

ROSS C. "ROCKY" ANDERSON
MAYOR



MAR 27 2006

SALT LAKE CITY CORPORATION

OFFICE OF THE MAYOR



SALT LAKE 2002



March 27, 2006

Chair Dave Buhler
Salt Lake City Council
451 South State Street
Salt Lake City, Utah 84111

Dear Chair Buhler:

I request the City Council's consent to the appointment of Chris Burbank to the position of Police Chief.

Mr. Burbank has been employed by the Salt Lake City Police Department for fifteen years. His current position is Bureau Commander of Support Services. He has a Bachelor of Science Sociology from the University of Utah, and is a graduate of the West Point Leadership Course.

Mr. Burbank's experience includes planning, organizing and implementing security for the Salt Lake Olympic Square during the 2002 Salt Lake City Winter Games, serving as Executive Officer to Chief Rick Dinse, and serving as Division Commander of Internal Affairs and Training where he oversaw the development and implementation of the Department Electrical Energy Device Policy. Mr. Burbank has been awarded several citations for his service of the years, including a Meritorious Unit Citation, for his service to the downtown area, Distinguished Unit Citation, in recognition for service to the Police Department and the community, and Hero in the Community award by Whittier Elementary School.

A copy of Mr. Burbank's resume is attached for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross C. Anderson".

Ross C. Anderson

Mayor

Confidential Resume`

Assistant Chief Chris C. Burbank

Bureau Commander Support Services

315 East 200 South

Salt Lake City, UT 84111

chris.burbank@slcgov.com

801-799-3800

Education

Bachelor of Science Sociology (BSS)

University of Utah

Salt Lake City Police Department

1991 to Present

Bureau Commander Support Services

2005 to present

Appointed to the position of Assistant Chief only recently with responsibilities for Internal Affairs, Training, Dispatch, Records and Personnel Services. Accountable for managing the operations of the Police Department, preparing the annual budget and ensuring the functionality of police services to the community. Serve as the acting Chief during the absence of the Chief. Provide leadership and direction for personnel, focusing the Police Department on service to the City of Salt Lake.

Achievements:

- Developing five-year departmental guidelines to ensure continuity of goals and to provide a strategic plan for the Police Department.
- Designed and produced *Interacting with the Police*, a pamphlet outlining the rights of the public when encountering police officers.

Division Commander Internal Affairs / Training

2005

Responsible for the oversight of complaints against personnel and direction of resulting investigations, including ensuring discipline and grievances are handled in accordance with applicable regulations, policies, laws and appropriate memoranda. Accountable for managing in-service training of sworn officers and civilian employees as well as recruit officer training. Participating in the development and preparation annually of the Police Department budget while maintaining the largest portion of the overall Department budget.

Achievements:

- Oversee the development, writing and implementation of Department Electrical Energy Device policy.
- Participate as Chair of the Police Physical Fitness Committee with responsibility for the evaluation and potential implementation of department wide, mandatory officer fitness standards.

Executive Officer to Chief Dinse

2002 - 2005

Represent the Chief of Police while functioning as a liaison with Salt Lake City Mayor Rocky Anderson, the Salt Lake City Council, the Civilian Review Board and the public. Prepare correspondence, presentations and speeches for Chief Dinse. Coordinate Department participation at Major Cities Chiefs' conferences. Consult with and advise Chief Dinse in matters of policy, procedure, discipline and personnel.

Achievements:

- Designed and facilitated implementation of Employee Management and Information Tracking System (EMITS), a system established to more efficiently monitor employee career progress.
- Working in cooperation with the Salt Lake Police Association, drafted and instituted a new Police Department discipline policy. This new policy represents a dramatic and innovative shift in practice and approach to discipline management.
- Facilitator of the West Point Leadership Program, a college level course established to enhance individual leader capability and provide insight into enlightened and proven supervisory techniques.

Olympic Venue Commander

2000 - 2002

Plan, organize and implement the security plan for the Salt Lake Olympic Square, encompassing nine square blocks of downtown Salt Lake City and employing a staff of over one-thousand local, state and federal employees including Utah National Guard troops. Act as Police Department liaison with the United States Secret Service.

Achievements:

- Recognized by Director Brian Stafford, United States Secret Service, for outstanding cooperation in support of their protective mission.
- Recognized by Governor Michael Leavitt, State of Utah, for contribution to the law enforcement volunteer program.
- Recognized by Major General Brian L. Tarbet, Adjutant General Utah National Guard, for exceptional meritorious service in support of the games.

