

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Police Chief
- Revision Date: 05/18  
EEO Category: Exempt  
Status: Exempt (Executive)  
Control No: 20400

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the strategic direction of the Chief Administrative Officer and Mayor, supervises all law enforcement and animal control activities in the City.

III. Essential Duties:

- Coordinates local, state and federal law enforcement programs.
- Develops departmental policies and procedures formulated on the basis of relevant research.
- Supervises the preparation and administration of the budget.
- May respond to emergency calls at own discretion as indicated by their seriousness.
- Prevents or detects crime and enforces criminal statutes and ordinances.
- Provides community protection.
- Responds frequently to public inquiries.
- Counsels departmental employees.
- Plans and organizes activities of the department regarding utilization of personnel and equipment including training and emergency execution.
- Approves and/or disapproves decisions of staff.
- Attends Cabinet and other various City meetings.
- Oversees hiring, training, motivation, evaluation, discipline and direction of Police staff.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires a bachelor's degree in law enforcement, criminal justice, business administration, or related field. May substitute six years of additional related experience for education requirement.

**Experience:** Requires ten years of related law enforcement experience with progressively increasing responsibilities.

**Certifications/Licenses:** Must pass and maintain Utah POST certification. A valid Utah Driver's License is required.

**Probationary Period:** Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Police terminology and practices; municipal and state laws; City and Department policies and procedures; management, instruction and supervisory techniques; budgeting, planning and problem solving techniques.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money and tools and for making decisions which affect the activities of Police staff and others; great responsibility for the supervision of staff members; planning, organizing and delegating all departmental assignments and responsibilities; departmental costs and cost methods; acting as an incident officer in hostage situations;

responding to situations involving threats to public safety and making emergency decisions affecting the lives and health of others.

**Communication Skills:** Organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people; frequent contact with press and community groups; requires well developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Regular use of a City vehicle and firearm; frequent use of office equipment including a computer, printer and telephone.

**Analytical Ability:** Organize, establish, and delegate meaningful goals and assignments; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict; initiate and implement department policy and procedure; establish effective working relationships with employees and the public; interpret and apply all pertaining laws.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 50 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent field work in supervising staff and programs; great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures. While performing duties, employee's life or personal safety is at risk. Constant attendance is required; organize own work; virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_