

JOB TITLE: ASSISTANT CHIEF OF POLICE (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Chief of Police and in compliance with State Statute and City Code.

JOB SUMMARY: To assist in the management, direction and coordination of the programs and activities of the administration, patrol, investigation and public relations function within the Police Department; coordinate assigned activities with other City departments, administrative support to the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Act as second in command of the Police Department, assumes management responsibilities of department in Chiefs absence; assists in development and implementation of goals, objectives, policies and procedures, and priorities for assigned programs; assists in budget preparation; assists in training and motivation of personnel and programs, assists in preparation and conducting performance evaluations; assists in planning, direction and coordinating department work plan; serves as liaison with other city departments; provides staff assistance to the Chief of Police; assists in major incident scenes; conducts a variety of organization studies as directed; supervises accidents involving police department vehicles, assists with grant applications; evaluates training programs for department personnel, and performs necessary services as assigned by the Chief of Police.

SKILLS AND ABILITIES: Must be able to operate all specialized communications equipment to include broadcasting messages; two to three years of experience with various computer programs and their application to law enforcement functions; ability to remain seated for extended periods of time on patrol, ability to perform all duties associated with police work, including foot patrol, parking patrol, bike patrol, surveillance enforcement and physical apprehension of law violators, ability to get in and out of, and operate standard police patrol vehicles, ability to maintain favorable working relationships with city officials and officials of other jurisdictions and the general public; knowledge of the hazards and safety precautions applicable to the work; ability to qualify with all standard issue police department firearms per Nebraska Law Enforcement Training Center standards, ability to meet or exceed Nebraska Law Enforcement Training Center physical standards for basic recruits, ability to work varied shifts, hours, holidays, ability to work under adverse weather conditions (heat-cold-snow-rain) while performing necessary duties and services.

EXPERIENCE AND TRAINING: Current Nebraska Law Enforcement Training Center Certification including Supervision and Management certifications required; minimum of seven years of law enforcement experience including three years of supervision, management and municipal law enforcement experience; Advanced courses of police techniques and administration; Bachelors Degree in Criminal Justice or related field; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid drivers license, pass vision and physical exam determining fitness for the above duties.

Updated 09/2012