

CITY OF OMAHA CLASS SPECIFICATION

Position Title:	Police Chief	Department:	Police
Reports To:	Mayor, City Council	NO:	2730
EEOC Class:	B04	FLSA Status:	Exempt
Date Written:	3/16/04	Date Revised:	7/7/04

General Summary:

This is administrative and technical law enforcement work in the direction of all employees and activities of the Omaha Police Department. Work involves the responsibility for the protection of lives and property in the city through the supervision of all law enforcement functions. It involves the efficient operation of the police department through control of activities and by taking measures to prevent crime and protect lives and property through the planning of activities and the training, assignment, supervision, and discipline of all department employees. An incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from the Mayor of the City.

Essential Job Functions:

As Director of all phases of the operation of the Omaha Police Department:

- Develops and tracks the efficiencies of goals, plans, policies, and procedures designed to increase the efficiency and effectiveness of departmental operations and address the public safety needs within the City.
- Prepares and monitors the annual operating and capital improvement budgets, approving the forecast of funds, and approving expenditures, implementing budgetary adjustments as needed, preparing planning reports to reflect cost estimates, and identifying funding sources.
- Prepares and presents information to the Mayor's office, the City Council, other departmental personnel, and to members of civic and business groups, the media, and the public, discussing issues, explaining policies and procedures, and responding to questions and complaints.
- Coordinates law enforcement operations with those in surrounding jurisdictions and law enforcement entities nationwide as needed, including county, state, and federal agencies.
- Oversees and participates in the development of community support for law enforcement programs through interaction with representatives of service organizations, military, public interest, and business groups, and members of the public to exchange information, discuss relevant law enforcement issues, explain and justify assigned law enforcement programs, policies, and activities, and to negotiate and resolve sensitive and controversial issues.
- Commands the force personally at times during emergencies, such as floods, fires, and riots, and performs police duties as the situation dictates.

**Other duties as assigned. Although other assigned duties may not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

Knowledge, Skills, and Abilities:

Knowledge of local, state, and federal laws, codes, and regulations and their impact on departmental operations.

Knowledge of human resource management practices, including hiring, supervision, performance appraisal, and discipline.

Knowledge of law enforcement theory, principles, and practices and their application to police services and programs.

Knowledge of the use of firearms and other modern police equipment.

Knowledge of advanced principles and practices of policy and program development, implementation, and administration.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of the standards by which the quality of police service is evaluated.

Knowledge of the geography of the city and the location of important sites and areas requiring more than usual police attention.

Knowledge of the use of police records and statistics in police administration and planning.

Knowledge of court procedures and practices.

Skill in the operation of department vehicles, i.e., safely within specified vehicle operating procedures and departmental standards, and the use of other assigned equipment.

Ability to effectively plan, organize, and supervise the work of others and to develop training and instructional procedures.

Ability to analyze complex problems promptly, react calmly and quickly, identify alternative solutions, project the consequences of proposed actions, and make decisions appropriately.

Ability to communicate clearly and effectively, orally and in writing.

Ability to develop and administer group goals, objectives, and procedures which facilitate a successful comprehensive law enforcement program.

Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.

Ability to delegate authority and responsibility.

Ability to prepare and administer large and complex budgets.

Ability to interpret and apply applicable federal, state, and local policies, laws, and regulations.

Ability to provide effective leadership in the department.

Ability to establish and maintain effective working relationships with other employees, city and county officials, state and federal authorities, civic leaders, and members of the public.

Ability to operate firearms as specified by the department's firearm certification requirements.

Ability to meet the minimum physical requirements related to normal police activities as specified by

department standards and the ability to respond to all levels of the department's level of force options.

Ability to operate a personal computer using standard or customized software applications.

Ability to use integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Ability to retain weapon firing certification.

Ability to drive defensively.

***Educational and Other Requirements Prior to Completion of Training**

Bachelor's degree in Public Administration, Business Administration, Political Science, Criminology, Criminal Justice, Law Enforcement, or a closely related field

AND

Twelve (12) years of progressively responsible law enforcement experience, including four (4) years of supervisory and management experience of an entire unit/section and two (2) years of experience at the command staff of administrative level.

Physical Requirements:

PHYSICAL REQUIREMENTS	Rarely <12%	Occasionally 12-33%	Frequently 34-66%	Regularly >67%
Balance				
Bend	X			
Carry				
Climb	X			
Crawl	X			
Crouch	X			
Drive				
Hear				
Hold				
Keyboard				
Kneel	X			
Lift	X			
Open				
Pull	X			
Push	X			
Reach	X			
Restrain				
Run				
See				
Shoot				
Sit				
Speak				
Stand	X			
Walk		X		
Write				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Tasks are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that of sedentary work and the worker sits most of the time, the task is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting up to 100 pounds occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Working Conditions:

	General Exposure			
	1 - 25%	26-50%	51-75%	76 - 100%
Inside Work			X	
Outside Work	X			
Cold below 32	X			
Heat above 100	X			
Rain	X			
Snow	X			
Extreme Noise				
Vibrations				
Mechanical Hazard	X			
Electrical Hazard				
Fire Hazard				
Explosive Hazard				
Blood Born Hazard				
Body Fluid Hazard				
Fumes				
Odors	X			
Dusts	X			
Mists	X			
Gases	X			
Poor Ventilation				
Latex Gloves				
Gas Mask				
Riot Helmets				

Additional Working Conditions:

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the City.

Approved: 9/30/04

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.