CITY OF SCOTTSBLUFF, NEBRASKA

CAREER OPPORTUNITY

Police Chief

Description of the Job:
The Police Chief, an exempt position, is the chief administrative officer of the Police Department, responsible for directing the administrative duties, operations, and personnel of the Department. This job requires the exercise of discretion, independent judgment, and responsibility for the protection of life and property in the City. The Police Chief oversees and administers the budget for the Police Department. Finding grants and other sources to supplement the budget is critical to meeting the goals and objectives of the agency. The Police Chief reports to the City Manager.

Essential Functions of the Job:
Administer the functions of the Police Department in providing direction and training to all Police Department staff.

Cooperate with other law enforcement agencies in all phases of police work.

Remain current on court decisions affecting law enforcement activities.

Become knowledgeable on all Department and City policies and regulations, including State Statutes and local ordinances, to periodically update department manuals.

Prepare the annual department budget, ensuring the City Manager is aware of the needs of the department.

Make recommendations for, or take legal and responsible disciplinary action in accordance with the Civil Service Rules and Regulations, City Personnel Rules, and the administrative policies of the Department.

Perform and/or assist in the evaluations of the Police Captains, Administrative Assistant and Public Safety/Emergency Management Director, and review all other evaluations submitted for employees in the Department.

Ensure that all officers are trained through the Nebraska Law Enforcement Training Center and are properly certified in all of their assigned tasks.

Assist in investigation of crimes and other matters which require the search, seizure and presentation of evidence and ensure that personnel have the necessary resources to accomplish investigations.

Provide information to the general public regarding the process in filing complaints and take the appropriate action to ensure that personnel are following Civil Service Rules and Regulations, city and department policy as it relates to the complaint process and to ensure both public and officer rights.

Operate a law enforcement vehicle during both the day and night, while communicating effectively and coherently over multiple law enforcement radio channels.

Ensure Emergency Management readiness, as it relates to the Law Enforcement function.

Respond to issues raised by the City Manager and City Council on all police activities, or other matters involving the City as requested.

Administer the planning and supervision of training programs for all Department personnel.

Ensure multi-agency training programs which are established.

Conduct or supervise Internal Affairs Investigations into any breach of duty of inefficiency on the part of any Department personnel.

Participate in the recruitment and selection of new Patrol Officers and for all promotional positions in the Department, following all Civil Service rules and State law.

Attend Civil Service Commission meetings as needed.

Participate in interdepartmental planning, research and training activities.

Provide community education, crime prevention and public relations programs with regard to Law Enforcement activities and maintaining a safe community.
Work with all local news media and maintain positive relationships. This includes establishing reasonable rules for news releases. Serve as Acting City Manager if requested. Research, draft and administer grant applications. Perform other related duties as assigned.

Knowledge, Skills and Abilities:
Ability to plan, lay out and supervise the work of a large number of subordinates performing various police functions. Ability to establish and maintain a working relationship with other City officials, County, State and Federal authorities and the general public. Ability to react calmly and quickly to emergencies, and to make sound decisions in such cases. Ability to keep records and prepare reports. Ability to communicate effectively both orally and in writing. Ability to demonstrate an understanding of good fiscal management practice in handling of a departmental budget. Knowledge of the types and uses of firearms, communications, and automotive equipment used in modern police work.

Minimum Qualifications:
Bachelor’s degree from an accredited college or university in police science, law enforcement, criminal justice, public administration or a closely related field; OR a two-year degree in the aforementioned fields plus six years experience in law enforcement. Extensive successful experience as Police Officer with a minimum of five years experience as a Supervisory officer in a law enforcement agency. Formal training at a state of national police academy in modern police methods, procedures, administration and the scientific methods of crime detection and prevention. Valid Driver’s license and good driving record. Must have good computer skills.

Preferred Qualifications:
Masters Degree in Criminal Justice or related field. Previous experience in Administration, including budget.

Special Requirements:
Must obtain management and supervisor certification from the State of Nebraska Law Enforcement Training Center or Nebraska recognized accredited organization within 180 days of appointment.

Annual Salary: $66,962-$89,736

Benefits:
Vacation: 11 days per year, with additional vacation after 10, 15, and 20 full years of service. Sick leave: 12 days per year, cumulative to 90 days. Holidays: 10 Personal Leave Day: 1 per fiscal year Additional: Pension plan, social security, health and dental insurance, life and disability insurance. An

Equal Employment Opportunity Employer, no discrimination on basis of disability; only U.S. citizens and aliens lawfully authorized to work in the United States will be hired and all new employees are required to complete verification forms.