Pioneer Bicycle Squad Sergeant

1999 - 2000

Daily supervision of ten bicycle officers and direction of squad's patrol functions in the downtown area. Coordinate in-service bicycle training as well as annual officer selection school. Participate in the planning and organization of "First Night" activities.

Achievements:

- Awarded **Meritorious Unit Citation** in recognition for outstanding service to the downtown area.
- Regular guest of *La Voz De La Gente*, a local radio program designed to improve community / police relations.
- Organized and instated *Program Access* within the community, with a goal of providing equal access to police resources and services to all members of the community regardless of ethnicity or socio-economic status.

S.W.A.T. Team Leader

1998 - 1999

Supervise the Sniper section including participating as an active member of the squad. Coordinate planning and deployment of a thirty person tactical unit during high hazard warrant service, barricaded subject incidents and hostage situations.

Training Officer

1996 - 1998

Responsible for in-service and recruit training in all aspects of police work including firearms, ASP, aerosol defensive tools, defensive tactics and police policy and procedure. Coordinate and instruct civilian police academies designed to provide members of the public insight into police training and response.

Achievements:

- Awarded **Distinguished Unit Citation** in recognition for service to the Police Department and the community.
- Managed Career Path Program as coordinator; responsible for scheduling, testing, policy and program maintenance, including record keeping and participant relations.
- Developed and instituted Police Rifle Program. Drafted policy, instructional guidelines and instructed initial four classes.

S.W.A.T. Team Member

1992 - 1998

Participated in the service of over 200 high hazard search warrants, numerous barricaded subject incidents and several high profile hostage incidents. Responsible for organizing weekly in-service training including scheduling, determining training topics, instructor coordination and class instruction as team training coordinator.

Achievements:

- Awarded **Distinguished Unit Citation** in recognition for service to the City during the Salt Lake City Public Library hostage incident.
- Recognized as a **Hero in the Community** by Whittier Elementary School.

Uniformed Gang Officer

1993 - 1996

At the specific request of the department, participated in a thirty-day pilot gang unit. The effectiveness of the unit and the increasing problem of gang violence necessitated the assignment be made permanent. Participated in daily enforcement activities designed to reduce violence and limit civilian exposure to harm.

Achievements:

- At the request of the Salt Lake Area Gang Project, instructed officer safety at sixth annual Utah Gang Conference, presented to individuals in attendance from throughout the western United States.
- Developed Street Survival course for the Utah Gang Investigators' Association and instructed at numerous conferences held in the State.

Other Work Experience

DG Pro Shop - Salt Lake City, UT 1989 - 1991
Owner / Manager

Responsible for inventory, ordering, cash receipts, sales and customer relations as a partner in a small, retail sporting goods store. Managed between three to five part-time employees including payroll, taxes and social security.

Professional Squash Player 1988 - 1991

Turned professional in the fall of 1988 and as a member of the World Professional Squash Association (WPSA), achieved a number 38 world ranking by 1990. Responsible for instruction of private and group squash lessons as well as clinics and exhibitions.

Achievements:

- 1st Place H. H. Bennett Cup, 1990
- 1st Place Utah State Open, 1990, 1989 and 1988
- 1st Place Intermountain Open, 1989

Deseret Gymnasium - Salt Lake City, UT 1984 - 1991
Assistant Athletic Director

Supervise employees, organize and direct squash, racquetball and handball tournaments. Provide fitness consultation for members. Responsible for daily gym administration, personnel issues as well as maintaining member relations.

Achievements:

- Organized the Deseret Gym World Professional Squash Championship. Raising sponsorship money, organized promotion and advertising as well as handling player relations and ticket sales.

Fin USA 1988 - 1989
Director of Squash Sales - Salt Lake City, UT

Responsible for the advertising, promotion and sales of squash equipment nationally.

Professional Organizations and Training

International Association of Chiefs of Police	Member
National Association for the Advancement of Colored People	Member
Major Cities Chiefs	2002 – 2005 Staff Assistant
Police Executive Research Forum <i>Electrical Conduction Devices</i>	2005 Participant
International Association of Chiefs of Police <i>Summit on Leadership</i>	2004 Presenter
Police Executive Research Forum <i>Summit on Racial Profiling</i>	2003 Participant
West Point Leadership Course	2001 Graduate