



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description:	Civilian Review Board
Department:	N/A
Position Grade:	N/A
Supervisor:	N/A
FLSA Status:	N/A
Revision date:	September 2021

POSITION SUMMARY

The Civilian Review Board provides independent review of complaints resulting from specific South Salt Lake Police Department activities. The goal of the Civilian Review Board is to encourage greater communication and accountability between the South Salt Lake Police Department and the community. The Board serves in a strictly advisory role to assess complaints of potential police misconduct resulting from Use of Force and Vehicle Pursuit cases and has no independent disciplinary power. The Police Chief retains disciplinary authority; however, they are obligated to consider the recommendations of the Board. The Civilian Review Board is comprised of seven voting members, two alternate members who serve on the Board when a voting member is not available, and one non-voting advisory member.

The advisory board member is an individual with experience in law enforcement who is not currently employed with South Salt Lake City or related to an employee of the South Salt Lake Police Department.

Under the Utah Open Public Meetings Act, each meeting will begin with 30 minutes of public comment followed by a closed-door session. Items discussed in the closed-door session are confidential, and any discussion outside of the closed-door session may result in criminal charges.

Board Members serve a 2-year term and are compensated \$70 for each meeting attended. Time spent reviewing case materials before meetings is not paid. Identities of Board Members will be made public.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Independently reviews complaints resulting from Use of Force and Vehicle Pursuit cases.
 - 1.1 Reviews case materials including all reports, records, video and audio recordings, and other documents.
 - 1.2 Participates in monthly Civilian Review Board meetings including public comment periods and closed-door sessions.
 - 1.3 Recommends South Salt Lake Police Department policies and trainings applicable to incidents.
2. Participates in annual trainings and police department education.
 - 2.1 Participates in annual trainings in topics suggested by the National Association of Civilian Oversight of Law Enforcement and other relevant organizations.
 - 2.2 Participates in a minimum of two police ride-alongs annually with law enforcement agencies located in the State of Utah, one of which must be the South Salt Lake Police Department.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Applicants must be at least 18 years of age, be a resident of South Salt Lake or a representative of a business located within South Salt Lake. Must be a United States citizen or legal permanent resident. Individuals selected

for this position must pass a background check. Applicants cannot currently be in law enforcement, be employed by the City of South Salt Lake, or be related to a South Salt Lake employee. All Board Members must sign a confidentiality agreement and abide by the rules of the Utah Open Public Meeting Act.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Analytical writing and communication.
2. Proper handling of confidential files and information.
3. Decision-making using independent judgement and situation analysis.
4. Time management, scheduling, and organization.
5. Ability to operate a computer, mobile device and internet processes including electronic mail.
6. Background or interest in criminal justice, public policy, government, or civic involvement.
7. Interest in learning about police department procedures, legal principles, and administrative disciplinary rules.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

Employee may be required to review sensitive and/or graphic materials as part of this job.

The duties listed above 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.

COMPENSATION: \$70 per meeting

CLOSING DATE: September 30, 2021

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.com or fax to 801-412-3276

or apply in person

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South)

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER