



City of Tempe

ASSISTANT POLICE CHIEF

JOB CLASSIFICATION INFORMATION

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|--------------------------------|-----------------|---|---------------------------------|------------------------------|
| <i>Job Code:</i> | 033 | | <i>FLSA Status:</i> | Exempt |
| <i>Department:</i> | Police | | <i>Salary / Hourly Minimum:</i> | \$123,957 |
| <i>Supervision Level:</i> | Deputy Director | | <i>Salary / Hourly Maximum:</i> | \$167,342 |
| <i>Employee Group:</i> | SMT | | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Unclassified | | <i>Market Group:</i> | Assistant Police Chief |
| <i>Drug Screen / Physical:</i> | Y | Y | <i>EEO4 Group:</i> | Officials and Administrators |

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Police Chief or from other supervisory or management staff.
 Exercises direct supervision over sworn, supervisory, and technical staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | <p>Requires a minimum of three years of experience as a Commander with the City of Tempe’s Police Department or managerial experience in the three operational areas: patrol, investigation, and support services (to include some experience in each area), including one year as a City of Tempe Commander.</p> <p><u>When assigned to Support Services:</u></p> <p>Requires a minimum of three years of experience involving management of a support services function (Office of Management and Budget, Crime Analysis, Identification, Detention, Communications, or a related field) with the City of Tempe Police Department, including one to two years of supervisory experience.</p> |
| <i>Education:</i> | Requires a Bachelor’s Degree from an accredited college or university with major course work in police science, public administration, criminology or degree related to the core functions of this position. A Master’s Degree is highly desirable. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> ● Must Possess and maintain a valid driver’s license; ● Possession of an Arizona P.O.S.T. Police Officer Certificate (for hire in sworn personnel capacity). |

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 manage, direct and coordinate the activities of the Field Services Command including Patrol, Criminal Investigations, Traffic Investigations, and special events or technical support functions of the Department including Communications, Detention, Records, Identification and Property; to coordinate Command activities with other divisions and departments; and to provide highly complex staff assistance to the Police Chief. When assigned to the Support Services Division, the working title will be Support Services Director.

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.
- Recommend goals and objectives; assist in the development and administration of policies and procedures.
- Manage, direct, and organize field service activities including patrol, criminal, and traffic investigations or technical support activities including administration staff, communications, detention, records, identification and property functions of the Department.
- Direct, oversee, and participate in the development of the Command work plan; assign work activities, projects, and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods, and procedures.
- Analyze and evaluate Patrol, Criminal Investigation Bureau, and Traffic Operations Divisions or Detention, Communications, Records/Identification and Property Divisions; monitor productivity of Divisions; prepare reports relating to administrative and operational issues of divisions.
- Review statistical analyses of calls for service and traffic and crime trends with regard to operational procedures; review statistical analyses to determine effectiveness versus pre-determined objectives; report on efficiency of Command operations; participate in the research of alternative approaches to operational procedures.
- Conduct internal investigations as required or as directed by the Police Chief.
- Coordinate Command activities with those of other Commands and outside agencies and organizations; provide staff assistance to the Police Chief, and Executive and Command staffs; prepare and present staff reports and other necessary correspondence.
- Prepare the Command budget; assist in budget implementation and administration; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies.

- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Respond to major emergencies as necessary.
- Perform the duties of the Police Chief in the absence of the Police Chief.
- Serves as faculty of the Tempe Learning Center.
- 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 |

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

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

JOB DESCRIPTION HISTORY

Effective February 1999

Revised July 2002 (Range Change)

Revised January 2004 (Requirements Change)

Revised February 2007 (Requirements Changed; Support Services Function added)

Revised March 2017 (Update min quals)