



# City of Tempe

## POLICE LEGAL ADVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	510	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Attorney / Police	<i>Salary / Hourly Minimum:</i>	\$110,410
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$149,054
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Assistant City Attorney
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from the City Attorney or other management staff.  
 Exercises functional and technical supervision over administrative and support staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Minimum of five years of professional legal attorney experience as a police legal advisor, public prosecutor, deputy state attorney general, assistant city attorney, or equivalent legal experience with an emphasis on criminal justice.
<i>Education:</i>	Requires a Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Current membership in the State Bar of Arizona.

### 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 provide a wide range of professional legal advice on criminal and civil law to members of the Police Department; to research and advise on criminal investigations; and to provide highly complex staff assistance to the Chief of Police.

### 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.
- Provide legal advice to Police Department Command Staff and supervisors on administrative and operational issues.
- On call (at all times along with weekends and holidays) to provide legal consultation and guidance to law enforcement personnel conducting criminal investigations; respond to major incidents involving serious injury, death, and/or extensive property damage related to police action.
- Provide written legal opinions for department including investigation of facts and conducting legal research.
- Prepare department's legal documents including, but not limited to, draft orders and documents required for search, seizure, and forfeiture activities or other investigative purposes.
- Research court cases and legislative actions affecting law enforcement operations and notify appropriate personnel.
- Consult with the city's Intergovernmental Relations Director and represent the City as needed, on legislative issues of interest to the Police Department.
- Foresee potential liability concerns; conduct legal research review recent legislation and court decisions to determine the relationship with current and/or proposed policies, procedures, law enforcement protocol, officer training, handling / disposition of evidence, etc.; recommend, draft, and/or amend revisions to policy and procedures.
- Consult the city's Risk Management Department and City Attorney's Office on individual claims against the Police Department; compile and summarize the Police Department's position in response to any claims.
- Serve as liaison between the Police Department and assistant city attorneys handling civil litigation cases; represent the City in civil litigation in State and Federal court.
- Evaluate claims against the Police Department, examine reports of enforcement activities, and review disciplinary matters to identify trends / patterns and recommend changes in policies and procedures as need.
- Coordinate and conduct training on legal matters. Review operational training outlines.
- Review hiring, transfer, promotional, and compensation processes in conjunction with the City Attorney's Office and the Human Resources Department for compliance with city policy and State and Federal requirements.
- Review internal personnel investigations and any proposed disciplinary actions.
- May assist in negotiating the MOU with the TOA and other Police Department work groups requesting formal representation under the City's meet and confer ordinance.
- Assist with RICO forfeitures proceedings as directed by the City Attorney.
- Attend and participate in Police Department Command Staff meetings.
- Attend and participate in police legal advisors association meetings, such as ALAA (Arizona Legal Advisors Association) and IACP - Legal Officers Section (International Association of Chiefs of Police).

- Represent the City Attorney’s Office and/or the Police Department at City Council meetings, including Working Groups, informal discussions, formal presentations and other, as directed.
- Other duties as directed by the Chief of Police or City Attorney.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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
<p><i>For more information about the City of Tempe’s competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective August 2005*

*Revised November 2006 (eliminated the ‘special feature’ section of job desc; chgd reporting relationship back to City Attorney’s office; exp guidelines; add civil litigation responsibility)*

*Revised April 2012 (Unclassified to Classified status)*

*Revised January 2017 (update supvr level, unclassified status, job duties, and min quals)*