



City of Tempe

ASSISTANT POLICE CHIEF

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	033	<i>Department:</i>	Police
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant Police Chief
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice

REPORTING RELATIONSHIPS

Reports directly to the Police Chief or designee. Receives general direction from the Police Chief, City Manager or designee.

Exercises direct management and supervision over sworn personnel and civilian professional staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of supervisory experience in law enforcement, including two (2) years of experience at the rank of Commander or higher.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, criminology, business, or degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver's license. • Possession of, or required to obtain within six (6) months of hire, a certification by the Arizona Police Officer Standards and Training (AZPOST).
<i>Additional:</i>	Must pass a police polygraph and background examination.

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 Operations 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.

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.

- Assist the Police Chief in leading the day-to-day operations of the Police Department.
- Assist the Police Chief in the implementation of goals, objectives, policies, procedures, and standards for the Police Department.
- Lead and direct a Division workgroup within the Police Department.
- Provide considerable judgment in the interpretation of rules and regulations as well as in the application of laws and ordinances.
- Serve as the Acting Chief in the absence of the Police Chief.
- Communicate with the public and Police Department staff to provide direction, address inquiries and complaints, explain policy and procedure, and address actions taken by the Police Department.
- Coordinate comprehensive programs designed to improve operations.
- Manage the Police budget and financial functions, including the preparation, monitoring and control of expenditures.
- Conduct administrative research that contributes to the development and implementation of projects and programs to maximize police services.
- Request and review research products and statistical analysis to improve organizational performance.
- Serve as project manager on major City and Police Department projects.
- Oversee internal investigations.
- Make recommendations on performance ratings and disciplinary actions.
- Represent the Police Department and City at various meetings and conferences and speak to community groups.
- Demonstrate superior customer service, integrity, and fiscal responsibility.
- Maintain strong, functional relationships with local, county, state, and national law enforcement partners; other City staff; and the general public.
- Respond to emergencies when required.
- Follow City and Police policies and procedures and show respect, tact, and courtesy to coworkers and the public.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

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
<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 February 1999</i> <i>Revised July 2002 (Range Change)</i> <i>Revised January 2004 (Requirements Change)</i> <i>Revised February 2007 (Requirements Changed; Support Services Function added)</i> <i>Revised March 2017 (Update min quals)</i> <i>Revised August 2019 (distinguished characteristics, reporting relationships, MQs for both experience & education and updated job duties/responsibilities)</i> <i>Revised August 2022 (Update reporting relationship and essential job functions)</i> <i>Revised May 2023 (remove sworn/civilian from job title, min qualifications and essential job functions)</i></p>