

Police Chief

DEPT: Police
DIV:
DATE: July 2016

FLSA: Exempt
EEOC: Officials/Admin



POSITION SUMMARY

As chief law enforcement officer, performs a wide range of **professional, administrative and supervisory** duties related to planning, directing, controlling and coordinating law enforcement and emergency preparedness activities within the city of Lehi. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Provides broad policy guidance and direction to all department personnel directly or through subordinate 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.

Plans, coordinates, supervises and evaluates city police department operations; establishes department policies and procedures, goals and objectives to implement directives from the City Administrator; develops and directs crime prevention, traffic safety and accident reduction programs.

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.

Plans, develops, and maintains police training program and schedules; oversees training officers and monitors employee progress and advancement; initiates progressive action to upgrade city-wide law enforcement and crime prevention capability.

Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of department budget; identifies expectant cost for each project and indicates items needed for purchase during the next year; authorizes purchases and payments; monitors fiscal activity to assure conformance to established budgets; directs the analysis of department records.

In coordination with Human Resources, initiates personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain an effective work force; conducts selection interviews; conducts annual appraisal of each officer by meeting personally to discuss past performance and objectives for coming year; determines and establishes performance standards.

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; attends trainings and meetings to keep apprised of current trends in law enforcement.

Establishes and maintains liaison with local courts, prosecutors, correctional agencies, federal state and local enforcement agencies and the news media.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college or university with a bachelor's degree in police science, criminology, public administration or some other related field; master's degree preferred;

AND

- B. Ten (10) years of progressively responsible law enforcement experience; five (5) years of which must have been in a supervisory capacity in the position of Lieutenant or higher in a department of comparable size and complexity;

OR

- A. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Thorough knowledge of 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; 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; and verbal and written communication skills, including technical writing skills. **Some knowledge of** principles of psychology and sociology.

Proficient Skill in the proper use of firearms and familiar with the operation of other special police equipment; skill in the management of sensitive law enforcement issues and other confidential matters.

Ability to supervise and coordinate the activities of a complex law enforcement organization; 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; 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:

Must be certified in the State of Utah as a peace officer.

Must reside within Lehi City within 12 months of hire.

Completion of Leadership in Police Organization or Leadership in Public Safety Organization training (LPO/LPSO) and Professional registrations such as International Association of Chiefs of Police, and/or graduation from the FBI National Academy are preferred qualifications.

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.

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)

