



Job Title: **Police Commander**

Job Code Number: **XXXX**

Pay Level: **E36**

FLSA: **Exempt**

Bargaining Unit: **Appointed (000)**

**Job Profile Summary** Under the general direction of a Deputy Chief of Police, plans, organizes, directs, evaluates and supervises personnel and their activities within a major division of the Salt Lake City Police Department. Interacts with other City departments, outside law enforcement and related agencies as required. Manages and directs efficiency and effectiveness of assigned division's operations. Exercises administrative and operational level decision making for; goals, standards, budgeting, personnel and policy adherence.

**Job Description**

**ESSENTIAL DUTIES:**

- Review investigations of officer and/or staff misconduct within the office, division or area assigned and determines appropriate disciplinary action.
- Ensure discipline and grievances are handled in coordination with Human Resources and in accordance with applicable rules, regulations, policies, and appropriate memorandum of understanding.
- Evaluate personnel on a regular basis and recommend appropriate action to be taken if necessary.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures; and provides highly complex management assistance to Deputy Chief and Police Chief.
- Innovative when faced with new challenges.
- Responsible for mentoring and developing staff.
- Attends Community events as requested.
- Directs and coordinates the day-to-day operational activities of assigned division through subordinate supervisors; establishes priorities and makes operational decisions according to standard operating procedures.
- Develops and implements divisional goals, policies, and procedures consistent with the department's overall goals and objectives. Participates in the development and implementation of the department's policies and practices, risk management, and its long-term strategic plan. Disseminates all information and orders and presents concerns or issues to Deputy Chief and/or Chief of Police.
- Facilitates the coordination of department activities with other City departments, government agencies, business organizations, and community groups, and the flow of information within the organization. Provides timely updates of essential information to the designated Bureau Commander and directs information to appropriate Department personnel.
- Approves all expenditures of division budget, ensuring that expenditures do not exceed appropriations.
- Develops and implements tactical and operational plans for emergencies and special events.
- Coordinates Department and community resources to problem solve and enhance community policing. Responds to service-level issues determined by requests for service, crime analysis and officer observations.
- Acts as Deputy Police Chief when requested.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Ten (10) years paid full-time employment as a law enforcement officer in a police or sheriff's department , two (2) of which must be as a Police Lieutenant, Police Captain, or equivalent from outside agency.
- Current Utah Peace Officer Standards and Training (POST) certification as a Law Enforcement Officer.

#### DESIRED QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree in Political Science, Criminal Justice, Public Administration, Business Administration, or a related field.
- Thorough knowledge of law enforcement; principles, methods, and techniques of effective supervision; budgetary practices and purchasing methods and procedures; legal environment associated with law enforcement; local, state and federal laws and regulations; criminal codes and departmental policy and standard operating procedures. Interpersonal communication skills; English, grammar and technical writing skills.
- Ability to apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; demonstrate problem solving capability; communicate effectively, verbally and in writing; develop effective working relationships with the public, administrators, and fellow employees.

#### WORKING CONDITIONS:

- Exposure to hostile, life-threatening situations. May be required to use physical force in course of assigned duties.
- Considerable exposure to stressful situations as a result of human behavior.
- Required to work irregular hours in addition to regularly scheduled shift on an as-needed basis.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.