



Position Description

Job Title:	Police Chief	Grade Number:	
Department:	Police Department	Date Modified:	December 2, 2020
This is an Exempt position under the FLSA guidelines.			
General Purpose:			
Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department. Performs duties and responsibilities necessary for patrol and shift duty.			
Essential Duties and Responsibilities:			
<p>SUPERVISION RECEIVED: Works under the general direction of the Mayor with guidance from City Administrator.</p> <p>SUPERVISION EXERCISED: Exercises supervision over all police department staff directly or through subordinate supervisors.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Plans, coordinates, supervises and evaluates police department operations. • Develops policies and procedures for the Department in order to implement directives from the City Administration to conform to state regulations and requirements. • Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the City; 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. • 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. Must supervise and maintain Department training in accordance with state guidelines and regulations. 			



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- Assumes a patrol and shift duty work.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council 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.
- Serves on various employee or other committees as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
 - 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, and
 - Completion of the basic law enforcement training academy, and
 - Seven (7) years of experience in police work, three years of which must have been equivalent to police sergeant or higher, or
 - An equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
 - Ability to obtain the Nebraska law enforcement training academy certification, if not already possessed.
 - Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
 - Skill in the use of the tools and equipment listed below.
 - Ability to train and supervise subordinate personnel.
 - Ability to perform work requiring good physical condition.
 - Ability to communicate effectively orally and in writing.



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- Ability to establish and maintain effective working relationships with subordinates' peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- Valid Nebraska Driver's license and an acceptable driving record.
- Must be insurable under the City of Kimball Automobile Policy.
- Ability to meet Department's physical standards.
- NLETC certification or NLETC acceptable equivalent.
- Ability to pass a pre employment drug test and physical.

TOOLS AND EQUIPMENT USED:

- Police car, police radio, personal computer including word processing software, handgun and other weapons and equipment as required.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- 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.
- Perform a multitude of tasks simultaneously or in logical and efficient succession.
- Sit for extended periods of time while driving a City vehicle
- Physical agility to pursue offenders on foot; stop and subdue resisting offenders using necessary force where appropriate, including deadly force
- Access paved, gravel, rough, or turf areas; climb elevations
- Exposure to dirt, dust, pollen, inclement weather, temperature extremes, traffic hazards, body fluids, hazardous chemical, firearms, various evidence, firearms, and unpleasant odors
- Perform first aid
- Physically move persons, vehicles, and other property
- Read maps
- Some work is performed in a normal City office environment
- Visual and muscular dexterity to operate a motor vehicle, computer equipment, and two-way radio maintaining constant vigilance to the surrounding area
- Utilize two-way radio to hear and respond to radio communications, voice instructions, and/or commands under a variety of working situations and background noise levels consistent with scene processing and/or traffic control



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- Use appropriate Personal Protection Equipment (PPE) when needed/required
- Travel to/from various locations
- Work a variety of scheduled shifts

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests 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.

Reviewed By:		Date:	
Approved By:		Date:	



City of Kimball

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Last Updated By:		Date/Time:	
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