

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Chief	Job Code: 4217
Date: February 13, 2018	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is executive direction and administration work with responsibility to plan, organize, and direct the activities of the Police Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Mayor and/or Chief Administrative Officer and performs all work under administrative direction. This work is distinguished by its overall administrative responsibility for the efficient, effective, and lawful management of the Police Department.

ESSENTIAL DUTIES: Oversee and direct all activities, programs, personnel, and strategies of the Police Department; analyze daily department operations and activities to identify and resolve areas of inefficiency and administrative/operational concerns; plan, organize, and implement programs of law enforcement, traffic control, criminal investigation, animal control, and emergency and disaster response; assess and meet the law enforcement needs of the community through organization of forces, workforce deployment, equipment use, and community relations programs; coordinate police functions with other related operations; develop, implement, and review department policies, procedures, and standards; remain current with Federal, State, and local statutes and codes; adapt existing policies to changing laws; command emergency scenes as needed; prepare and submit a timely departmental budget; monitor and approve departmental purchase orders and expenditures; oversee creation and management of division budgets; anticipate possible deficit areas and develop measures to handle them; oversee procurement of new equipment, including researching innovative procedures and equipment to advance the efficiency and ability of the department; prepare various records and reports.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; ensure staff training is completed and appropriate certifications are maintained; ensure appropriate documentation of department activities; review various work records and reports from staff and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns according to established Civil Service rules; conduct performance evaluations; make department staffing decisions including the hiring and firing of personnel; represent the department and the City on various boards, groups, and committees; attend a variety of meetings and make presentations to the Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; act as department representative; perform other related work as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Criminal Justice, Police Science, Public Administration, or a related field and seven (7) years of supervisory-level experience in law enforcement **OR** an equivalent combination of education, training, and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificates: A valid, lawful Driver's License is required. A POST Law Enforcement Officer Certificate is required.

SELECTION FACTORS: *Knowledge of:* related Federal, State, and jurisdictional ordinances, laws, codes, rules, and regulations governing functions of the position; all areas of law enforcement at the local level including traffic control, criminal investigation, animal control, and emergency and disaster response; criminal investigation methods and techniques; the principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; the operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; the use of firearms; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues; practicing trust-building behaviors. *Ability to:* act ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; conduct criminal investigations and conduct interviews to gather information; plan, organize, and direct major staff functions and operations; develop, administer, and submit a large department budget; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the department; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service.

TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, motor vehicle, basic software and word processing programs, various law enforcement-specific software programs, police radio, handcuffs, baton, bullet-proof vest, flashlight, firearms, Taser, audio and video recording devices, telephone.

PHYSICAL DEMANDS: Requires physical strength and agility. Must be proficient in arrest control procedures, firearms qualification, baton training qualification, and emergency vehicle handling. Requires long hours without sleep during some incidents.

ENVIRONMENTAL FACTORS: Work is primarily inside with occasional exposure to adverse weather conditions, hazardous materials, and dangerous situations including threat to life. Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations



 Mayor/Chief Administrative Officer

2-13-18

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.