



## JOB DESCRIPTION

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**TITLE:** Police Chief  
**DEPARTMENT:** Police  
**GRADE:** 23  
**FLSA:** Exempt  
**EEO DESIGNATION:** Officials Administrators  
**REVISION DATE:** 06/29/2021

### **POSITION SUMMARY**

The Police Chief is an appointed position that is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). The Police Chief plans, directs, manages, and oversees the activities and operations of the Draper City Police Department including law enforcement, criminal investigations, support services, and administrative functions; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. This position performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah or any of its political subdivisions, responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others and provides community protection. This position receives direction from the City Manager and exercises direct supervision over the management, supervisory, professional, technical and clerical staff of the Police Department.

### **ESSENTIAL FUNCTIONS:**

- Plan, organize, direct and coordinate the activities of the Police Department in the preservation of order, protection of life and property and enforcement of law and municipal ordinances; prepare the annual department budget and control budget expenditures; formulate department rules, procedures and policies and insure their implementation; maintain effective intra-departmental discipline and morale; evaluate and aid in the professional development of subordinate supervisors and officers; insure that new police officers receive adequate training in modern police procedures and methods; establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; maintain effective public relations and handle community issues in a tactful and courteous fashion; objectively review and handle citizen complaints; establish and maintain cooperative working relationships with other department heads, employees and the public; carry out long-term and short-term initiatives to meet the needs of the City.
- Assess and monitor work load; oversee communications and records processing functions including property control, dispatch functions and records maintenance; oversee and assure proper distribution of concealed weapon permits; receive complaints or charges and make recommendations of corrective action to City Manager.



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- Maintain all necessary police records and submit period reports to the City Manager and to federal and local agencies regarding Police Department activities; coordinate proper storage, maintenance and retrieval of records through computer system.
- Meet with City officials, other law enforcement agencies, community and business representatives and the public to discuss all aspects of Police Department activities; release information to news media.
- Attend conferences, meetings and training to keep abreast of current trends in police administration and court decisions; represent Draper City Police Department at a variety of state and national meetings as directed and approved by the City Manager.
- May make arrests; respond to situations involving threats to public safety and that may place the employee's life or personal safety at risk.
- Provide staff support to assigned boards, committees and commissions.
- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative law enforcement policies.
- Respond to emergency conditions during non-business hours to provide direction to staff and coordinate with other agencies during such situations.
- Must be able to pass annual Police Department physical fitness test.
- Perform related duties as assigned and required.

### **MINIMUM QUALIFICATIONS:**

Ten (10) years of broad and extensive law enforcement experience including four (4) years of administrative and supervisory experience; Bachelor's degree from an accredited college or university in law enforcement, criminal justice, public administration or related field. This position requires person to have and maintain P.O.S.T. certification as a Law Enforcement Officer (L.E.O.) and a valid driver's license in the State of Utah. Preference may be given to applicants with a Masters Degree in Public Administration, graduation from a P.O.S.T. Command College and/or F.B.I. National Academy.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge of the modern principles, practices and techniques of public administration and applicability to emergency service situations; extensive knowledge of modern police methods and scientific methods of crime prevention and criminal identifications.
2. Knowledge of the principles of advanced law enforcement; public administration; supervision; modern management; budget preparation and analysis.
3. Ability to effectively deal with dangerous situations and potential exposure to armed and dangerous persons.



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4. Ability to communicate with others and to assimilate and understand information in a manner consistent with the essential job functions.
5. Knowledge of the use of fire arms and other modern police equipment.
6. Ability to effectively deal with personal danger which may include exposure to armed and dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.
7. Must have knowledge of pertinent federal, state and local laws, codes and regulations.
8. Knowledge of recent court decisions and how they affect the Police Department and operations.
9. Highly flexible, imaginative and ability to adapt to new and changing situations.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Must be able to pass annual Police Department physical fitness test. Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Has the ability to travel throughout the City and to other locations. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance and must maintain physical condition to perform essential duties as specified by P.O.S.T. certification. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with law enforcement demands may be present. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around crime scenes and/or emergency situations.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.*