

JOB TITLE: CHIEF OF POLICE (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Mayor and City Administrator and in compliance with State Statute and City Code.

JOB SUMMARY: Manages and controls all matters relating to the Police Department and its personnel; responsible for the custody and control of all property and equipment belonging to the Police Department; serves as a member of the Board of Health; coordinates with the Civil Service Commission; serves as a member of the E-911 Agency Board; performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, organizes and directs law and order, the protection of life and property, the regulation of traffic, the apprehension and arrest of law violators; maintains police records; determines policies to be followed by personnel with respect to the public, enforcement of laws and ordinances, vice control and suppression of police enforced licenses and cooperation with other law enforcement agencies; manages background investigations on Department candidates; manages internal affairs investigations; coordinates City law enforcement problems within the department; prepares an annual budget for consideration; makes recommendations to the Mayor and City Administrator pertaining to the Police Department.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists in the development of regulatory ordinances and laws regarding public safety; supervises special studies and the preparation of comprehensive reports.

SKILLS AND ABILITIES: Knowledge of law enforcement administration and organization; knowledge of the technical and operating principals, practices and problems of law enforcement and crime prevention activities; knowledge of the laws governing custody of persons, search and seizure and rules of evidence; ability to plan, assign and coordinate the work of varied divisions within the department; ability to analyze police problems and to plan policies and procedures; ability to maintain a favorable working relationship 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 operate all specialized communication equipment, including broadcasting voice messages; three to four years of experience with various computer programs and their application to law enforcement functions; ability to sit for extended periods of time on patrol; ability to perform all duties associated with police work, including foot patrol, parking patrol, enforcement and physical apprehension of law violators; ability to get in and out of and operate standard police patrol units; ability to qualify with all standard issued Police Department firearms per Nebraska Law Enforcement Training Center standards; ability to meet or exceed the Nebraska Law Enforcement Training Center physical standards for basic recruits; ability to work varied shifts, hours and holidays; ability to work more than forty (40) hours per week; ability to work under adverse weather conditions (cold, hot, mud, snow or rain) and perform necessary services.

EXPERIENCE AND TRAINING: Current Nebraska Law Enforcement Training Center Certification including Supervision and Management Certifications, or the equivalent; minimum of ten years of law enforcement experience, including five years of supervision, and municipal law enforcement; minimum of an Bachelors Degree in Criminal Justice, Masters Degree is desirable or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of the Nebraska Law Enforcement Training Center Certification; possession of a valid driver's license; pass vision and physical exam determining fitness for the above duties.

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