



The City of Tempe is Seeking Assistant Police Chief

\$159,000 - \$179,802

Position Information

The purpose of this position is to actively manage and uphold the City's mission and values; assist the Police Chief in leading the day-to-day operations of the Police Department and assist the Police Chief in the implementation of goals, policies, procedures, and standards for the Police Department.

Qualifications

Minimum Qualifications

Requires a minimum of two (2) years of experience as a municipal Police Commander or equivalent with management or supervisory experience in police field operations, investigations, and support functions.

Requires a bachelor's degree from an accredited college or university with major course work in criminal justice, criminology, public administration, business or related field of study. A Master's Degree is preferred. Mid-career professional school/training is also preferred.

Licenses/Certification

- Must possess and maintain an unrestricted valid Arizona driver's license by hire date.
- Must possess an Arizona Police Officer Standards and Training (AZPOST) certificate by hire date or mutually agreed upon timeline.

Opening Date: December 11, 2020

First Review: January 15, 2020

*Initial virtual interviews will occur during the week of **January 25**. Subsequent interviews will be held as needed.*

Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

How to Apply

Applicants are required to submit a cover letter and resume. Applicants should also submit a written product they have authored within the last two years, such as a proposal, program evaluation, etc, with sensitive information redacted as needed. The City of Tempe's practice is to release only the name of candidates who are considered finalists for a vacant position. Tempe believes that this practice is consistent with the most recent cases interpreting Arizona's public record laws.

Email to materials to jobs@tempe.gov

Questions:

Elva Rios-Chavez | 480-350-8289 | Elva_Rios-Chavez@tempe.gov

Lawrence LaVictoire | 480-350-8277 | Lawrence_LaVictoire@tempe.gov

Benefits:

- 56 hours of executive leave per year
- Minimum of 14 paid vacation days per year
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life, and vision care coverage plans
- Up to \$6,000 per year tuition reimbursement

Tempe Police Department

With a people first focus, our workforce of approximately 480 employees and a budget of over \$95 million, the Police Department is comprised of three branches under the Office of the Chief: Field Operations; Investigations & Professional Standards; and Support Services.



Field Operations

Patrol, Gangs, Tactical Response Unit, Crime Prevention, Transit, Parks & Metro Operations including: Traffic Bikes, K-9, Mounted, Special Events and Threat Mitigation

Investigations & Professional Standards

Criminal Investigations including: Persons & Property Crimes, Criminal Apprehension Surveillance Team, Internet Crimes Against Children, Computer Forensics, Forensic Services Unit

Special Investigations including: Narcotics, US Marshal, DEA and HIDTA Task Forces, Explosive Ordinance Disposal and SWAT.

Professional Standards including: Recruiting, Hiring, Training, Detention, Internal Affairs.

Support Services

Communications, Records, Identification & Property, Office of Management Budget Research, Criminal Intelligence Center, Strategic Planning Analysis Research Center, Technical Services Unit.

Mission: *Our over-arching goal is to reduce harm and build trust in Tempe. We do this by focusing our efforts on one, many or all of the key 5 initiatives in everything we do.*

Crime/Fear of Crime

Crime and fear of crime have a corrosive effect on individuals and communities. Our primary purpose as an organization is to work with members of our community to deliver effective strategies to reduce crime and the fear of crime in Tempe.

Traffic & Multimodal Safety

As a rapidly evolving and densely populated urban center, Tempe continues to experience increased traffic congestion. As the City pursues new and alternative modes of transportation, our role is to support engineering efforts linked to new and existing transportation infrastructure, and to provide education and enforcement to increase traffic safety.

Community & Regional Engagement

Addressing crime and fear of crime requires genuine collaboration with our community and law enforcement partners. Individually and collectively, we must build and maintain effective and mutually beneficial relationships with both community members and law enforcement partners to solve public safety problems in Tempe.

