



Job Title: Chief of Police
Department: Police
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 7/7/20 (Council Approval)

Accountability

Under the direction of the Mayor and City Administrator.

Job Summary

Plans, directs, manages, supervises, organizes and oversees the activities and operations of the Police Department and its personnel.

Essential Job Functions

Assumes full management responsibility for Police Department services and activities including crime prevention, investigation, policy and procedure formation, goal setting, traffic control and enforcement, and objectives for the law enforcement function of the City.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; establishes and maintains service and staffing levels and allocates resources; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.

Selects, trains, motivates, mentors, coaches, and evaluates department personnel; manages background and internal affairs investigations; provides and coordinates staff training; exercises direct and indirect supervision over sworn and civilian supervisory, professional, technical and clerical staff; works with employees to correct performance deficiencies; implements discipline procedures up to and including termination pursuant to civil service rules and regulations.

Plans, directs, and coordinates the department's work plan; meets with command staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods, practices, and procedures.

Manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; prepares and implements budgetary adjustments.

Apprehends and arrests law violators.

Vice control and suppression of police enforced licenses (liquor, tobacco, gaming, etc.) in cooperation with other law enforcement agencies.

Additional Duties and Responsibilities

Responds to citizen inquiries and resolves difficult and sensitive complaints; develops policy regarding interactions with media personnel.

Assists in the development of regulatory ordinances and laws regarding public safety; supervises special studies and the preparation of comprehensive reports; provides policy, technical, and administrative support to the Mayor, City Council, and City Administrator.

Manages custody and control of all property and equipment belonging to the department and maintains police records.

Represents the Police Department to other City departments, elected officials, outside agencies, and the public; explains and justifies department programs, policies and activities.

Attends and participates in professional group meetings, including but not limited to: City Council, Civil Service Commission, Board of Health, Seward County Drug Board, E-911 Agency Board, 4th of July Committee, and other Boards and Commissions as assigned.

Coordinates assigned activities with other City departments and outside agencies.

Regular and reliable attendance; other duties as assigned.

Knowledge, Abilities and Skills

Knowledge of: principles, practices and techniques of law enforcement administration, organization and operation; principles and practices of law enforcement and crime prevention theory and their application to a wide variety of services and activities; laws governing custody of persons, search and seizure and rules of evidence; hazards and safety precautions applicable to the work; principles and practices of municipal budget preparation and administration; technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and environmental protection; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of organization, administration and personnel management; principles of supervision, training and performance evaluation; principles and techniques of public relations; use of firearms and other law enforcement equipment.

Ability to: Communicate clearly and concisely, both orally and in writing; read, interpret, apply, and enforce Federal, State and local laws, codes, policies, and regulations; develop and administer sound department policies; display honest, trustworthy, and ethical behavior and judgment; provide administrative and professional leadership and direction to the department; allocate resources; simultaneously direct multiple activities and projects; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; make critical decisions under high stress situations; maintain confidentiality; perform mathematical calculations; operate a computer, including touch-screen and manual keyboard, operate a 2-way radio, radar equipment, make and receive telephone calls; operate various computer programs and their application to law enforcement; research, analyze and evaluate program techniques, methods and procedures; perform basic first aid and Cardiopulmonary resuscitation (CPR); maintain favorable working relationships and communication with City officials, other agencies and the general public; operate all communication equipment including broadcasting voice messages; sit, lift, reach, carry, push, pull, grasp, handle, stand, walk, climb, balance, stoop, squat, kneel, crawl, bend, twist/turn, run for brief periods of time; climb in and out of and operate standard police patrol units; qualify with all standard issued Police Department firearms per Nebraska Law Enforcement Training Center standards; ability to work varied shifts, hours, and holidays; ability to work under adverse weather conditions while performing necessary services.

Education and Experience

Ten (10) years of law enforcement experience (municipal law enforcement experience is desired), including five (5) years of supervisory experience; Bachelors Degree in Criminal Justice (Masters Degree is desired); or any equivalent combination of experience and training.

Minimum Requirements

Possession of the Nebraska Law Enforcement Training Center certification as a law enforcement officer or equivalent, including Supervision and Management Certifications or the equivalent; possession of or ability to obtain valid Nebraska driver's license upon hire; subject to background search, pre-employment physical exam, drug screen and psychological testing determining fitness for the above duties; establish residence within thirty (30) minute response time of the Seward city limits within six (6) months from employment date.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*