



JOB DESCRIPTION

Title: Chief of Police

Department: Police

Reports to: City Administrator

Pay Grade: 85

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date: 1993

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Plan, direct, organize, and manage all policy formation, goal setting, and objectives for the law enforcement function of the City.

Essential Functions:

1. Direct development of department goals, policies, and objectives, and provides staff leadership on policy planning for City law enforcement activities.
2. Supervise and evaluate all personnel reporting directly to the Chief of Police. Oversee and guide supervisors in their evaluations of all subordinate employees.
3. Respond to public inquiries and at direction from Mayor and City Council pertaining to any area of public safety.
4. Direct administration of all federal and state mandated policies such as FLSA, ADA, Civil Service, EEOC, and Affirmative Action as may relate to Police Department. Read and comprehend city, state, and federal regulations.
5. Participate as a member of City's management team and of national, regional, state, county, and local committees relating to law enforcement issues.
6. Discipline subordinate employees up to and including termination pursuant to civil service law. Fairly apply administrative and standard operating procedures to disciplinary actions.
7. Coordinate public safety functions with personnel from City and from other public safety agencies.

8. Assist in the development of regulatory ordinances and laws regarding public safety.
9. Conduct and oversee all criminal investigations to ensure all appropriate steps are taken.
10. Determine departmental personnel policies and broad training requirements.
11. Coordinate law enforcement activities with other departments and agencies.
12. Serve as Traffic Engineer for the City.
13. Meet with citizen groups, clubs, and citizens to discuss police-related matters as appropriate.
14. Analyze complex problems and recommend possible solutions. Make critical decisions under high stress situations.
15. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future equipment and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
16. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
17. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
18. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
19. Attend professional development conferences, seminars, and classes.
20. Attend staff meetings and City Council meetings when required.
21. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
22. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
23. Keep confidential information confidential.

24. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 25. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 26. Perform other work which is consistent with the essential functions of the job.
 27. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must be 21 years or older on date of examination.

U.S. citizen

No felony convictions or serious misdemeanor.

Must possess a valid driver's license and maintain an insurable driving record.

Must reside within 45 minutes from Beatrice Police Department Station.

Must meet all of the entrance requirements for Nebraska law enforcement training center. Possession and maintenance of a Nebraska State certification as a law enforcement officer as prescribed by Nebraska State Statutes through graduation of Nebraska law enforcement training center.

College level course work in Criminal Justice, Law, Public or Business Administration, Social Studies, or related field preferred. Bachelor's Degree preferred.

Graduation from FBI academy, Northwestern School of Police Staff and Command, or equivalent preferred.

Experience:

Five (5) consecutive years of experience as a Police Officer.

Fifteen (15) years of increasingly responsible public safety experience including at least ten (10) years administrative and supervisory experience. Command level experience at the position of Division Commander or above with the Beatrice Police Department or a comparable size department. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculation.
3. Ability to use a computer touch-screen and manual keyboard.
4. Ability to operate 2-way radio, radar equipment, and make and receive phone calls.
5. Ability to use firearms safely and accurately.
6. Ability to perform basic first aid and CPR.

7. Good oral and written communication skills.
 8. Organizational skills.
 9. Good analytical skills.
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Mental Requirements:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.
3. Ability to recognize and avoid potentially hazardous situations.
4. Ability to understand and apply departmental orders, rules and regulations to police situations.
5. Ability to comprehend laws and abstract concepts and apply to specific situations.
6. Ability to apply judgment to police situations to effect appropriate resolution.
7. Ability to properly conduct and document searches.
8. Ability to organize facts and provide accurate testimony under stress.
9. Ability to understand and apply legal standards in performance of duties.
10. Ability to understand and apply departmental orders, rules, and regulations.
11. Ability to interpret orders and procedures.
12. Ability to analyze situations and determine proper response.
13. Ability to perform many functions simultaneously.
14. Ability to recognize suspicious behavior or unusual circumstances.
15. Ability to determine necessity for assistance.
16. Ability to recognize and remove health and safety hazards.
17. Ability to make decisions under stress.
18. Ability to exercise caution and control fear in potentially hazardous situations.
19. Ability to adapt to different people, behaviors, and circumstances.
20. Ability to maintain effective working relationships with partners, superior officers and other police personnel.
21. Ability to work without immediate supervision.
22. Ability to differentiate between criminal and civil law.
23. Ability to organize facts and accurately complete report, summons, and other forms.
24. Ability to apply knowledge of medical and intervention techniques in domestic or other disturbances.
25. Ability to quickly develop action plan.
26. Ability to recognize potential chemical abuse/neglect.
27. Ability to recognize narcotics.
28. Ability to interrogate suspect and obtain information within lawful guidelines.
29. Ability to determine proper charges.
30. Ability to remain calm under stress and anger.
31. Ability to disseminate intelligence and other information with and between department director and personnel.
32. Ability to understand legal standards.
33. Ability to apply knowledge of mediation and intervention techniques in domestic or other disputes.
34. Ability to control anger and maintain professional demeanor.
35. Ability to analyze and coordinate investigation of information to draw conclusive findings.

36. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
 37. Ability to follow rules or procedures while performing job duties.
 38. Ability to identify the similarities and/or differences in information gathered from different sources.
 39. Ability to use judgment prior to initiating actions.
 40. Ability to read and comprehend a wide variety of written material.
 41. Ability to retain and document various types of information.
 42. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
 43. Ability to comprehend complex legal issues.
 44. Ability to analyze complex evidentiary situations.
 45. Ability to recognize a person from a mug shot.
 46. Ability to relate to other individuals of various ages, backgrounds, and circumstances.
 47. Ability to determine the proper use of deadly force.
 48. Ability to withstand prolonged periods of physical and mental stress or discomfort.
 49. Ability to establish priorities at emergency scene.
 50. Ability to interview crime scene principles and witnesses.
 51. Ability to recognize, collect, analyze, and interpret evidence.
 52. Ability to counsel distraught victims of crime.
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Physical Requirements:

1. Hand and eye coordination, physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, electronic control device, handcuffs, and baton.
2. Possess a full functional lumbar range of motion.
3. Possess a full functional cervical range of motion.
4. Physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations.
5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volumes.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoke, and fumes.
8. Possess the visual stamina and acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes, and required forms.
11. Ability to sit in vehicle and type/read/decipher information on the computer keyboard and screen.
12. Physical strength to subdue violent suspect.
13. Physical agility to run, jump, crawl, climb, bend, reach, walk or perform other physical movements as required.
14. Ability to operate City vehicles.
15. Mobility to travel to various City locations.
16. Ability to sit and be attentive for extended periods of time.
17. Ability to speak to an individual or group for extended periods of time.

- 18. Ability to lift 20 pounds and transport 20 feet.
- 19. Ability to make and receive phone calls.

Supervisory Responsibility (Direct and Indirect):

Direct 911 Director
 Police Captain
 Police Information and Systems Coordinator
 Police Lieutenant
 Police Sergeant
 Victim Assistance Coordinator

Indirect Full and part-time Police Department staff
 Police Officer
 Public Safety Dispatcher

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21
Date