



POLICE CHIEF

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the Police Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

Supervision Received and Exercised:

Receives administrative direction from the City Manager.

Exercises direct supervision over sworn and non-sworn staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies; plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Create and support a variety of diversity related recruitment, outreach, and retention programs and events; network within the community and with other organizations to seek out related recruitment, outreach, and retention opportunities.
- Plan and supervise the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Plan and direct police training programs.
- Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing,

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equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Coordinate law enforcement activities with those of other departments and outside agencies and organizations; cooperate with State and Federal officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees such as City, county and state police conferences and meetings with other public officials.
- Attend civic, professional, service and community group meetings at schools, churches and other places of public gathering; explain the activities and functions of the Police Department; establish favorable public relations.
- Provide pro-active performance planning; formalize performance goals, outline professional development plans, and discuss job competencies.
- Maintain effective and consistent one-on-one dialogue with all employees on a regular basis.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Eight years of increasingly responsible supervisory experience in law enforcement, including three years of administrative responsibility.

Education:

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Requires a Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, or degree related to the core functions of this position.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Must qualify for certification by the AZPOST and obtain and maintain certification by the AZPOST within one year of hire/promotion.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 047

Status: Exempt/ Unclassified