



City of Casa Grande

## Police Commander

**GENERAL PURPOSE:** Under general supervision, plans, organizes, and manages the staff and activities of the Police Department Patrol, Investigations or Support Services Division; assures effective communication of Department goals and strategies.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages sworn and non-sworn Police Department staff; prioritizes and assigns tasks and projects; assures Officers are ready and prepared for duty; meets with Officers to coordinate special enforcement issues; develops staff skills and conducts performance evaluations.
- Maintains discipline, and assures compliance to Department policies and general orders; investigates and resolves administrative and operational issues.
- Evaluates Division and Department operations and activities, and recommends changes and improvements to existing programs, priorities, policies and procedures; manages Division budget; manages special and recurring projects and grant programs.
- Performs a variety of specialized functions in areas of expertise, including patrol and shift scheduling, internal affairs, volunteer services, community affairs, support services, and related functions.
- Reviews and investigates cases, makes appropriate referrals, investigates complaints, and may conduct internal investigations; makes recommendations of findings to Police Chief.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate; assigns and manages assets assigned to incidents.
- Monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements.
- Maintains the integrity, professionalism, philosophies, attitudes, values and intentions of the Department by assuring that all rules and regulations are followed.
- Collects and analyzes data; directs and reviews preparation of special reports and record keeping requirements; reviews, corrects and closes Police reports within scope of authority.
- Assists other Police personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Police Sergeants, Officers and technicians.

## **JOB DESCRIPTION**

### **4003 Police Commander**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School diploma or GED equivalent, and five (5) year's experience as a Casa Grande Police Officer, including two (2) year's supervisory experience.

##### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of Police Department General Orders, policies and procedures.
- Knowledge of modern law enforcement management principles, practices and methods.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, procedures and protocols.
- Knowledge of law enforcement methods, practices, and procedures; including case laws governing arrest, rules of evidence, probable cause, and search and seizure.
- Knowledge of strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.
- Knowledge of the principles and practices of supervision and management.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of the principles and practices of criminal justice records management.
  
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in analyzing complex law enforcement and security issues, and developing solutions.
- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department and Division goals and objectives.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in working as a team member with other law enforcement, criminal justice, and multi-jurisdictional agencies.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record.

**Physical Demands / Work Environment:** Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*