

Lindon City  
100 North State Street  
Lindon, UT 84042-1808

# LINDON

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## LINDON CITY JOB OPENING

### **Police Chief**

Applications due by Wednesday, October 28, 2020 at 5:00pm

Lindon City is seeking qualified applicants to fill an opening for the position of Police Chief. Lindon City, Utah (~ pop. 11,400) is a vibrant, growing community situated along the Wasatch Mountains about 45 minutes south of Salt Lake City. In 2009, 2011, and 2013 Lindon City was ranked by CNN Money Magazine as one of the 100 'Best Places to Live in America' and has been identified by Safewise.com as one of the safest cities in Utah. The Police Department operates out of its Public Safety Building (opened in February 2017) and consists of 15 FT officers (including Chief position), 3 reserve officers, 3 administrative staff and a PT Emergency Planning Coordinator. Lindon City contracts with the City of Orem for fire, EMS, and dispatch services.



### **APPLICATION REQUIREMENTS:**

Applications must include a current resume, a cover letter or writing sample, and a completed Lindon City General Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042). All application materials listed above must be received by the City no later than Wednesday, October 28, 2020 at 5:00pm. Finalists for the position may be required to perform multiple interviews, skills testing, submit written responses to questionnaires, and/or give a presentation prior to selection.

### **Job Description:**

TITLE:	Police Chief
PAY RANGE:	\$77,625 to \$116,251 annually (DOQ) + Full Benefits (medical, dental, 401k, pension (URS), vacation, sick leave, etc.).
DEPARTMENT:	Police Department
STATUS:	Regular Full-Time; at-will
FLSA CODE:	Exempt (Overtime exempt)

### **NATURE OF THE WORK**

The Lindon City Police Chief has responsibility to plan, organize, and direct the activities of the Lindon City Police Department to promote community safety and equitable law enforcement within the City. The incumbent works at-will under general direction of the City Administrator. The position allows a high degree of independent judgment and administrative discretion.

## EXAMPLES OF DUTIES

- Plans, organizes, manages, coordinates, and directs all aspects of the Lindon City Police Department.
- Prepares and administers the department's budget using principles and practices of budget development, administration and accountability. Approves purchase orders and department expenditures and oversees procurement of equipment, etc.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff.
- Provides oversight and authorization for the selection, training, professional development and work evaluation of department staff; approves disciplinary action as needed; provides policy guidance and interpretation to staff; ensures that laws, codes, ordinances and policies are consistently and fairly enforced.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures that meet legal compliance requirements and City needs.
- Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, animal control, K-9, and records.
- Directs the investigation of major crimes in coordination with other agencies; may assist the City Attorney and District Attorney in the preparation of cases.
- Represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Works closely with the City Administrator, the City Council, other City departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to maximize police services in the community.
- Prepares and directs the preparation of a variety of written correspondence, reports, bids and requests for proposals, contracts, procedures, ordinances, grant applications and other written materials.
- Plans, directs and coordinates the Police Department's work through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required for compliance with federal, state and local laws and regulations.
- Operates a computer and its various programs. Prepare reports, correspondence, agreements, agenda items, and other written documents.
- May make arrests; respond to situations involving threats to public safety and place personal safety at risk.
- Acts as the Public Information Officer (PIO) in emergency and law enforcement situations.
- Performs other duties as assigned.

## KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of:

- Principles, practices, and techniques involved in the management of a city police department including municipal government administration and risk management procedures as applied to public safety programs.
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.

Ability to:

- Interact effectively with the general public, elected officials, administrators, co-workers, and representatives of outside agencies and businesses.
- Provide positive leadership, direction, and guidance to department staff.
- Develop and achieve department goals and objectives with quality training, staff development and supervisory activities that promote personal growth within the department.
- Analyze issues, evaluate alternatives, and make logical recommendations based on findings.
- Keep and prepare accurate reports and records.

Skilled in:

- Selecting, training, motivating, and evaluating department staff.

