



Date: February 2025
FLSA: 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:

Provides quality supervision, leadership, and management of the police department's patrol/field services, specialty assignments, investigations, and support functions. Serves as a member of the department's leadership team and is expected to consistently demonstrate initiative, responsibility, and professional commitment. This position performs administrative functions, manages assigned budget, participates in the budget process, participates in investigations, requisitions equipment, analyzes data, makes recommendations on department policies, conducts, and participates in trainings, and performs community outreach activities.

Supervision is exercised over police sergeants and supervisors, police detectives, police officers, and professional staff; assumes command of police activities on the scene of large incidents, civil disturbances, and other major emergencies or events. Work is performed under the direction and guidance from the Chief of Police. Performs a variety of routine and complex public safety duties which involve coordination, collaboration, and cooperation of police and city department workgroups, and community forums.

This job class is expected to exercise independent judgment at the disposition of daily activities while applying interpretation of rules and regulations as well as the applications of laws.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Chief of Police. Exercises direct supervision over supervisory, professional, technical, volunteer, and clerical staff.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assists in developing and implementing plans, operations, and administrative resources to accomplish department goals and objectives.
2. Assigns, supervises, evaluates, inspects, and coordinates the activities of a section with other section commanders.
3. Ensures staffing coverage for assigned shifts and the deployment of police officers into appropriate areas.
4. Plans duty schedules and shift rotations.
5. Makes determinations as to the special qualifications of certain police officers (based on experience, performance, education, or other factors), and recommends them for special

service or duties as necessary.

6. Keeps subordinates informed of new laws, department policies and procedures; ensures compliance with all city, state, and federal laws regarding law enforcement and an adherence to all departmental rules, procedures and guidelines.
7. Conducts administrative duties including grant preparation, policy and procedure recommendations, officer complaint follow-up, supervisors' meetings, and training.
8. Performs daily activity of public relations through speaking with citizens, responding to their needs, and explaining through actions and words the goals and purposes of the department.
9. Prepares and supervises the preparation of necessary records and reports relating to section activities and reviews reports prepared and submitted by subordinates.
10. Assists and directs subordinates with calls for service.
11. Works in a safe manner and reports unsafe activity and conditions.
12. Follows city-wide safety policy and practices and adheres to responsibilities concerning safety prevention.
13. Performs duties of the Chief in their absence, as assigned.
14. May supervise other specialized areas or activities such as crime prevention, criminal investigations, administration services, professional standards, community engagements, training, or other assignments.
15. May assist in the preparation of the department's annual budget.
16. May attend court appearances and provide testimony.
17. Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
18. Creates and maintains excellent customer service to both internal and external customers.
19. Monitors and takes proactive measures to ensure the quality of arrests, investigations, and department services.
20. Assists in the formal planning and research functions of the department, such as developing and conducting research to identify problems and formulate plans, analyzing existing new technologies and coordinating an information system for operational planning and decision making.
21. Assesses and directs the training of subordinates and employee development programs.
22. Completes evaluations for assigned supervisors/professional staff and provides growth-oriented coaching to ensure optimal supervisory performance.
23. Ensures the supervisors communicate the department goals, vision, mission, values, and objectives to the personnel assigned to their supervision.
24. Interviews applicants, initiates background investigations, and makes recommendations concerning new hires. Directs the orientation of new police officers.
25. Communicates with the public and staff in a tactful, sincere, and professional manner to develop an atmosphere of trust and openness, while being able to represent the department in a positive light.
26. Demonstrates initiative, personal and professional commitment, including integrity, and is willing to take risks when necessary.
27. Has the ability to make presentations in front of a group of people.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership, supervision, and training.
- Police department functions, procedures, policies, goals, organization, general orders, and rules and regulations.
- Local, state, and federal laws as applicable to municipal law enforcement.
- Methods, objectives, and procedures of law enforcement practices including community policing, problem solving, and data driven approaches to public safety.

- Methods, objectives, and procedures of court proceedings.
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment.
- Crime prevention and education techniques.
- Municipal budget preparation and planning methods and techniques.
- Operation of a personal computer and job-related software.
- Principles and practices of supervision and personnel administration.
- United States and Arizona Constitutions, federal, state and city criminal and traffic laws and ordinances, and related court decisions.
- General social problems and cultural diversity of citizenry.
- Modern law enforcement management principles for efficient and cost-effective management of allocated resources, including personnel administration, planning, purchasing and budgets.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Local community issues and regional community resources available to citizens.

Ability to:

- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations.
- Develop goals and establish an appropriate and efficient course of action for self and/or others to accomplish them.
- Delegate authority and responsibility appropriately.
- Anticipate problems and act proactively rather than reactively.
- Have a sense of structure, detail, process, and continuity.
- Develop short and long-range plans, and administer regulations, directives, and policies.
- Plan for potential situations and utilize resources effectively.
- Research and locate appropriate information related to law enforcement and community issues.
- Maintain a professional manner and demeanor and set an example for subordinates.
- Demonstrate initiative, personal and professional commitment, including integrity, and is willing to take risks when necessary.
- Speak in a clear, distinct, and understandable manner.
- Supervise and lead subordinates through instruction in the performance of their duties.
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action.
- Establish and maintain effective relations with fellow employees and with citizens with varied racial, ethnic, or economic backgrounds.
- Demonstrate proficiency in the use and care of firearms.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- Write in a clear, concise, and meaningful manner using appropriate grammar, length and sentence structure.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 10-hour shift basis, and maintain regular attendance.

EXPERIENCE AND TRAINING 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/Education:

High school diploma or GED with an additional 60 units of college credits completed. In addition, a bachelor's degree in Police Science, Sociology, Criminal Justice Public or Business Administration, or related field; a graduate degree is desired.

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

A selected candidate that is lacking a bachelor's degree but has obtained other qualifying experience and education, will be expected to 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.

License:

Must possess and maintain a valid Arizona driver's license. Must possess and maintain a valid Arizona Peace Officer Standards and Training certification, as well as the following certifications: CPR/AED/First Aid, Impact Weapons-Baton, Defensive Tactics, and Firearms Qualification. Must be able to successfully complete a comprehensive background investigation process.

WORKING CONDITIONS:

Environmental Conditions:

The primary duties of this position are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal danger.

Physical Requirements:

Ability to perform moderate physical work to lift and carry up to 25 pounds regularly and occasionally 50 pounds; ability to stand climb, kneel, twist, ride, reach, grab, walk, sit, bend, crawl, push, pull, other similar body movements including manual dexterity (picking, pinching, typing, working with fingers rather than hands). Possess hand/eye/foot coordination adequate to use personal protective devices, modern office equipment, operate a motor vehicle and bicycle; ability to see and read instructions, codes, regulations, ownership documents and characters on a computer screen. Ability to work in a variety of weather conditions.