

CITY OF PRICE  
JOB SPECIFICATION

TITLE:	Police Chief	GRADE NUMBER:	22
DIVISION:	Administration		Exempt
DEPARTMENT:	Police	EFFECTIVE DATE:	June 23, 2011

**GENERAL PURPOSE**

Performs a variety of administrative, supervisory and professional work as the city's chief law enforcement officer; plans, coordinates and directs the activities of the city police department. May be directly involved in life threatening situations and interaction with citizens when they, the citizen, are most vulnerable.

**SUPERVISION RECEIVED**

Works under the direction, control, and supervision of the person or body that appointed the chief.

**SUPERVISION EXERCISED**

Provides general supervision over departmental personnel through subordinate officers through the appropriate chain of command or in person. Directs, plans, organizes, and controls the activities of the police department.

**EXAMPLE OF DUTIES**

Plans, coordinates, supervises and evaluates department operations; establishes policy, goals and objectives for the department in order to implement directives from the Mayor and City Council.

Coordinates law enforcement assistance related to comprehensive emergency management operations within the city such as natural disaster, chemical and nuclear accidents, civil defense situations, and other public events.

Develops organizational structure including lines of authority, responsibility and communication for the department in order to carry out the policies and goals of Price City; revises the organizational structure of the Police Department as required.

Coordinates all purchasing for the department by authorizing purchases and payment of bills; monitors fiscal activity in conformance with established budget.

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; works with city's finance director to determine project priorities, alternatives and needs; directs the analysis of department records.

Initiates personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain an effective and efficient work force; participates in selection interviews; conducts annual appraisal of each division by meeting personally to discuss past performance and objectives for the next year.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities; attends conferences and meetings to keep abreast of current needs in the field; represents Price City Police Department in a variety of state, national and other meetings.

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

May respond to citizen complaints as necessary.

Performs related duties as required.

Performs all duties of Police Officer I, Police Officer II, Sergeant and Captain as required and service demand dictates the need.

### **MINIMUM QUALIFICATIONS**

#### 1. Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in Police Science, Law Enforcement, Criminology, or closely related field; AND
- B. Eight (8) years progressively responsible law enforcement experience; four (4) years of which must have been in a supervisory capacity; OR
- C. An equivalent combination of education, supervision and experience.

#### 2. Knowledge, Skills, and Abilities:

A thorough knowledge of modern law enforcement principles, procedures, techniques and equipment.

A thorough knowledge of applicable laws and ordinances in department rules and regulations.

Considerable knowledge of administrative methods and procedures; considerable knowledge of principles of supervision.

Considerable knowledge of interpersonal communication skills and public relations.

Considerable knowledge of budgetary practices and procedures and fiscal management.

Ability to supervise and coordinate the activities of a police organization.

Ability to exercise sound judgment in evaluating situations and in making decisions in emergency situations.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organizations, private businesses and the public.

Skill in the proper use and care of firearms and other police equipment.

Ability to assure compliance and follow safety practices and procedures common to law enforcement work

#### 3. Special Qualifications:

Must be P.O.S.T. certified.

Must possess a valid Utah driver license.

Must reside within ten miles of the Price City Police Department.

Must be able to communicate in English (both verbal and written).

Must be able to type 30 wpm.

Must possess basic computer skills.

Must pass a background investigation.

#### 4. Physical Requirements and Demands

The Police Chief may work in a varied and unpredictable environment including all weather conditions and physical hazards.

Significant pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact with the public.

Duties of the job require moderate to heavy exertion including running, climbing, kneeling, stooping, and balancing. Tasks may involve controlling human subjects. Tasks may include muscular strain, including reaching, lifting, and driving a vehicle. Common eye, hand and finger dexterity is required for most essential functions.

Speaking, hearing and seeing are essential to performing job requirements. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical requirements and demands described here are representative and are not all inclusive.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.*