
City of Ogallala, Nebraska
Position Description

Class Title: Police Chief
Department: Police
FLSA Classification: Administrative – Exempt
Age Requirement: Minimum- 21 Years / Maximum - none
Salary Range:
Date Effective:

GENERAL PURPOSE:

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED:

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, coordinates, supervises and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the City Council or Manager.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that

provide for the proper evaluation, control and documentation of police department operations.

Trains and develops Department personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

PERIPHERAL DUTIES:

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

Assist other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; or
- (B) A Two-year college degree in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and an equivalent combination of education, experience, and graduation from a nationally recognized professional institute, i.e. F.B.I. National Academy; and
- (C) Seven (7) years of experience in law enforcement, three years of which must have been equivalent to police sergeant or higher, and
- (D) Certification as a Nebraska Law Enforcement Officer by the Nebraska Law

- Enforcement Training Center or ability to obtain within one year of employment: and
- (E) Certification as a Nebraska Law Enforcement Supervisor by the Nebraska Law Enforcement Training Center or ability to obtain within one year of employment; and
 - (F) Certification as a Nebraska Law Enforcement Manager by the Nebraska Law Enforcement Training Center or ability to obtain within one year of employment: and
 - (G) Additional education and training in management and law enforcement administration.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Extensive knowledge of applicable laws, ordinances, and department rules and regulations
- (C) Considerable knowledge of modern methods and practices in criminal investigations.
- (D) Considerable knowledge of rules of evidence.
- (E) Ability to train and supervise subordinate personnel.
- (F) Ability to perform work requiring good physical condition.
- (G) Ability to communicate effectively orally and in writing.
- (H) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- (I) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (J) Ability to give verbal and written instructions.
- (K) Ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid Nebraska Operator's License;
- (B) Ability to meet physical and medical standards set by the Nebraska Police Standards Advisory Council;
- (C) Must possess current certification as a Nebraska Law Enforcement Officer or have the ability to obtain certification within one year of employment or promotion;
- (D) Must possess current certification as a Nebraska Law Enforcement Supervisor or have the ability to obtain certification within one year of employment or promotion; and
- (E) Must possess current certification as a Nebraska Law Enforcement Manager or have the ability to obtain certification within one year of employment or promotion.

TOOLS AND EQUIPMENT USED:

Police vehicle, police radio, police traffic radar, police traffic LIDAR, handgun, patrol rifle, police shotgun, conducted electrical weapons (TASER), and other weapons as required, expandable baton, handcuffs, preliminary breath testing instruments, Datamaster DMT, first aid equipment, digital camera and computer.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal notice of vacant position, formal application and resume through Civil Service Commission, rating of education and experience; written tests; oral interview; psychological and medical examination, testing, background investigation; and other job related tests as may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The position Police Chief is subject to Civil Service procedures.

Date Adopted: September 25, 2001

Revision History:

Changed by Administrative Action 6/21/05 (Tools & Equipment Used)

Changed by Resolution 2/13/07

Changed by Administrative Action 03/27/18 (Tools & Equipment Used)