



# City of Tempe

## POLICE CHIEF

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	047	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$155,635
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$210,107
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Police Chief
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Officials and Administrative

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives administrative direction from the City Manager.  
Exercises direct supervision over sworn and non-sworn staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight years of increasingly responsible supervisory experience in law enforcement, including three years of administrative responsibility.
<i>Education:</i>	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.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver's license.</li> <li>• Must qualify for certification by the AZPOST and obtain and maintain certification by the AZPOST within one year of hire/promotion.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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, 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 utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective Date November 1988*

*Revised July 2002 Range Changed*

*Revised September 2006 (updated duties/experience guidelines)*

*Revised November 2015 (MQs)*