



CITY OF SURPRISE
Public Safety Personnel Retirement System Commission Meeting –
Police

16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, November 16, 2022 @ 10:00 AM
COUNCIL CHAMBERS

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
 - Review of FY 23 legal counsel fees
- F. Public Safety Retirement Commission- Police Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

- | | | | |
|----|----------|--|-----------------|
| 1. | Internal | Considerations and action pertaining to the review and approval of the September 14, 2022 Public Safety Retirement Commission – Police Executive Session Meeting Minutes | Human Resources |
| 2. | Internal | Considerations and action pertaining to the review and approval of the September 14, 2022 Public Safety Retirement Commission – Police Meeting Minutes | Human Resources |

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|--|-----------------|
| 3. | Internal | Consideration and possible action pertaining to the review of medical examinations and the acceptance of Police Officer Recruits Mason A. Butler and Branden R. Kay into the PSPRS system pursuant to A.R.S. § 38-859. | Human Resources |
| 4. | Internal | Consideration and possible action pertaining to the review and approval of PSPRS retiree Kendall Moreland's alternate contribution rate (ACR) to the system pursuant to A.R.S. § 38-843.05 | Human Resources |
| 5. | Internal | Consideration and possible action pertaining to the review and approval of PSPRS retiree Leah J. Ray's alternate contribution rate (ACR) to the system pursuant to A.R.S. § 38-843.05 | Human Resources |
| 6. | Internal | Discussion and possible action to enter Executive Session and review the rehearing request from former | Human Resources |

Police Officer Jonathan W. Huston who was denied an Accidental Disability retirement during the September 14, 2022 meeting.

G. Other Business and Future Agenda Items

H. Executive Session

For information purposes: Upon a public majority vote of a quorum of the Public Safety Personnel Retirement Commission ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2)); or discussion or consultation for legal advice with the Commission's attorneys (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: November 10, 2022 at 9:55 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Review of FY 23 legal counsel fees

