

POLICE CHIEF

Department: **Public Safety**

Division: **Administration**

Effective Date: **02/05/19** | Closing Date: **0/19/19**

Salary Range: **\$93,163 - \$139,745 DOE**

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, SRO, bike patrol, D.R.E. etc. Will also provide professional, administrative and managerial duties related to planning, organizing, directing, and controlling the enforcement of federal, state and local laws.

Supervision Received:

Works under the broad policy guidance and direction of the City Manager.

Supervision Exercised:

As Police Chief will provides general supervision to all department-personnel to include animal control and code enforcement directly or through subordinate supervisors.

Essential Functions:

POLICE CHIEF

Establishes department policies and procedures to implement executive and legislative directives from the city manager 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; establishes policies for hiring and firing; conducts interviews; evaluates employee performance as per employee handbook.

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, recommends 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 city manager 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, and responds to situations involving threats to public safety and places his personal safety is at risk, directs and coordinates emergency actions during non business hours to provide direction to staff and coordination with other agencies during such situations, staff criminal investigations, may make arrests, 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:

Education and Experience:

A. Graduation from a college or university with a bachelor's degree in police science,

criminology, public administration, law enforcement, or related field;

AND

B. Ten (10) years of progressively responsible law enforcement experience; five (5) years of

which must have been in a Sergeant's position, and two (2) years of which must have been

in a Lieutenant or above capacity;

OR

C. An equivalent combination of education and experience.

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. Considerable knowledge of crisis negotiation methods and procedures, deviant behavior investigation processes. Working knowledge of English, grammar and technical writing skills. Some knowledge of principles of psychology and sociology.

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.

Special Qualifications:

Must possess a valid Utah drivers license. Must be P.O.S.T. certified or certifiable in Utah. Must maintain a state of Utah Law Enforcement Certification by attending a minimum of 40 hours of specialized training each year.

Must be certified in Radar, intoxilyzer, CPR, ASP baton, etc

Must reside within Washington City boundaries.

Must pass and maintain the department fitness standard annually.

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. The employee must occasionally move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Talking, hearing and seeing or an alternative form of effective communication essential to job performance. Periodic exposure to life threatening or hazardous situations that are inherent to the job.

Benefits:

Washington City provides full time employees with an excellent benefit package including a healthcare plan (no out of pocket expense for employee/dependent coverage), dental plan (no out of pocket expense for employee, out of pocket expense for dependents only), and a vision plan (no out of pocket expense for employee/dependent coverage). In addition, the City provides a \$50,000 life insurance policy, AD&D, LTD, and an impressive retirement plan. Washington City also contributes 4.5% into a 401(K) plans for all eligible employees that are in the public employee fun. All benefits are effective on the 1st day of work. The City also provides 12 paid holidays, 12 paid sick days per year plus vacation accruals.

It is the policy of Washington City to comply with Equal Employment Opportunity standards in all phases of personnel administration: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, discharge, etc, without unlawful

regard to race, color, religion, sex, age, physical or mental disability, national origin or veteran status.