



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE: Police Chief
DEPARTMENT: Police
FLSA STATUS: Exempt
SALARY GRADE: N
REPRESENTATION: None

GENERAL POSITION SUMMARY:

Plans, directs, and administers all activities related to the Police department to protect life and property through law enforcement and crime prevention activities. This includes emergency communications, investigations, patrol, traffic, training, crime prevention, property control, community services, code and parking enforcement, and records. Develops departmental goals, policies, and procedures. This position works under the general supervision of the City Manager. As a member of the Department Directors team, has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

ESSENTIAL JOB FUNCTIONS:

- Provides leadership through planning, organizing, directing, and supervising all activities of the department to achieve goals within available resources related to police activities. Directs and develops short and long-range plans, goals, and objectives for assigned operations.
- Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Analyzes trends and operations to ensure adequacy of service, monitors police calls and crime trends.
- Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
- Prepares and administers the department budget based on staffing and resources requirements and programs objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Police Department in compliance with City standards and Federal, State, and local laws.
- Represents the City on committees and commissions regarding public safety issues. Coordinates Police department activities with those of other departments and outside agencies.
- Makes presentations to community groups and meets with the media to provide information and receive input regarding major issue and police services.
- Oversees internal affairs investigations to address allegations of employee misconduct. Recommends and carries out corrective or disciplinary action as necessary.
- Oversees the maintenance and operation of a public safety communications system and the maintenance of all police equipment and property.

- Coordinates department activities with local, State, and Federal agencies in the apprehension and detention of wanted persons and other law enforcement matters.
- Reviews local, State and Federal legislation to determine impact on departmental plans, policies, and strategies, prepares and coordinates responses and recommendations as appropriate.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
- Prepare staff reports and recommendations to support department, City and regional goals to enhance public safety service.
- Prepare ordinance and resolution recommendations for Council action, and support recommendations with written staff reports and presentations.
- Establish and maintain positive working relations with coworkers, citizens, and the general public.
- Perform other duties as required.

JOB SPECIFICATIONS:

Mandatory Requirements:

High school diploma or equivalent; Minimum of eight (8) years of increasingly responsible law enforcement experience including at least four years of responsible managerial experience as a Captain, Deputy Chief or equivalent position. Bachelor's degree with major course work in Business Administration, Law Enforcement or Public Administration. Completion of the administrative level law enforcement training academy or equivalent. Equivalent combination of education and experience which will ensure success in the position may be considered.

Preferred Requirements:

Master's degree

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Skill in the use of the tools and equipment listed below.

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish a healthy, professional work place where employees, through their individual skills and initiatives, can maximize their potential for career and job satisfaction; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below;

Special Requirements/Licenses:

- Must possess, or obtain within 30 days of hire, a valid driver's license without record of suspension or revocation in any State.



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- Advanced Law Enforcement certification which is issued by Department of Public Safety Standards Training (DPSST) or equivalent.
- Must possess an administrative or executive law enforcement training certification or equivalent.
- Ability to meet police physical fitness standards, pass an extensive background investigation, and may not have any felony convictions.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager.

SUPERVISORY RESPONSIBILITIES:

Position has full scope of supervisory responsibility over assigned staff.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or 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.

TOOLS AND EQUIPMENT USED:

Computer, including Word and spreadsheet applications, law enforcement software; typewriter; calculator; fax machine; telephone system; copy machine; police radio equipment. This position requires the use of a Police car and other City vehicles. Other law enforcement equipment including radar gun, handgun, and other weapons as required, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions.



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- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Tyler Deems
City Manager

Adopted: 12/24/2016 Revised: 08/2020, 10/2022, 3/2024

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date