



Police Chief

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Mayor

SUPERVISE: Assistant Police Chief, Patrol Officers and Clerical Staff

SUMMARY DESCRIPTION

Responsible for daily operation of the Police Department through the development, coordination, direction and administration of operational activities pertaining to all functions of law enforcement for the City of Wahoo.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive*

Manages the human resources of the Police Department; hires, conducts background investigations pre-hire, interviews and selects new employees.

Administers and maintains Police Records Management Systems; determine the policies and procedures governing the use of the Police Records Management System; trains all employees in the use and dissemination of the information.

Updates, corrects, and maintains master files of names, cases, arrests, contacts, and intelligence information;

Updates files of statutes and offenses as they are modified by federal state, and local governing bodies.

Audits all reports of crime statistics prior to submission to the State of Nebraska Crime Commission and the Federal Bureau of Investigation. Ensuring that the reports are error free upon submission.

Plans, coordinates, supervises and evaluates departmental operation including all facets involved with personnel, resources, facilities, equipment, services and programs to ensure the appropriate enforcement of laws and ordinances and the maintenance of public order and safety.

Performs supervisory functions such as staffing, scheduling work, assigning and reviewing work duties, monitoring internal investigations, conducting performance evaluations and recommending/administering disciplinary actions.

Develops and implements a law enforcement program to emphasize administrative and operational policies and procedures designed to improve police operations and to ensure the appropriate enforcement of laws and ordinances.

Plans, directs and monitors departmental activities including but not limited to the maintenance of law and order, the protection of life and property, the regulation of traffic, apprehensions, and arrests; ensures that all employees adhere to departmental directives at all times.

Develops and administers the departmental budget.

Responsible for the review and enforcement of city ordinances and resolutions pertaining to law enforcement, health, and safety regulations of the city; assists in the development and makes recommendations as needed.

Reviews departmental training information and approves training programs.

Determines the allocation of funds at the local, state and federal level including grant funding; reviews grant applications and monitors the implementation of funding; ensures the appropriate use of funding and related resources in conjunction with the economic forecasts for the department.

Responsible for inspecting public enforced licenses to ensure appropriate use, including but not limited to tobacco, liquor, fireworks, etc.; serves licensures as needed.

Attends various meetings including City Council meetings; answers inquiries and makes recommendations pertaining to the functions of the department.

Prepares and submits periodic reports to the Mayor and City Council regarding departmental activities such as public safety, special projects, monthly planning, etc.; prepares various other reports and records as needed; utilizes computer programs in the establishment and maintenance of records and reports.

Plans and directs an active public relations program including but not limited to press releases, addressing the concerns of citizens' groups and representatives of organizations, promoting crime prevention programs, and public addresses and appearances.

Meets with elected and/or appointed officials, other law enforcement officers, the community, business leaders, and the general public on all aspects of departmental activities.

Serves as a liaison for the city with other local, state and federal law enforcement agencies in the pursuit of providing mutual efforts in promoting public safety and protection for the community; these include attending meetings and conferences of the Nebraska Police Chiefs Association of Nebraska as well as meetings with the United States Attorney.

Answers inquiries from the general public; receives citizen complaints and handles situation and/or refers individual to appropriate city official for resolution.

Establishes and maintains positive public relations with general public, other employees, other governmental agencies and municipal officials.

When necessary will perform the investigative and patrol functions required by the other Law Enforcement classifications.

Performs related duties as required

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Federal, state and local laws pertaining to the duties performed including those with reference to search and seizure, arrest, custody and prosecution of persons and the rules of evidence.
- The methods and practices of municipal police administration and organizational procedures.
- The technical and operating principles and techniques used in law enforcement and crime prevention.
- Rules and regulations pertaining to personnel administration, i.e. employment hiring practices, discrimination, etc.
- The use of police records and their application to the solution of police problems.
- Techniques used in the allocation and administration of grant funding.
- Departmental responsibilities and ability to use independent judgment in the performance of duties.
- The geography of the city and the zoning jurisdiction.
- Input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Ability to:

- Plan and direct a comprehensive law enforcement program.
- Prepare and maintain department budget information.
- Plan, assign, direct and supervise the work of subordinates.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Maintain and operate firearms according to established procedures.
- Operate a motor vehicle in all types of weather and traffic conditions according to established procedures.
- Operate standard office equipment and other equipment relating to a comprehensive police program.
- Utilize sound independent judgement in stressful and emergency situations; analyze situations quickly and objectively and to adopt quick, effective reasonable courses of action with due regards to the surrounding hazards and circumstances.
- Make complex, difficult decisions and to develop plans for the safe, efficient, effective and legal accomplishments of tasks required to protect life, safety and property of citizens, to enforce applicable laws and to serve the public.
- Prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.
- Maintain the confidentiality of all departmental communications, documents and correspondence.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: The incumbent is required to work in all climatic conditions, extreme heat to cold with snow and ice. The incumbent occasionally works near moving mechanical parts, in precarious places, may be required to work with explosives, and is occasionally exposed to bodily fluids, fumes or airborne particles, toxic chemicals, and vibration. Specific vision abilities required by this job include adequate close vision, distance vision, color vision, peripheral vision, and depth perception, the ability to adjust focus, and correctable vision to 20/30 and no evidence of an irreversible disease which will affect the person's sight. Specific hearing requirements include normal hearing or corrected hearing to normal hearing standards in each ear and have no evidence of an irreversible disease which will affect the person's hearing. Additional requirements include physical and mental abilities listed by the Nebraska Law Enforcement Training Center as necessary to competently perform the job.

Work hours may occasionally be required in times of darkness. The noise level may be moderate to intense depending on activity performed. Work requires extensive interaction with the general public and law violators and may be stressful when dealing with criminal incidents, irate citizens and specific timeframes.

Physical: Police officers are often placed in a position of physical and mental stress and will be required to perform a variety of duties which may require the incumbent to walk, run long distances or sit for extended periods of time. Work is generally performed indoors in an office setting and requires routine bending, lifting and carrying office supplies, books, files and other materials. However, work may be required outdoors with a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. While performing the duties, the incumbent is required to talk, hear, use hands to finger, handle, feel or operate objects, tools, equipment or controls and must have the ability to transport themselves to and from various locations throughout the city and within the Police Department and City Hall. Hand eye coordination is necessary to operate computers and various pieces of equipment and vehicles. The incumbent must be able to lift objects up to 85 lbs., and move objects up to 160 lbs., without assistance.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Graduation from an accredited college or university with an Associate's Degree in police science, law enforcement, criminal justice, public administration or related field, or equivalent.

Must have five (5) years of experience as a police officer with two (2) years being of command level.

Or any equivalent combination of education, training and experience.

Must possess and maintain a valid Nebraska driver's license at the time of employment.

Must obtain a State of Nebraska special certification in Management, within one (1) year of employment.

Must obtain and maintain certification by the State of Nebraska as a Law Enforcement Officer as required by law.

Must maintain all certifications as may be required by the State of Nebraska or the City of Wahoo.

RESIDENCY

Must reside within either corporate limits of the City of Wahoo or within the City's 1-mile zoning jurisdiction.

(Amended by Council action on 9/28/2017)