



# City of Tempe

## POLICE BUREAU MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	436	<i>Department:</i>	Police
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Planning & Research Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general direction from the Police Chief, Assistant Chief or from other supervisory or management staff.
Exercises direct supervision over lower level professional, para-professional, technical and management and/or administrative assistant staff assigned to the Bureau. Also, may supervise sworn staff assigned to specialty functions within the bureau.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of supervisory experience in a public safety environment including two (2) years of management experience.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in criminology, criminal justice, public administration, business, or related field of study. A master's degree is preferred. Ongoing professional school/training is also preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of, or required to obtain within six (6) months of hire, a Terminal Operator Certification through the Arizona Criminal Justice Information Systems (ACJIS) Division.</li> <li>● Possession of a valid driver's license.</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 stated mission and values.

## 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.

- Assist in the development and implementation of goals, objectives, policies, procedures, and standards for the Police Department and for the assigned bureau.
- Lead and direct both professional/sworn staff workgroups within the Police Department.
- Provide judgement in the interpretation of rules and regulations.
- Prepare the bureau budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Demonstrate superior customer service, integrity, and fiscal responsibility.
- Hire and train new staff members in each of the assigned sections; facilitate and participate in team members' performance development plans; evaluate workflow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Communicate with the public, Police Department staff, and other City staff to provide direction, address inquiries and complaints, explain policy and procedure, and address actions taken by the Police Department.
- Represent the Police Department and City at various meetings and conferences.
- Provide highly technical assistance to the Assistant Police Chief/Support Services Director.
- Serve as project manager on major City and Police Department projects.
- Manage large scale administrative, research and technical projects.
- Present information to the City Council at public meetings; provide Council documentation and correspondence.
- Participate in Department-wide crime suppression efforts and serve as a member of the Command Staff. Prepare reports and uses information and analysis to anticipate potential issues/trends and implement appropriate actions.
- Promote teamwork and professional development and ensure effective customer service is provided by police personnel assigned to the bureau.
- Communicate, coordinate and serve as a liaison on bureau operations and activities with other law enforcement and criminal justice agencies, and other internal city and department divisions.
- Provide oversight of an assist in the recruitment and selection processes for the bureau; manage the selection of staff; provide or coordinate staff training; assign work activities, projects and programs and monitor workflow; review and evaluate work products, methods and procedures.
- In the absence of the Police Chief or Assistant Chief, assume the responsibilities of that position.
- Perform related duties as assigned.

**More detailed responsibilities of Bureau Manager may include:**

- Administer and monitor the Police Department’s budget including the operating and capital improvement budgets; prepare special budgets for new project, grants, union negotiations, audit/compliance, and other needs.
- Monitor all Police Department grants and participate in external audits for federal and state grants; monitor the fiscal component and internal audits of the RICO/asset forfeiture program; and administer and monitor all related contracts.
- Provide oversight of the System Security function with responsibility of the Department’s Criminal Justice Information Networks.
- Plan, develop, purchase and implement technology projects within the assigned areas of responsibility within the Police Department; prepare strategic plans concerning automation for the department and establish priorities regarding systems projects; ensure the integration of all police automated systems.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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

*For more information about the City of Tempe’s competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised January 2002 (Title Change)*

*Revised January 2004 (Duties & Exp)*

*Revised September 2005 (Reclass & Title Change)*

*Revised January 2008 (Reclass & Title Change)*

*Revised May 2009 (Duties & Exp)*

*Revised December 2010 (Title change)*

*Revised October 2019 (Title change, combined two classifications, duties & responsibilities, added when assigned to)*

*Revised May 2022 (update reporting relationships, min quals (experience), job duties, and removing when assigned to)*