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

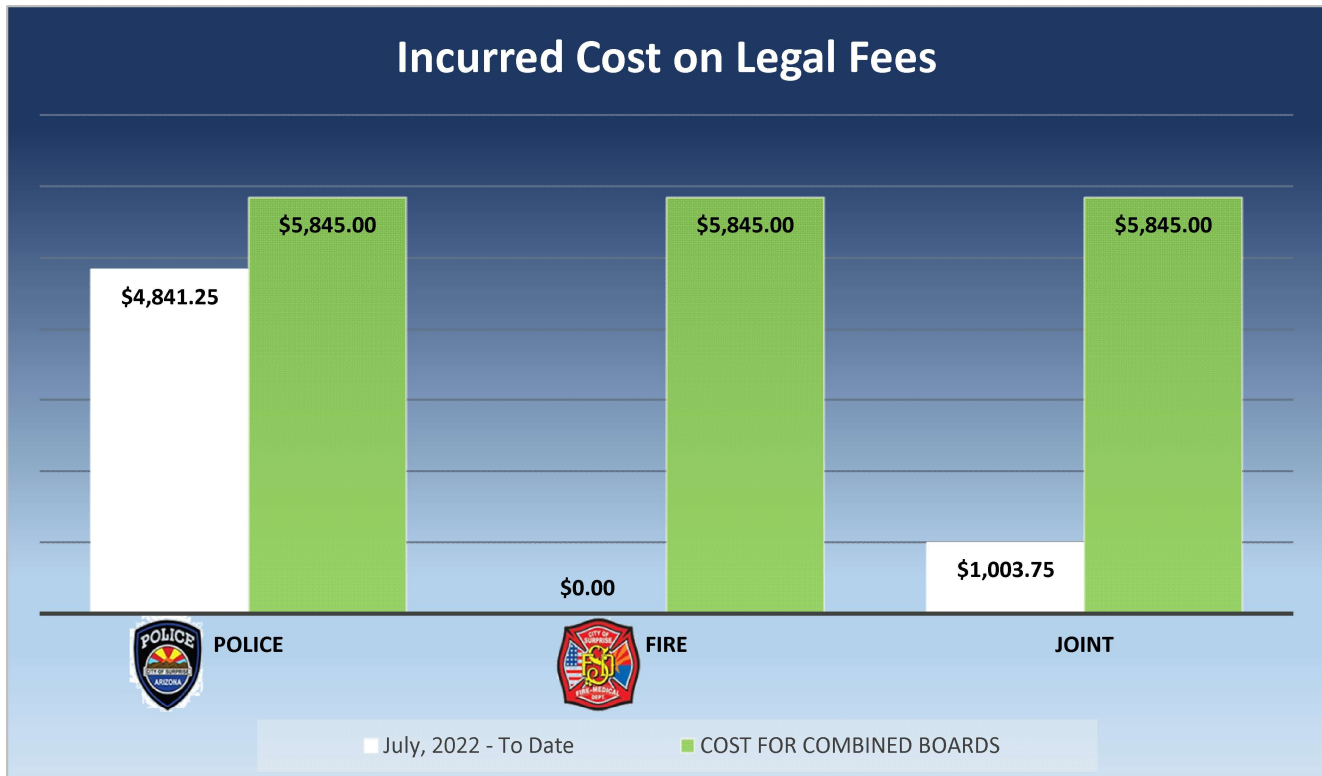
1. Legal Counsel Fees

Public Safety Retirement Commission

BUDGET - Legal Counsel Fees

FY 2022 - 2023

BUDGETED AMOUNT	\$25,000.00
PAID INVOICES FOR LEGAL COUNSEL	
FIRE	\$0.00
POLICE	\$866.25
JOINT	\$1,003.75
*IME COST (POLICE)	\$3,975.00
COMBINED COST	\$5,845.00



**Other costs incurred - Independent Medical Evaluations*



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Considerations and action pertaining to the review and approval of the September 14, 2022 Public Safety Retirement Commission – Police Executive Session Meeting Minutes

Motion:

I motion to approve the September 14, 2022 Public Safety Retirement Commission – Police Executive Session Meeting Minutes

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Considerations and action pertaining to the review and approval of the September 14, 2022 Public Safety Retirement Commission – Police Meeting Minutes

Motion:

I motion to approve the September 14, 2022 Public Safety Retirement Commission – Police Meeting Minutes

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. Police DRAFT Minutes 9.14.22
-



**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – POLICE**
Minutes, Wednesday, September 14, 2022
16000 N. Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the City of Surprise Public Safety Retirement Commission – Police meeting held at 10:30 a.m. Wednesday, September 14, 2022. The meeting was held in City Hall, Council Chambers.

A. Call To Order

Chair Hall called the meeting to order at 10:30 a.m.

B. Roll Call: Skip Hall, Chair – Present
James Conner, Appointed Member – Present
Kim Drayden, Appointed Member – Present
Severin Hall, Police Department – Present
Christopher Thomas, Police Department – Present

In attendance: Cynthia Kelley, Legal Counsel
Ariana Reyna, PSPRS Board Secretary

C. Pledge of Allegiance – Completed

D. Current Events Reports - None

E. Staff Reports – Ariana Reyna informed the Board that the only Staff Report was regarding regular agenda item #3. She asked for the medical examination records for Lateral Police Lieutenant Kendall Moreland to be excluded from the Board's consideration and decision as Lt. Moreland is already an actual PSPRS retiree and will not be contributing into the system. He actively contributes into ASRS instead. Board acknowledged.

F. Call to the Public – None

Consent Agenda:

- 1. Considerations and action pertaining to the review and approval of the July 20, 2022 Public Safety Retirement Commission – Police Executive Session Meeting Minutes – APPROVED**

Motion to Approve: Kim Drayden
Second: Severin Hall
Opposed: None

James Conner mentioned that the formatting of the executive session meeting minutes should accurately reflect in the first page for the Board to easily identify and clarify; compare actual minutes vs. executive session meeting minutes. Based on this feedback, the Board Secretary agreed to change the format so executive session start time is a clear indication of when the Board motioned to enter executive session.

