative and law enforcement duties** as needed to assist in the day-to-day management of the Lehi City police department. Responds to calls and emergencies as needed. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides general supervision to assigned divisions, including Patrol, Investigations, Evidence and Records Management through first-line supervisors.

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Assists in department planning activities with respect to utilization of personnel and equipment for patrol, investigation, community affairs, and support services. Through appropriate staff, provides compilation, analysis, and interpretation of data affecting department planning. Implements and evaluates long and short-range programs.

Directs and coordinates development of departmental regulations, policy, procedures, and schedules, subject to final review by the Chief. Interprets and enforces policy within the police department.

Participates in development and preparation of annual budget requests. Reviews specifications involved in departmental purchases. Assists the Chief of Police in approving all expenditures of budget appropriations and may manage state and local grant funding.

Over-sees functions of patrol, investigations, community affairs, or support services of the department; maintains direct supervision of divisional command. Assists in directing development, organizational changes, staffing, and information systems to increase operational effectiveness and reduce administrative costs. Assist the Chief of Police in establishing performance standards and system of accountability for all divisions.

Assist the Chief of Police in overseeing all complaints against personnel including investigations. Based on investigative findings, recommends to the Chief of Police appropriate action ranging from exoneration to termination. Ensures that discipline and grievances are handled in accordance with applicable rules, regulations, policies and appropriate memoranda of understanding.

Reads, researches, and reports on new and modern practices dealing with police service and related fields. Studies incidences, responses, and severity of crimes occurring throughout the City. Adjusts or makes recommendations for adjustment of personnel assignments or program emphasis according to varying needs.

Responds to employee grievances when other lines of authority have been exhausted; recommends remedies for the Chief of Polices approval or action.

Supervises coordination and cooperation of activities between divisions, other City departments, other agencies, business organizations, and community groups. Maintains continual information flow to the Chief and ensures information is funneled back through departmental personnel.

Oversees the development and implementation of tactical plans for emergencies and special events.

Coordinates Department and community resources to problem solve and enhance community policing. Responds to service-level issues determined by requests for service, crime analysis and officer observations.

Performs duties of the Chief of Police in his/her absence. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, Certification as a First Line Supervisor, IACP Leadership in Police Organization or equivalent police leadership training;

AND

- B. Ten (10) years of progressively responsible law enforcement experience as a municipal, county, or state officer; six (6) years of which must have been as a sergeant or higher rank.

OR

- A. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Thorough knowledge of Lehi City Police Department organization and areas of responsibility, functions of other City agencies and their relationship with the Police Department, as well as a working knowledge of Lehi City's ordinances, laws, and court systems; modern law enforcement principles and 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; NCIC, UCR/IBR codes and their proper application; methods of arrest; legal liabilities associated with arrest and law enforcement; practices and procedures for emergency vehicle operation; specialized equipment such as that needed to document field sobriety tests, radar, radio, camera, finger printing, evidence collection, etc. hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; court room procedures and laws of evidence. **Some knowledge of** principles of psychology and sociology.

Skill in the use of firearms, non-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar units, taser, and restraining devices

Ability to communicate effectively, including understanding and executing oral and written instructions; react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with division supervisors, public and private sector officials.

3. Special Qualifications:

Must possess a valid Utah State driver's license. Must be P.O.S.T. certified as a LEO and must maintain certification by attending a minimum of 40 hours of specialized training each year. Required to work irregular hours in addition to regularly scheduled shift on an as-needed basis.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, etc. Communicating, i.e., talking, hearing and seeing essential to job effectiveness. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance. Elements of the job pose various degrees of hazard uncertainty common to law enforcement. Intermittent exposure to stress as result of human behavior

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)