- Using tact, prudence, and good judgement to deescalate tense situations.
- Verbal and written communication methods including explaining complex laws, codes, regulations and ordinances in a clear and concise manner.
- Tactical law enforcement procedures and proper use of law enforcement equipment.

### EDUCATION AND EXPERIENCE

Bachelor's degree in police science, law enforcement, criminology, public administration or other closely related field, with 10 years of progressively responsible law enforcement experience, including 4 years of which must have been in a supervisory or management capacity; or equivalent combination of education and experience. Candidates with advanced degrees strongly preferred.

### LICENSES AND CERTIFICATIONS

- Requires a valid State of Utah driver license.
- Must be certified as a Utah Law Enforcement Officer (L.E.O). Applicants certified in other states must pass the Utah State POST waiver test prior to hire.
- May be required to participate in a physical fitness program and meet minimum fitness standards.

### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work location is generally within an office environment and may include long periods of sitting or standing with occasional exposure to weather or dangerous situations including threat to life;
- Must be able to operate a city vehicle;
- Will be required to work outside of normal office hours for city meetings, events, emergencies;
- Must be willing to be called back to work or put in extended hours to assist with city emergencies and take command at an incident or emergency scene;
- Some light to medium physical effort is required with ability to lift and carry 25 pounds;
- Must have vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.
- Work requires regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations.
- May be required to pass minimum health and fitness standards and psychological examination prior to hire, if required.

*\*Selected applicant must pass a drug screening test, detailed criminal/background investigation, and driver license check prior to official offer of employment. May be required to pass minimum health & fitness standards and will be required to pass a psychological examination prior to hire.*

*Lindon City is an Equal Opportunity Employer.*

*Posted October 7, 2020*

## Typical Employee Benefits & Perks for Department Head/Executive at Lindon City

### FY 2020-21 (subject to budget changes)

- Competitive Salary Ranges. Wage studies conducted every 2-3 yrs
- Cost of Living Allowance (COLA) annually evaluated
- Utah State Retirement (URS) pension plan
  - Retire with annual pension until death (amounts based on salary and years of service); Vested after 4 years in system.
  - Death benefit (URS pays 75% of annual salary in lump sum)
  - Survivor/spouse pension benefit after 15 years
- 401k contribution = 1.5% of current wage. If employee contributes additional 1.5% the City will match that contribution (total of 3% from city)
- Health insurance premiums 97% paid (Employee pays 3% of medical premium).
  - Choice of traditional PPO or HSA through PEHP / Mountain Star hospital networks.
- Dental = 50% premium paid by City for family coverage. 100% paid for employee only or employee plus one.
- Annual life insurance = \$50,000 for employee. Additional insurance options available at employee expense.
- 12 paid holidays per year (11 holidays + one personal day)
- 96 hours sick leave accrued per year
- 160 hours vacation accrued per year
- Sick leave buy-back program: sell back up to 24 hours of sick leave after accruing *minimum* 288 hours of sick time (about 3 yrs of sick leave). Paid annually the end of November after hours are accrued.
- One-time merit pay for those maxed-out on salary range. (If an employee has topped out on their pay scale this program allows the employee to receive a merit increase lump sum at the end of the calendar year. It's not added as a salary increase.)
- Take home vehicle provided for Police Chief; Public Works Director
- Differential Pay for specific professional certifications
- Long-term disability coverage paid by City
- Eye coverage available at employee expense
- Cafeteria Plan available for tax-exempt health/medical expenses
- Workers compensation coverage paid by City
- FICA/Social Security contributions
- Uniform allowance for specific positions
- Longevity Awards: \$10/yr of service; paid every 5 years (totals \$1,050 after 30 consecutive yrs.)
- Annual Aquatics Center 30 punch pass. Additional passes discounted for employees
- Access to weight room at Community Center; Police Dept gym / locker room
- Up to 4 free facility rentals per year (pavilions, community center, etc.)
- As needed: City-paid cell phone, tablet/laptop, and other computer equipment
- Well maintained facilities/offices/vehicles
- Good work relationships. Supportive elected officials. Good community relations.
- Challenging projects of growing city.