



Range: SM-5
Date: February 27, 2017
FLSA Status: Exempt
Position Type: Safety Sensitive

POLICE COMMANDER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under management direction, the Police Commander plans, organizes, and directs the Operations Division or the Support Services Division of the Police Department. Ensures the efficient and productive operations of the police department; defines crime areas, allocates resources to those areas, and suppresses criminal activity while maintaining high quality community-police relations. Provides administrative leadership and guidance to subordinate staff in carrying out their responsibilities to provide a safe and secure City for the citizens and visitors.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief of Police.
Exercises direct supervision over supervisory, professional, technical and clerical staff.
Assumes the Acting Police Chief role when directed.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

When assigned to the Operations Division: develops and monitors goals and objectives of the Police Operations Division; directs overall management and supervision of all field personnel, including patrol, special operations, and detectives; coordinates the community policing program; plans, budgets, and approves the expenditures and operational activities of field operations.

Plans and directs the training, integration and use of the Incident Command System; oversees emergency planning; ensures accomplishment of department objectives; supervises Police Sergeants and Community Services Officers; responds to inquiries and projects initiated for/by the City Manager or City Council; assists as needed with police officer recruitment; serves on City committees; and participates in major projects as assigned.

When assigned to the Support Services Division: develops and monitors goals and objectives of the Support Services Division; directs overall management and supervision of police records, communications, and the development and administration of department's annual budget; researches, writes and disseminates department policies, rules and regulations; plans organizes, and directs in-house and specialized training programs; directs the research for grant funding for personnel and equipment; coordinates the volunteer program; conducts oral board interviews for officers and supervisors; oversees all administrative functions of the department.

Plans and directs the accomplishment of department objectives; serves as the technical services supervisor, coordinates and schedules the department's monthly in-service training, monitors and participates in the recruitment process for all department personnel; ensures AZPOST standards are met. Performs the functions of hearing officer for impounded vehicles.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential Functions:

1. Assume management responsibility for all department services and activities including crime prevention, investigation, and related law enforcement activities; recommend and administer policies and procedures.
2. Manage and participate in the development and implementation of department goals, objectives, policies and priorities for each assigned service area; recommend, within City policy, appropriate service and staffing levels; allocate resources accordingly.
3. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
4. Represent the Police Department to other City departments, elected officials and outside agencies; explain and justify department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues; coordinate department activities with those of other departments and outside agencies.
5. Participate in the development and administration of the department budget; monitor community service needs and direct the forecasting of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; implement budgetary adjustments as necessary.
6. Train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Plan, direct, and coordinate the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with police management staff to identify and resolve problems.
8. Provide responsible staff assistance to the Chief of Police; prepare and present staff reports and other necessary correspondence.
9. Supervise the enforcement of all laws and ordinances; direct and inspect major crime scene investigations; assume immediate command of police activities in the event of emergencies.
10. Respond to citizen complaints and inquiries; prepare press releases for release to the Communications Manager, and confer with the media.
11. Review and participate in the preparation of police reports and records; coordinate police response during major City events and functions.
12. Supervise and conduct investigations of complaints involving officer conduct; coordinate employee testing and hiring.
13. Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
14. Maintain or perform website content function within assigned role.
15. Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices and techniques of police administration, organization and operation.

- Incident Command System and the National Incident Management System.
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, and records management.
- Principles and procedures of first aid and CPR.
- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of organization, administration, and personnel management.
- Methods and techniques of public relations.
- Principles and practices of municipal budget preparation and administration.
- Management skills to analyze programs, policies, and operational needs.
- Use of firearms, other modern police equipment and self-defense procedures.
- Recent court decisions and how they affect department operations.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Effectively discipline when warranted.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Provide effective and professional leadership to subordinates.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Lead and direct the operations, services, and activities of the Police Department.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Act quickly and calmly in emergencies.
- Evaluate criminal activity and trends in the City.
- Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
- Develop, implement and administer goals, objectives and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative, working relationships with those contacted in the course of work including City staff and the general public.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Training, Experience and Education Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. At a minimum, the following experience and education is required:

Experience:

Seven years of law enforcement experience, including three years of supervisory experience.

Education:

A Bachelor's degree in a relatable field is highly desired. If an applicant does not possess a Bachelor's degree, an Associate's degree from a college or university with major course work in police science, criminal justice, public administration or a related field is required in combination with suitable training and experience; and the applicant shall obtain a Bachelor's degree within a reasonable period of time, not exceeding three years, with continuous and sufficient progress made on a semi-annual basis. Failure to demonstrate reasonable progress or failure to obtain a Bachelor's degree shall result in termination from the position and/or demotion. The Chief of Police has authority to grant exceptions to this policy.

Background:

Ability to complete extensive background check including a polygraph examination, psychological fitness examination and physical examination.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's Arizona driver's license within two months of hire.

Possession of or ability to obtain, appropriate Police certification issued by the Arizona Peace Officers Standards and Training Board.

Possession of, or ability to obtain, Arizona Criminal Justice Information System (ACJIS) Level B certification.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; working closely with others both in the field and office; exposure to noise, hazardous chemicals, gun smoke, inclement weather conditions and irregular work hours.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for discharging a firearm, sitting, standing or walking for prolonged periods of time and working closely with others; general manual dexterity.