Strategic & Criminal Analysis & Intelligence

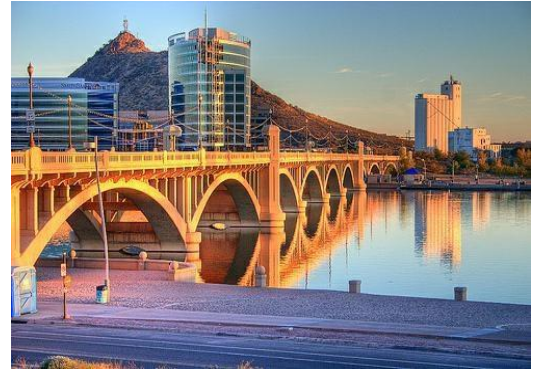
Quality information and actionable criminal intelligence are at the heart of sound decision making and effective problem solving. Reliable, timely, and accurate data must be collected, analyzed, evaluated, and disseminated in a variety of forms and then consistently used to improve organizational outcomes.

Employee Development, Support & Resilience

People are the greatest asset to our agency. Ensuring that our employees are appropriately supported is essential to maintaining a ready, adaptive, and resilient work force. Supervisors are encouraged to lead by example and work collaboratively with their employees to build and implement development plans.

The Community

Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The City still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe, is a wonderful mix of history and modern urban amenities.



Located in the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 184,000 residents and a workforce of more than 150,000. Tempe is also home to Arizona State University with a student population over 70,000. Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is home to the nation's largest university – Arizona State University and the Tempe Town Lake – one of the most popular destinations in the state. Tempe is the spring training home to the Los Angeles Angels of Anaheim. Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business. About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, Amazon, LifeLock, Chase and Smith Barney. Major employers in the city include Insight Computer, Arizona State University (ASU), Wells Fargo, Edward Jones, and State Farm as well as an eclectic mix of small and locally owned businesses.

Tempe is among Arizona's most educated cities. More than 40 percent of our residents over the age of 25 have Bachelor's degrees or above. This lends itself to a creative, smart atmosphere where anything seems possible. People and businesses Tempe have worked on projects including the Mars Rover, implanted heart defibrillators, solar energy and much more.

The Culture

Tempe residents enjoy unsurpassed quality of life, including numerous annual events, such as the Rock n' Roll Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July Celebration that regularly draws more than 50,000 people. Residents also enjoy numerous recreational opportunities with over 50 parks offering miles of hiking trails and recreation space and over 215 miles of dedicated bike paths.

Residents appreciate Tempe's various cultural and art activities at its many venues that include Broadway shows at ASU Gammage, The Tempe Arts Festival, Spring Training Baseball and community performances at Tempe Center for the Arts. In addition to a number of museums, such as The Arizona Heritage Center at Papago Park, Nelson Fine Art Center, Tempe History Museum and many others.





City of Tempe

ASSISTANT POLICE CHIEF (SWORN OR CIVILIAN)

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	033		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police		<i>Salary / Hourly Minimum:</i>	\$133,187
<i>Supervision Level:</i>	Deputy Director		<i>Salary / Hourly Maximum:</i>	\$179,802
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i>	PSPRS / 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

This position is a member of the Police Department Executive Team. This class is distinguished from the Police Commander and Police Bureau Manager classifications by the substantively greater scope of leadership, managerial, and administrative duties performed. In the absence of the Police Chief, an Assistant Police Chief has the authority to represent or act as the Police Chief. Work hours can vary significantly due to the nature of the position and the requirement to be available 24/7.

REPORTING RELATIONSHIPS

Reports directly to the Police Chief. Receives general direction from the Police Chief or City Manager. Exercises direct management and supervision over sworn personnel and civilian professional staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p><u>Sworn:</u></p> <p>Requires a minimum of two (2) years of experience as a municipal Police Commander or equivalent with management or supervisory experience in police field operations, investigations, and support functions.</p> <p><u>Civilian:</u></p> <p>Requires a minimum of two (2) years of experience as a municipal Police Bureau Manager or equivalent with management and supervisory experience in public safety administration or related field.</p>
<i>Education:</i>	Requires a 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. Mid-career professional school/training is also preferred.

<i>License / Certification:</i>	<p><u>Sworn:</u></p> <p>Must possession of an Arizona Police Officer Standards and Training (POST) Certificate by date of hire.</p> <p><u>Civilian:</u></p> <p>Must Possess and maintain an unrestricted valid Arizona driver's license by hire date.</p>
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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. 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.
- Actively support and uphold the City's mission and values.
- 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.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- May lift and carry materials weighing up to 25 lbs.;
- May work in a stationary position for considerable periods of time;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

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></p>