



City of Tempe

DETENTION LIEUTENANT

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	589	<i>Department:</i>	Police
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Detention Sergeant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range			

REPORTING RELATIONSHIPS
Receives direction from a Police Commander, Assistant Police Chief or Police Chief.
Exercises direct supervision over assigned detention staff and/or civilian staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of supervisory or management experience in law enforcement, police administration, corrections, or a detention facility. Previous City of Tempe detention supervisory experience is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in police administration, criminal justice, public administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Certification as a Jail Manager or Supervisor from the American Jail Association or American Corrections Association is preferred. • Possession of a firearms qualifications.
<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. To plan, manage and supervise the Police Detention Section; to plan and direct the development of the section’s operating procedures for a 24-hour facility, and perform complex administrative tasks in the assigned areas of responsibility.

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.

- Direct, oversee and participate in the development and administration of the Detention Section; assign work activities, projects and programs; monitor workflow; develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative support; implement policies and procedures.
- Evaluate operations and activities of the Detention operations; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures and use of equipment and forms.
- Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format, as well as report preparation procedures.
- Assist Command Staff in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; recommending expenditure requests for designated accounts; monitor and control expenditures and budget accounts.
- Coordinate and administer key components of the Detention Supervisor, Officer, and Trainee recruitment and selection process in conjunction with Human Resources; provide or coordinate staff training, including the Prisoner Transportation Unit; work with employees to correct deficiencies; implement discipline procedures.
- Represent the City to the Maricopa Area Government (MAG) municipal jail work group; and the City Criminal Justice Advisory Committee.
- Administer and coordinate the Police Department's Fingerprint Services Program.
- Review internal and external complaints and problems; ensure compliance with established policies and procedures regarding the safety and welfare of staff and prisoners.
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- 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
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies		

JOB DESCRIPTION HISTORY
<i>Effective January 2021</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Detention Lieutenant

Job Code: 589

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

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

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (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	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements	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		

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:

Lift & Carry max is 100lbs.; No Push or Pull is required.

- May require working extended hours.
- May work alone for extended periods of time.

***DEFINITIONS/EXAMPLES**

Machinery: bucket truck, riding mowers, backhoe etc.

Electrical: wiring, outlets, fuses etc.

Power Tools: push mowers, jackhammers, drills, chainsaw etc.

Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.

Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**