

CITY OF GLENDALE

TITLE:	Police Commander	CLASS CODE:	663
REPORTS TO:	Assistant Police Chief or Assistant Police Director	GRADE:	37
DEPARTMENT:	Police Department	FLSA:	E
JOB DESCRIPTION DATE: January 1, 2008 cm			

JOB SUMMARY

Performs managerial work of substantial difficulty in planning, directing, and evaluating the activities and operations of a specific bureau within the Police Department.

ESSENTIAL FUNCTIONS

1. Plans, coordinates, directs, and evaluates the activities and staff of an assigned bureau of sworn and/or non-sworn police personnel.
2. Prepares, administers, and monitors the bureau budget; approves all bureau budget expenditures.
3. Conducts research and strategic planning functions; analyzes type and severity of crimes occurring throughout the city; makes recommendations for patrol strength adjustments.
4. Evaluates and analyzes bureau problems and implements solutions.
5. Approves deployment of personnel, scheduling, shift moves, discipline, performance appraisal ratings, and other personnel issues on subordinate staff.
6. Assists with selection of staff; reviews job applications and new applicants test results; makes recommendations on hiring; assists in promotional testing of officers.
7. Reviews police shootings for compliance with regulations.
8. Investigates and resolves complex or sensitive citizen complaints.
9. Coordinates and attends community meetings with citizens.
10. Responsible for identifying and coordinating training of bureau personnel, including safety training; approves training expenditures.
11. Directs and coordinates community oriented problem solving efforts.
12. Responds to major crime scenes or incidents.
13. Acts in the absence of the Assistant Police Chief and/or Police Assistant Director.
14. Represents the Police Department at committee meetings and conferences.
15. Serves as project manager on special projects and programs.
16. Serves as Call Duty Officer for after-hours incidents.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Theories, principles, and practices of modern police administration and law enforcement methods
Municipal government organizations, administration, and the geography of the city
Effective management and supervisory practices
Federal, state, and local laws, regulations, and policies governing police operations

Skill in:

The use of a firearm and other police equipment

Ability to:

- Plan, organize, and the operations and staff of a bureau of the Police Department
- Analyze police issues and either effect resolution or prepare recommendations
- Establish and maintain effective working relationships with all levels of police personnel, city officials, other law enforcement agencies and the general public
- Communicate clearly and concisely, verbally and in writing
- Operate computerized law enforcement data entry and retrieval systems

WORKING CONDITIONS

Office setting. Plans and directs citizen meetings, often with hostile groups. Responds to major incidents.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice, public administration, management, or a related field with two years experience as a Police Lieutenant.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Must be certified as an Arizona Peace Officer and continuously meet all AZPOST standards
Valid Arizona driver's license