



# City of Tempe

## LIEUTENANT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	459	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Lieutenant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range			

### REPORTING RELATIONSHIPS

Receives general direction from a Commander, Assistant Police Chief or Police Chief.  
 Exercises direct supervision over sworn, supervisory and/or civilian staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of current, continuous service as a Tempe Police Sergeant.
<i>Education:</i>	Equivalent to an associate degree or verifiable successful completion of 60 credit hours with a grade of C or better from an accredited college or university.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of a valid driver’s license.</li> <li>• Possession of Arizona Peace Officers Standards and Training (POST) Certification.</li> </ul>
<i>Additional:</i>	Must pass 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 mission and values. To manage, direct and coordinate the activities of a section or unit within the Police Department; to coordinate unit activities with other units, bureaus, departments, private business, outside agencies and community, and to provide complex staff assistance to the Commanders, Assistant Chiefs and Police Chief. In the absence of a Commander, assumes incident command of police activities of critical events, disturbances, and other major emergencies.

### 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.

- Provide management authority in operational activities.
- Provide direct supervision, mentoring and development to assigned sergeants and other subordinate employees.
- Perform Police Officer and Sergeant essential functions as may be operationally or situationally required. Perform responsible staff and administrative functions.
- Provide guidance, prioritization and direction to field supervisors and manage major police incidents.
- Sets the tone and direction for a work unit, and determine function of the assigned work squads.
- Report policing or community concerns to the Commander.
- Plan for special events, unusual occurrences, large gatherings and actively manage such events.
- Participate in budget planning, writing of grants and ensuring appropriate budget and City purchasing guidelines are followed.
- Work with employees to correct deficiencies; implement discipline procedures; authorized to determine appropriate disciplinary procedures up to written reprimands; recommend progressive discipline and/or performance measures to Commander, or Office of the Chief of Police as assigned, when warranted
- Interview applicants; manage background investigations; participate in recommending the appointment of personnel; provide or coordinate staff training; manage the training and employee development programs of assigned personnel; orient new police officers and assigned staff;
- Participate in crime suppression; identify trends and make recommendations for police response and solutions. Serve as a resource within the city and police department in addressing emerging and existing crime problems through the identification and implementation of proactive crime reduction strategies.
- Responsible for daily minimum staffing requirements for a shift or work unit, authorized to approve overtime, hold over employees or call in employees to solve problems or shortages.
- Responsible for obtaining the needed equipment, training and supervision support needed for safe police operations.
- Provide watch command function in the Patrol Operations Division, responding to major crime scenes and taking command when appropriate.
- Review pursuits to ensure conformity with department pursuit policy.
- Review uses of force to ensure conformity with department policies, implementation of reasonable practices, training needs and de-escalation model.
- Approve or deny leave or overtime within a work unit, ensuring FLSA guidelines are followed.

- Participate and make recommendations in the development and implementation of Department, division or bureau goals and objectives, policies and procedures.
- Establish and maintain effective working relationships with subordinates, coworkers, management, community and City stakeholders, officials, personnel from other law enforcement agencies, and the general public.
- Provide expedient notification to the Commander in the event of critical or major incidents of concern in the assigned area (e.g., crimes involving children, kidnapping, officer involved shooting, incidents involving serious injury, etc.).
- Testify in court.
- Analyze and react to emergency situations quickly, calmly, and correctly to adopt and manage effective courses of action, giving due regard to surrounding hazards and circumstances.
- Gather, assemble, analyze, evaluate, and use facts and evidence in the supervision and management of criminal and administrative investigations.
- Adequately redistribute available resources from one location to another during periods of high activity
- Collaboratively work with other work units of the Department, City and community to ensure effective and efficient use of resources, and formulate cooperative plans
- Ensure the proper investigation of citizen and internal complaints concerning police activities or conduct during a shift or within the unit.
- 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>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective October 2007*

*Revised February 2008 (min qualifications revised to include experience as a Sergeant or higher)*

*Revised March 2008 (min qualifications revised to remove "current" from experience requirement)*

*Revised June 2019 (minimum qualifications revised to include service with Tempe PD)*

*Revised January 2022 (update FLSA status, essential job functions and job duties)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Lieutenant**

**Job Code: 459**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*		X		
Computer Software				X
Fumes		X		
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- Class M License or motorcycle endorsement required when applicable.</li> <li>- Work any post, assignment, shift to support 24 hr, 7 days week operation (includes nights, weekends, and holidays).</li> <li>- Work may involve stressful, traumatic, dangerous and unpredictable situations.</li> <li>- May use a bicycle, or, be on foot.</li> <li>- Potential use of lethal and non-lethal equipment.</li> <li>- Operate a vehicle at high speeds, in traffic or weather conditions.</li> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**