

Woods Cross

Job Description



Title:	Police Chief	Code:	300
Division:	Administration	Effective Date:	9/23
Department:	Police	Last Revised:	9/2023

GENERAL PURPOSE

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 Woods Cross.

SUPERVISION RECEIVED

Works under the general guidance and direction 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 that 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 goals, objectives policies and procedures, to implement directives from the city administrator, mayor and city council; develops and directs crime prevention, traffic safety, accident reduction, and code enforcement programs.

Prepares and recommends changes to sections of the city code, in the form of ordinances, related to any activity conducted or regulated by the police department; submits presentations to city administrator, mayor and council for consideration and adoption; carries out and enforces said changes in harmony with the language and intent of said ordinances.

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 the 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.

Initiates personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain an effective work force; conducts selection interviews; performs employee evaluation of the Assistant Chief; determines and establishes performance standards; directs and oversees investigations of charges and complaints against members of the police department according to established operating procedures and policy.

Meets with elected and appointed officials, other law enforcement agencies, community and business representatives and the public in all aspects of city law enforcement activities; attends conferences and meetings to keep abreast of current trends in law enforcement; represents the city's police department at a variety of state and national meetings.

Directs and supervises major investigations related to homicide, rape, hostage situations and other major felonies; may assist with day-to-day patrol activities or investigations.

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

Supervises and coordinates the activities of the volunteer organizations assisting the police department such as neighborhood watch, school resource, emergency response (CERT), etc.

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, business administration 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 command level supervisory capacity;
- OR
- C. An equivalent combination of education and experience.

2. Essential Knowledge, Skills, and Abilities:

Thorough knowledge of modern law enforcement principles and procedures, techniques and equipment; federal, state, county and city laws and ordinances; principles of law enforcement administration; principles of supervision, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; local geography, road systems, and boundaries; investigative procedures and practices; the incident command structure, emergency management; legal and political environment associated with police administration.

Skill in the proper use of firearms and familiar with the operation of other special police equipment; operating computers, office equipment, and functional use of Microsoft Office programs and related software; diplomacy, negotiations, and problem solving; the management of sensitive law enforcement issues and interdepartmental conflicts.

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 following safety practices and procedures common to law enforcement work, workers compensation, risk management, and fair labor standards laws; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organizations, private businesses, media, and the public.

3. Special Qualifications:

Must possess a valid Utah driver's license. Must be P.O.S.T. certified and must maintain law enforcement certification by completing annual training requirements.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement. Some stress associated with dealing with the public in sensitive and potentially volatile situations.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(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. 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 acknowledge that I have received this job description and understand that the job description is not intended to and does not imply or create any employment, compensation or contract rights to any person or persons. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Signature _____ Date: _____

(Employee)

Is there anything that would keep you from performing the job duties and requirements as outlined? NO YES, please explain