Amended Motion to Approve ES Minutes starting at 10:33 a.m.:

James Conner

Second: Severin Hall

Opposed: None

2. Considerations and action pertaining to the review and approval of the July 20, 2022 Public Safety Retirement Commission – Police Meeting Minutes – APPROVED

Motion to Approve: James Conner

Second: Severin Hall

Opposed: None

Regular Agenda:

3. Consideration and possible action pertaining to the review of medical examinations and the acceptance of Lateral Police Lieutenant: Patrick G. Valenzuela as well as Lateral Police Officer Andrea R. Tenuta into the PSPRS system pursuant to A.R.S. § 38-859 – APPROVED.

Ariana Reyna stated that Lateral Police Lieutenant: Patrick G. Valenzuela was hired on July 25, 2022 and Lateral Police Officer Andrea R. Tenuta was hired on June 27, 2022 with the Surprise Police Dept. The employees were officially notified of the Board's review of their medical records today.

Motion was made to approve Police employees into the PSPRS system as follows:

Patrick G. Valenzuela WITH preexisting conditions

Andrea R. Tenuta WITHOUT preexisting conditions

Motion to Approve: James Conner

Second: Severin Hall (*with the exclusion of Lt. Kendall Moreland as previously discussed during Staff Reports as he retired out of the PSPRS*)



**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – POLICE**
Minutes, Wednesday, September 14, 2022
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Opposed: None

- 4. Discussion and possible action to enter Executive Session and review the Independent Medical Exam report and medical records exempt from public inspection regarding the Accidental Disability application submitted by former Police Officer Jonathan W. Huston – DENIED.**

Ariana Reyna notified the Board that she received an addendum to Mr. Huston's records and she distributed this addendum in the Boards' packets for review and consideration

Motion to ENTER Executive Session at 10:37 a.m.: James Conner
Second: Severin Hall
Opposed: None

DISCUSSION ENSUED DURING EXECUTIVE SESSION, WHICH TOOK PLACE FROM 10:32 AM – 10:52 AM

Severin Hall made a motion stating that after the Board reviewed and discussed the Independent Medical Examination and based on the report findings that Mr. Huston's condition is not permanent, he motioned to deny the accidental disability application for former Police Officer Jonathan W. Huston. Severin also mentioned that as required, the Board would send a letter to the member and the original application would be sent to PSPRS for review.

Motion to Approve: Severin Hall
Second: James Conner
Opposed: None

G. Other Business and Future Agenda Items- None

H. Executive Session – None

I. Adjournment

Motion to adjourn at 10:54 a.m. – **APPROVED**

Motion: Severin Hall
Second: James Conner
Opposed: None



**PUBLIC SAFETY RETIREMENT SYSTEM
CITY OF SURPRISE LOCAL BOARD – POLICE**
Minutes, Wednesday, September 14, 2022
16000 N. Civic Center Plaza, Surprise, Arizona 85374

Meeting Minutes Approval:

Skip Hall, Chair
Public Safety Retirement Commission - Police

CERTIFICATION:

I, Ariana Reyna, Board Secretary and HR Business Partner for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct meeting minutes of the Public Safety Retirement Commission – Police Meeting of **Wednesday, September 14, 2022.**

Ariana Reyna, Board Secretary
Public Safety Retirement Commission - Police



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and possible action pertaining to the review of medical examinations and the acceptance of Police Officer Recruits Mason A. Butler and Branden R. Kay into the PSPRS system pursuant to A.R.S. § 38-859.

Motion:

I motion to approve new hires into the PSPRS system as follows:

Mason A. Butler WITH ____ OR WITHOUT ____ preexisting condition(s)
Branden R. Kay WITH ____ OR WITHOUT ____ preexisting condition(s)

Background:

Both Police Officer Recruits Butler and Kay were hired on 09/06/2022 with the Surprise Police Dept. The employees were officially notified of the Board's review of their medical records today.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and possible action pertaining to the review and approval of PSPRS retiree Kendall Moreland's alternate contribution rate (ACR) to the system pursuant to A.R.S. § 38-843.05

Motion:

IF APPROVED:

I motion to approve the ACR payment from the City of Surprise to PSPRS for Kendall Moreland as his position of Lieutenant is a Public Safety eligible position, effective his hire date with the Police Department of July 25, 2022.

IF DENIED:

I motion to deny the ACR payment from the City of Surprise to PSPRS for Kendall Moreland, Police Lieutenant because _____.

Background:

Kendall Moreland was hired as a Police Lieutenant with the Surprise Police Department effective July 25, 2022. He retired from the Phoenix Police Department.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. Retiree ARS and ACR
2. Lieutenant JD

VIEW DOCUMENT

The Arizona Revised Statutes have been updated to include the revised sections from the 55th Legislature, 2nd Regular Session. Please note that the next update of this compilation will not take place until after the conclusion of the 56th Legislature, 1st Regular Session, which convenes in January 2023.

DISCLAIMER

This online version of the Arizona Revised Statutes is primarily maintained for legislative drafting purposes and reflects the version of law that is effective on January 1st of the year following the most recent legislative session. The official version of the Arizona Revised Statutes is published by Thomson Reuters.

38-843.05. Retired members; return to work; employer contributions

A. An employer shall pay contributions at an alternate contribution rate on behalf of a retired member who returns to work in any capacity in a position ordinarily filled by an employee of the employer of an eligible group, unless the retired member is required to participate in another state retirement system and the retired member returned to work before July 20, 2011. For the purposes of this subsection, "returns to work in any capacity" includes a retired member who returns to work and is ineligible for benefits pursuant to section 38-849, subsection E.

B. The alternate contribution rate shall be equal to that portion of the individual employer's total required contribution that is applied to the amortization of the unfunded actuarial accrued liability for the fiscal year beginning July 1, based on the system's actuary's calculation of the total required contribution for the preceding fiscal year ended on June 30. The alternate contribution rate shall be applied to the compensation, gross salary or contract fee of a retired member who meets the requirements of this section.

C. The alternate contribution rate shall not be less than eight percent in any fiscal year.

D. All contributions made by the employer and allocated to the fund are irrevocable and shall be used as benefits under this article or to pay the expenses of the system. Payments made pursuant to this section by employers become delinquent after the due date prescribed in section 38-843, subsection D, and thereafter shall be increased by interest from and after that date until payment is received by the system.

E. An employer of a retired member shall immediately notify the local board after the employment of a retired member and shall submit any reports, data, paperwork or materials that are requested by the board or the local board that are necessary to determine the compensation, gross salary or contract fee associated with a retired member who returns to work or to determine the function, use, efficacy or operation of the return to work program.

[Home](#) > [Employers & Local Boards](#) > Contribution Rates & Reporting

Contribution Rates & Reporting

A A A

Alternate Contribution Rate (ACR)

Legislation passed in 2011 which requires employers to pay an Alternate Contribution Rate (ACR) when they employ a PSPRS, CORP or EORP retiree. This rate is strictly charged to the employer as a way to lessen any potential actuarial impact caused by hiring a retiree in a position that would normally be filled with a contributing employee.

The ACR is individually set for each participating employer group and determined each year during the system's annual actuarial valuation. The ACR is meant to help pay the unfunded liability amortization payment, and is calculated by combining the amortized unfunded liability contribution rates for both the cost of pension and health, with a minimum amount of 8% in PSPRS and 6% in CORP. Employers can access this information from the Contribution Requirement section in their annual [Individual Actuarial Valuation Report](#). For the EORP ACR and Retirement Path information, see [EODCRS](#).

Employers must report ACR data and payments using their normal payroll reporting processes to the system. This would include uploading data through the [Employer Payroll Portal](#). Employers who submit late ACR payments are subject to interest being charged against those payments.

For more information on contribution reporting and payment remittance, please contact our [Active Members Department](#).

* <https://www.psprs.com/employers--local-boards/contribution-rates-reporting>



POLICE LIEUTENANT (POLICE)

Class Code:
PL

CITY OF SURPRISE
Established Date: Jun 3, 2021
Revision Date: Jun 3, 2021

SALARY RANGE

\$4,803.98 - \$5,406.92 Biweekly
\$124,903.48 - \$140,579.92 Annually

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Job Title: POLICE LIEUTENANT

Department: Police

Reports To: Police Commander

FLSA Status: Exempt

Job Status: Full-time; Non-Classified; Safety Sensitive

Pay Grade: PL

SUMMARY

Incumbents supervise the activities of a specialized function within an assigned division of the Police Department and perform staff and administrative functions. Supervision is exercised over Police Sergeants, Police Officers, and civilian supervisors and employees. In addition, in the absence of a Commander, assumes command responsibilities of a division and at the scene of major emergencies or events. In some assignments, incumbents are required to become involved in situations requiring extreme physical exertion. Work is performed under general orders received from a Commander or other higher ranking supervisor and performance is reviewed through observation of achieved results and evaluation of reports submitted.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

- Supervises sworn and non-sworn staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations

- Provides Police Officer briefings regarding special assignments or incidents during a particular shift
- Reviews and analyzes work and crime statistics and plans to ensure efficient allocation of police manpower, maximize utilization of resources and achieve the highest possible productivity
- Testifies as a witness in court in connection with arrests and investigations
- Demonstrates continuous effort to improve operations, decrease turn around times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Assists in developing and conducting training programs in the various phases of activities
- Reviews the work of subordinates to ensure compliance with Departmental policies and procedures
- Participates in and leads staff meetings to review Department services, procedures, and activities
- Represents the City and/or Police Department at/on a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups
- Administers and monitors the division budget including allocating resources and approving expenditures
- Plans, organizes, directs and coordinates the work activities of all assigned subordinates
- Responds to and resolves sensitive questions or concerns from the general public, citizens, the business community, and staff
- Corrects, supervises, and participates in the preparation and maintenance of reports and records
- Supervises the receipt of complaints, reports of emergencies and/or requests for service; determines the need for Police action and delivery of Police services
- Work any post, assignment, or shift to support the 24-hour per day, 7-day a week operation. This includes nights, weekends, and holidays; and when the need arises, adjust their schedule to accomplish a mission or operational need
- Works Mandatory overtime as required
- Cultivate inclusive and respectful working relationships that support a sense of belonging for all employees and community members.
- Performs the essential duties of the job in the conditions described in the physical demands and work environment sections below
- Maintains regular attendance and punctuality
- Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Principles and practices of supervision and personnel administration
- Community policing methods and techniques
- Management and leadership principles
- Public relations principles
- Budget administration principles

- Federal, state, and local laws, codes, ordinances, rules and regulations with regard to law enforcement
- General social problems and cultural diversity of citizenry
- Modern police methods, practices and procedures
- City geography and the established Police beat grid coordinate systems, community service organizations and facilities
- Strategic planning principles
- Program/project management planning principles and techniques

Skill in:

- Using computers and related software applications
- Using modern office equipment

Ability to:

- Monitor and evaluate employees
- Prioritize and assigning work
- Perform a broad range of supervisory and management responsibilities over others
- Train and evaluate assigned staff
- Manage multiple priorities simultaneously
- Analyze and develop policies and procedures
- Interpret and ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Render credible testimony in a court of law
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Analyze, interpret, and understand technical and statistical information
- Conduct negotiations and mediations
- Prepare and give presentations
- Communicate in the English language by phone, police radio system, or in person in a group or one to one setting
- Evaluate a situation, make effective decisions under pressure, and take appropriate action
- Keep privileged information confidential
- Work effectively under stress
- Maintain moral standards and integrity
- Work safely without presenting a direct threat to self or others
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

EDUCATION and/or EXPERIENCE

Bachelor's Degree from a regionally accredited college or university and seven (7) years of uninterrupted full-time law enforcement experience, which includes two (2) years of uninterrupted full-time service as a Police Sergeant in the State of Arizona. Additional education cannot be substituted for experience.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must have at the time of hire and be able to maintain a valid Arizona driver license. AZ P.O.S.T. Certification required.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work: The employee must lift and/or move up to 50 pounds occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The employee is required to maintain a level of physical fitness to meet department standards. Correct visual acuity to 20/20.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation.

This is a safety-sensitive position that requires candidates to successfully pass a pre-employment drug screen prior to start date. Candidates must successfully pass an Arizona Peace Officer Standards and Training (AZPOST) Medical Exam prior to start date.

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

Date _____



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and possible action pertaining to the review and approval of PSPRS retiree Leah J. Ray's alternate contribution rate (ACR) to the system pursuant to A.R.S. § 38-843.05

Motion:

IF APPROVED:

I motion to approve the ACR payment from the City of Surprise to PSPRS for Leah J. Ray as her position of Commander is a Public Safety eligible position, effective her hire date with the Police Department of October 31, 2022.

IF DENIED:

I motion to deny the ACR payment from the City of Surprise to PSPRS for Leah J. Ray, Police Commander because _____.

Background:

Leah J. Ray was hired as a Police Commander with the Surprise Police Department effective October 31, 2022. She retired from the Phoenix Police Department.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. Retiree ARS and ACR
2. Commander JD

VIEW DOCUMENT

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B. The alternate contribution rate shall be equal to that portion of the individual employer's total required contribution that is applied to the amortization of the unfunded actuarial accrued liability for the fiscal year beginning July 1, based on the system's actuary's calculation of the total required contribution for the preceding fiscal year ended on June 30. The alternate contribution rate shall be applied to the compensation, gross salary or contract fee of a retired member who meets the requirements of this section.

C. The alternate contribution rate shall not be less than eight percent in any fiscal year.

D. All contributions made by the employer and allocated to the fund are irrevocable and shall be used as benefits under this article or to pay the expenses of the system. Payments made pursuant to this section by employers become delinquent after the due date prescribed in section 38-843, subsection D, and thereafter shall be increased by interest from and after that date until payment is received by the system.

E. An employer of a retired member shall immediately notify the local board after the employment of a retired member and shall submit any reports, data, paperwork or materials that are requested by the board or the local board that are necessary to determine the compensation, gross salary or contract fee associated with a retired member who returns to work or to determine the function, use, efficacy or operation of the return to work program.

[Home](#) > [Employers & Local Boards](#) > Contribution Rates & Reporting

Contribution Rates & Reporting

A A A

Alternate Contribution Rate (ACR)

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The ACR is individually set for each participating employer group and determined each year during the system's annual actuarial valuation. The ACR is meant to help pay the unfunded liability amortization payment, and is calculated by combining the amortized unfunded liability contribution rates for both the cost of pension and health, with a minimum amount of 8% in PSPRS and 6% in CORP. Employers can access this information from the Contribution Requirement section in their annual [Individual Actuarial Valuation Report](#). For the EORP ACR and Retirement Path information, see [EODCRS](#).

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* <https://www.psprs.com/employers--local-boards/contribution-rates-reporting>



POLICE COMMANDER (POLICE)

Class Code:
PC

CITY OF SURPRISE
Established Date: Jun 3, 2021
Revision Date: Jun 3, 2021

SALARY RANGE

\$5,734.79 - \$6,648.19 Biweekly
\$149,104.54 - \$172,852.94 Annually

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Job Title: POLICE COMMANDER

Department: Police

Reports To: Assistant Police Chief

FLSA Status: Exempt

Job Status: Full-time; Non-Classified; Safety Sensitive

Pay Grade: PC

SUMMARY

Incumbents perform administrative and managerial work in planning and directing the activities and operations of divisions within the Police Department.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations
- Plans, coordinates, directs and evaluates the activities and staff of a division within the Police Department
- Reviews and analyzes work and crime statistics and plans to ensure efficient allocation of police manpower, maximize utilization of resources and achieve the highest possible productivity
- Provides staff assistance to the Assistant Police Chief - Executive Officer and Police Chief; functions as a member of the police management staff

- Plans, develops, and implements division goals, objectives, policies and procedures; participates in the developing of plans, objectives, policies and procedures for the entire department
- Analyzes and conducts review of activities to identify problem areas and develop new methods of increasing efficiency of assigned divisions
- Coordinates activities of assigned division with other police bureaus and city departments
- Oversees the development of the budgets for areas of responsibility, assists in the development and monitoring of the full department budget
- Oversees internal investigations, use of force, and shooting investigations
- Directs and coordinates community-oriented problem solving efforts
- Responds to and oversees investigations of sensitive or complex citizen problems or complaints
- Coordinates department activities and programs with city staff, city council, and citizens
- Acts in the absence of the Assistant Police Chief - Executive Officer and Police Chief
- Work any post, assignment, or shift to support the 24-hour per day, 7-day a week operation. This includes nights, weekends, and holidays; and when the need arises, adjust their schedule to accomplish a mission or operational need
- Works Mandatory overtime as required
- Cultivate inclusive and respectful working relationships that support a sense of belonging for all employees and community members.
- Performs the essential duties of the job in the conditions described in the physical demands and work environment sections below
- Maintains regular attendance and punctuality
- Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Principles and practices of supervision and personnel administration
- Community policing methods and techniques
- Management and leadership principles
- Public relations principles
- Budget administration principles
- Federal, state, and local laws, codes, ordinances, rules and regulations with regard to law enforcement
- Modern police methods, practices and procedures
- Strategic planning principles
- Program/project management planning principles and techniques
- Theories, principles, and practices of modern police administration and law enforcement methods
- Geography of the City
- Labor relations' practices

Skill in:

- Using computers and related software applications

- Using modern office equipment

Ability to:

- Plan, organize and direct division activities of the Police Department
- Monitor, evaluate and assign work to employees
- Perform a broad range of management responsibilities over others
- Manage multiple priorities simultaneously
- Analyze and develop policies and procedures
- Interpret and ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Render credible testimony in a court of law
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Analyze, interpret, and understand technical and statistical information
- Prepare and give presentations
- Evaluate a situation, make effective decisions under pressure, and take appropriate action
- Manage the receipt of complaints, reports of emergencies and/or requests for service; determine the need for Police action and delivery of Police services
- Keep privileged information confidential
- Work effectively under stress
- Maintain moral standards and integrity
- Work safely without presenting a direct threat to self or others
- Resolving conflict
- Managing change and sensitive topics
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

EDUCATION and/or EXPERIENCE

Bachelor's Degree from a regionally accredited college or university and seven (7) years of uninterrupted full-time law enforcement experience, which includes two (2) years of uninterrupted full-time service as a Police Lieutenant (or equivalent rank) in the State of Arizona. Additional education cannot be substituted for experience.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must have at the time of hire and be able to maintain a valid Arizona driver license. AZ P.O.S.T. Certification required.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to ten pounds of force occasionally and/or negligible amount of force frequently to move objects; involves sitting most of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse

environmental conditions.

PRE-EMPLOYMENT REQUIREMENT

This is a safety-sensitive position that requires candidates to successfully pass a pre-employment drug screen prior to start date. Candidates must successfully pass an Arizona Peace Officer Standards and Training (AZPOST) Medical Exam prior to start date.

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

_____ **Date** _____



CITY OF SURPRISE
Public Safety Personnel Retirement System
Commission Meeting – Police

Council Meeting Date: November 16, 2022
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Internal

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Discussion and possible action to enter Executive Session and review the rehearing request from former Police Officer Jonathan W. Huston who was denied an Accidental Disability retirement during the September 14, 2022 meeting.

Motion:

Background:

As the Board's Secretary, (I) attest that Jonathan W. Huston meets the following conditions, as described by statute, for his request for a rehearing to be considered by the Board:

- His request was made in writing and sent directly to _____ where he highlighted his reasoning for why the local board should reconsider their original decision.
- His request was made within 60 days from receiving notification of the Board's decision.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
