

POLICE COMMANDER

JOB DESCRIPTION

Classification Responsibilities: A Police Commander is responsible for planning, supervising, and reviewing the activities of all personnel assigned to a major division, which may include a patrol or support function. Supervision is exercised over a large staff of sworn and/or civilian personnel primarily through subordinate supervisors. Work involves participating in the preparation of the budget by recommending personnel and capital needs for a division; directing or personally investigating citizen complaints about Police personnel conduct and services; commanding the Police Department, when assigned as duty Commander, by organizing and directing personnel and equipment during major events or emergencies; interacting with community organizations and representing the Police Department on various committees and boards; coordinating activities with other law enforcement agencies; and participating in various Citywide projects and/or programs. A Police Commander recommends comprehensive goals and objectives and is responsible for their implementation and results achieved. This class is responsible for performing related duties as required.

Distinguishing Features: The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances. A Police Commander provides highly complex staff assistance to the Police Chief and Assistant Police Chiefs. Supervision is received from an Assistant Police Chief who confers with the Police Commander on unusual problems and reviews work through observation of results and evaluation of reports. The Police Commander class can be distinguished from the Police Lieutenant class by the former's total command responsibility in terms of supervision, decision-making, and planning of the operations of a major division. A Police Commander must be flexible enough to assume the duties of the same rank within all divisions of the department. A Police Commander may be assigned as a Director of Support Services or Director of Operations. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in a job-related field. A minimum of two (2) years as a current Mesa Police Lieutenant. Arizona Peace Officer Standards and Training certification.

Special Requirements for New Hires: Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the public and Police Department employees in order to answer inquiries and complaints, give directions, and explain actions of the Police Department and its policies and procedures. Provides information, gives instructions, and responds to questions from the public and City employees in order to enhance public relations and employee morale. Prepares and reviews the following: budget recommendations for a division; statistics and reports on departmental activities; recommendations regarding performance ratings and disciplinary actions; departmental policies and procedures; administrative studies; and program proposals.

Manual/Physical: Attends meetings and observes, inspects, or monitors the behavior of office or field personnel to determine and maintain compliance with departmental policies and procedures, and safety standards. Maintains the ability to perform all duties of a Police Officer including making forceful arrests, firing a weapon, and operating a vehicle requiring a standard Arizona Driver's License to attend meetings. Operates a personal computer to retrieve or enter information and communicate via electronic mail.

Mental: Comprehends and makes inferences from written material including departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to: resolve complex operational and procedural problems; formulate programs and plans to maintain departmental efficiency and responsiveness; and make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards.

Knowledge and Abilities:

Knowledge of:

police administration theories and practices;
federal, state, and City criminal and traffic laws, and related court decisions;
Mesa Police Department policies, procedures, operations, and general orders;
City of Mesa Management Policies and Personnel Rules;
services available to the Police Department from other agencies;
program budgeting practices and procedures;
principles of supervision, training, and performance evaluation; and
human relations and communication techniques.

Ability to:

communicate with, and respond pleasantly to a demanding and diverse public in answering questions, explaining policies, and handling complaints; and
deal effectively with coworkers, City officials, and the general public in routine and emergency situations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Minimum Qualifications 4/16

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JOB FCTN-PUB

INCREMENTS 42-200

PAY GRADE: 61

IND-7720

SWORN-Yes