



Unified Police Department Job Description

Job Title:	Assistant Chief of Police	Company Job Code:	
FLSA Status:	Exempt	Division/Department:	Administration
EEO Code:	0110	Reports to:	Chief of Police
Salary Grade:	00	Effective Date:	06/28/2026

JOB SUMMARY:

This is a top law enforcement leadership and management position that is appointed by and reports directly to the Chief of Police. The Assistant Chief of Police is responsible for the day to day management of the Unified Police Department of Greater Salt Lake (UPD), coordinates the delivery of law enforcement services, operations, contracts, resource allocation, and budget management under the direction of the Chief of police. Job functions include responding to crime scenes and performing all law enforcement duties.

PRIMARY RESPONSIBILITIES:

- Supervises and manages the law enforcement Precinct / Division Chiefs of the UPD.
- Directly supervises the Watch Commanders
- Directly oversees the Professional Standards Division (Training & Internal Affairs)
- Develops organizational goals and objectives.
- Assists the Chief as a representative and liaison of the UPD; specifically, in the areas of relationship building with partner agencies; other public safety agencies, personnel, groups, committees and the public.
- Coordinates with Chief and updates the UPD Board on ongoing concerns and projects.
- Oversees the management of the UPD Divisions and Precincts. Responsible for performance plans and evaluations of commanders and administrators.
- Participates in the interview and hiring of new sworn officers.
- Responsible for assignments and transfers of sworn personnel between precincts and divisions.
- Assists in the management of the discipline hearing boards for grievances brought before administration.
- Assists in providing oversight of the costs and related finances associated with the UPD functions including planning, budget preparation, operations, and risk management.
- Assists in coordinating joint investigative efforts with state and federal agencies and task forces including but not limited to the FBI, DEA, ATF, local police agencies and others. Responsibilities include maintaining high levels of interaction with these various agencies, ensuring UPD staffing levels and resources on task forces are maintained to ensure quality investigations and levels of service.
- Responsible for ensuring supervisory support, and completion of mandatory POST In-Service training by all LEO certified members.
- Responds to crime scenes, and performs law enforcement duties in the field. May perform as the Incident Commander at crime scenes.
- Assists in management of officer involved shooting investigations.
- Coordinates with Chief of Police in providing any and all law enforcement Homeland Security responsibilities for the UPD.
- Responsible for long range planning of technological needs, operational improvements, and support functions.
- Represents the UPD and the Chief of Police on committees and task forces.
- Works with legislative and community leaders at the city, county, state, and federal level as it relates to the purpose of the UPD, its programs and statutory responsibilities.
- Sits on various committees in the organization including Benefits/Compensation, Finance, etc.

MINIMUM QUALIFICATIONS

- Experience as a Unified Police Department Lieutenant or higher rank.
- Must be LEO P.O.S.T. certified at time of appointment to position.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of federal, state, and municipal law and legal terminology with emphasis on law enforcement practices and procedures; working knowledge of public sector organizations
- Knowledge of laws affecting local governments and their employees. Ability to effectively apply general principles to specific conditions, research and analysis administrative and employee issues and make appropriate recommendations.
- Considerable skill in diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with Federal, State, and local officials, and subordinate staff.
- Ability to effectively counsel, persuade, and inform others regarding UPD operations, policies, and practices under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu verbally and in writing; prepare and analyze comprehensive reports; maintain quality work while dealing with deadline pressures imposed from within and without the division; make effective decisions where established procedures do not always apply.
- Ability to respond to emergency situations and make critical law enforcement decisions to protect the life and safety of the victims, officers and others.
- Ability to represent the Chief of Police with the public and other agencies.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, run, use hands to feel objects, tools or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, extreme cold, and vibration.

IMPORTANT INFORMATION REGARDING THIS POSITION

- Subject to shift work as well as work Saturdays, Sundays and holidays to call out.
- The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised Date/Consultant's Initials: (mm/dd/yyyy, initials)

Supervisor Approval:		Date:
HR Approval:		Date: