



CHIEF OF POLICE

POLICE

DEFINITION

Under the direction of the City Administrator, plans, directs and manages the operations of the Police Division.

ESSENTIAL JOB FUNCTIONS

- Assumes management responsibility for all Division services and activities, including the jail and Multi-County Emergency 911 Center;
- Develops, implements, reviews and revises policy and procedure;
- Manages the development and implementation of Division goals, objectives and priorities;
- Establishes appropriate service and staffing levels, and allocates resources accordingly;
- Monitors and evaluates the efficiency and effectiveness of service delivery procedures;
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships;
- Identifies opportunities for improvement and directs implementation of changes;
- Plans, directs and coordinates, through subordinate managers, the Division's work plan;
- Meets with command staff to identify and resolve problems;
- Assigns projects and programmatic areas of responsibility;
- Reviews and evaluates work methods and procedures;
- Manages and participates in the development and administration of the Division's budget and capital improvement program; directs the forecast of additional staffing, equipment, material or supply needs; approves and directs the monitoring of expenditures; directs the preparation and implementation of budgetary adjustments, as necessary.
- Manages the selection, training, motivation and evaluation of Division personnel; provides or coordinates staff training; prepares, administers and reviews personnel evaluations; works with personnel to correct deficiencies; directs personnel investigations; recommends and administers discipline.
- Represents the Division to other City departments/divisions, elected officials and outside agencies; explains and justifies Division programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.
- Responds to citizen inquiries and resolves difficult and sensitive complaints; provides interviews to the news media; makes public presentations.
- Attends and participates in professional organization meetings; attends training conferences and seminars; stays abreast of new trends and innovations in law enforcement.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- modern principles, practices and techniques of police administration, organization and operation;
- police community relations;
- municipal budget preparation and administration;
- personnel management;
- pertinent Federal, State and local laws, codes and regulations.

Ability to:

- develop and administer sound policies, procedures, rules and regulations;
- develop, implement and administer goals and objectives;
- select, train, supervise and evaluate staff;
- communicate effectively, both orally and in writing;
- read and understand the meaning and intent of written material;
- establish and maintain effective working relationships with subordinates, peers, supervisors, general public and the news media;
- perform work requiring good physical condition;
- exercise sound judgment and decision-making;
- testify effectively in court;
- allocate resources in a cost-effective manner;
- maintain confidentiality.

TRAINING, EDUCATION, EXPERIENCE AND QUALIFICATION

Must possess a minimum of ten (10) years’ experience in an executive management role, such as Captain or Lieutenant, or related position. Must possess a bachelor’s degree in criminal justice, public or business administration, or related field. Master’s degree preferred. A combination of education and experience will be considered. Must possess current Nebraska law enforcement certification or ability to acquire Nebraska law enforcement certification through reciprocity. Must also obtain Nebraska law enforcement supervision, management, and jail management certifications within one year of hiring. Must possess or be able to obtain a valid Nebraska operator’s license

EQUIPMENT

Vehicle, telephone, cell phone, computer and related software, printer, handgun, handcuffs, portable radio, mobile radio, body armor, OC spray, flashlight, copy machine, audio-visual equipment, Taser, mobile radar, patrol rifle, first aid equipment and general office equipment.

PHYSICAL REQUIREMENTS

Key: N= Never O = Occasionally F = Frequently A= Always

	N	O	F	A
LIFTING		X		
TRANSPORTING		X		
PUSHING			X	
PULLING			X	
CLIMBING			X	
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING			X	
HANDLING			X	
FINGERING		X		
FEELING			X	
TALKING			X	
HEARING			X	
NEAR ACUITY			X	
FAR ACUITY			X	
DEPTH PERCEPTION			X	
COLOR VISION			X	
FIELD OF VISION			X	
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL		X		
VIBRATION		X		
ATMOSPHERIC CONDITIONS		X		
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES	X			
RADIATION		X		
EXPLOSIVES		X		
TOXIC/CAUSTIC CHEMICALS		X		

POSITION: Standing: 20% Walking 15% Sitting 65%

STRENGTH LEVEL: 50 pounds