



Position Posting:

Assistant Police Chief

Syracuse City Corporation
1979 West 1900 South
Syracuse, UT 84075
(801) 825-1477

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Job Title: Assistant Police Chief
Department: Police
Reports To: Police Chief
Status: Full Time, Exempt (Salary)
Wage Scale: \$107,701 – \$147,867 (Typical starting wage \$107,701 - \$127,784 DOE)
Close Date: January 24th, 2025

Position Summary:

This position performs administrative and managerial work of substantial difficulty in assisting the Police Chief in managing and directing the day-to-day and long-term functions of Syracuse Police Department. This position is responsible for supervising Police Lieutenants and may be responsible for supervising civilian personnel. In addition, 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; and responds to situations involving threats to public safety and making emergency decisions affecting the lives and health of others; and performs duties that consist of providing community protection. Because of the above-listed duties, the employee's life or personal safety may be placed at risk.

Essential Duties and Responsibilities:

- Assumes command of the department in the absence of the Police Chief.
- Supervises, directs, and evaluates assigned staff; assists with complex problems or situations; provides information and advice, along with technical and managerial expertise.
- Reviews and investigates citizen and department complaints against department members; reviews department vehicle accidents, injury reports, and pursuits.
- Participates in personnel actions such as recruitment, selection, promotion, transfer, and discipline.
- Evaluates the need for new equipment and supplies.
- Assists the Police Chief in preparing the department budget.
- Develops, implements, and evaluates department policies and procedures; provides direction and interpretation of policies for staff members.
- Conducts regular meetings with division commanders; consults with staff to review work requirements, ascertain project status, and resolve problems.
- Supervises and coordinates activities at major incidents and events.
- Manages department programs such as property room, fleet, and in-service training.
- Represents the police department at public meetings on special topics of interest or on law enforcement in general; prepares and approves news and social media releases.
- Compiles and monitors various administrative and statistical data pertaining to department operations; analyzes data and identifies trends; prepares or generates reports.
- Provides assistance to all divisions of the department by being available for calls or backup when other officers or civilian staff need assistance.

- Maintains comprehensive, current knowledge of applicable laws and regulations; maintains awareness of new trends and advancements in law enforcement techniques and tools; reads professional literature; maintains professional affiliations; attends conferences and training.
- Assures high morale, discipline, and training of officers.
- Maintains a productive working environment, which includes, but is not limited to, a spirit of cooperation with co-workers, peers, and the public.
- Must pass firearms, use of force, emergency vehicle operations, and other training or certifications as required by the department.
- Performs other duties as assigned by the Police Chief.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Police Department organization and areas of responsibility, functions of other city agencies, and their relationship with the Police Department.
- Applicable laws, legal codes, precedents, government regulations, executive orders, ordinances, and departmental standard operating procedures.

Skilled In:

- Operation of the applicable tools and equipment.
- Working under stress and using good judgment in emergency situations.

Ability To:

- Operate all assigned equipment, which may include but is not limited to a firearm, vehicle, or taser, in a safe manner and in accordance with all federal, state, and local laws, rules, and regulations.
- Present various options and approaches to problem identification and resolution.
- Establish and maintain effective working relationships with elected officials, department heads, employees, officials, and employees of other jurisdictions and the general public.
- Communicate effectively both orally and in writing.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Analyze situations and adopt a reasonable course of action.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job the employee is frequently required to sit, talk, hear, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, taste, and smell. Employee will also occasionally be required to perform a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles. Employee may have to stay in a car or area for several hours at any given time.

Employee must maintain the ability to meet the department Weapons Testing requirements. Employee must also meet and maintain the ability to meet the department physical fitness requirements. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The noise level is usually quiet in office settings and loud at emergency scenes. Work can be under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, electrical hazards armed, and dangerous persons, communicable diseases, etc.

Minimum Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor's Degree or higher from an accredited college or university and a minimum of ten (10) years of full-time law enforcement experience, at least three (3) years of which must have been as a Sergeant or higher.

Certifications and/or Licensures

- Valid Utah POST (Police Officer Standards and Training) Certified.
- Valid State of Utah Driver's License Class "D"

Preferred Qualifications:

- Non-interim experience as a division commander over at least two divisions within a law enforcement organization or a commander over a regional task force.
- Graduation from the FBINA, SPI, or other proportionate advanced law enforcement leadership training.

Application Instructions:

Qualified applicants must complete a Syracuse City employment application online at www.syracuseut.gov. If you do not have access to a computer, or if you need further information regarding the position or need assistance due to a disability please contact Kadi Jacobsen, at [kjacobson@syracuseut.gov](mailto:kjacobsen@syracuseut.gov).