



City of Tempe

LIEUTENANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	459	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$122,979
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$122,979
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Lieutenant
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from a Commander, Assistant Police Chief or Police Chief.
Exercises direct supervision over sworn, supervisory and/or civilian staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of continuous service as a Sergeant or higher with a State, County or Municipal agency, plus the educational requirements listed below.
<i>Education:</i>	Equivalent to an Associate's degree or verifiable successful completion of 60 credit hours with a grade of C or better from an accredited college or university.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver's license. • Possession of Arizona Peace Officers Standards and Training (POST) Certification.

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 mission and values. To manage, direct and coordinate the activities of a section or bureau within the Police Department; to coordinate bureau activities with other bureaus, departments, private business, outside agencies and community, and to provide complex staff assistance to the Commanders, Assistant Chiefs and Police Chief.

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 management authority in operational activities.
- Provide direct supervision, mentoring and development to assigned sergeants and other subordinate employees.
- Provide guidance and direction to field supervisors and manage major police incidents.
- Sets the tone and direction for a bureau or work unit.
- Responsible for reporting policing or community concerns to the Commander.
- Plan for special events, unusual occurrences, large gatherings and actively manage such events.
- Participate in budget planning, writing of grants and ensuring appropriate budget and City purchasing guidelines are followed.
- Authorized to determine appropriate disciplinary procedures up to written reprimands. Ensure the proper investigation of citizen and internal complaints concerning police activities or conduct during a shift or within the bureau.
- Participate in crime suppression; identify trends, and make recommendations for police response and solutions. Serve as a support unit within the city and police department in addressing emerging and existing crime problems through the identification and implementation of proactive crime reduction strategies.
- Responsible for daily minimum staffing requirements for a shift or work unit, authorized to approve overtime, hold over employees or call in employees to solve problems or shortages.
- Responsible for obtaining the needed equipment, training and supervision support needed for safe police operations.
- Provide watch command function in the Patrol Operations Division, responding to major crime scenes and taking command when appropriate.
- Provide line supervisory support to field operations in a Sergeant's absence. Perform responsible staff and administrative functions.
- Review pursuits to ensure conformity with department pursuit policy.
- Approve or deny leave or overtime within a work unit, ensuring FLSA guidelines are followed.
- Participate and make recommendations in the development and implementation of department, division or bureau goals and objectives, policies and procedures.
- 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		
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> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective October 2007</i> <i>Revised Feb 2008 (minimum qualifications revised to include experience as a Sergeant or higher)</i> <i>Revised Mar 2008 (minimum qualifications revised to remove "current" from experience requirement)</i></p>