



Chief of Police

Reports to: City Administrator
Department: Police Department
Updated: December 1, 2024

Job Code:
FLSA Status: Exempt
EEOC Class: Exec/Senior Offs & Mgrs.

Job Summary

The Chief of Police is responsible for overseeing all activities for the Police Department of the City of Blair. This includes the management of staff, and also serving as a departmental liaison with external stakeholders.

Essential Job Responsibilities

- Oversee the activities of the Police Department for the City of Blair
 - Review daily activity to include officer reports, logs, and other documents ensuring all information necessary is included.
 - Manage all departmental staff to include conducting periodic performance reviews and providing constructive feedback to staff.
 - Develop short-term objectives and long-term strategies for the Police Department that align with the mission and objectives of the department and the City of Blair.
 - Identify opportunities for external funding to mitigate internal costs for equipment or programs and submit applications accordingly.
 - Establish new policies and review existing policies ensuring they are still effective and appropriate for the department.
 - Review training requirements and ensure all staff are in compliance of state and federal standards.
 - Review purchase requests and make recommendations to the City Administrator for the annual budget.
- Serve as a departmental liaison with external stakeholders
 - Participate in local board meetings and committees (e.g., school safety committee, city council, etc.) ensuring the interests of the Police Department are represented.
 - Represent the City of Blair in Joint Task Force exercises.
 - Coordinate with other departments from surrounding areas as needed to request or offer resources for special events or extenuating circumstances.
 - Participate in community outreach programs to promote a positive presence for the Police Department.
- Performs other duties as needed

Education

- Bachelor's degree in criminal justice, public administration, or related field.
- Master's degree, preferred.

Experience

- Must have a minimum of 10 years of progressively responsible law enforcement experience, with 5 years of command level experience at Lieutenant rank or higher

Certifications, Licenses and Other

- Nebraska Law Enforcement Certification, or equivalent, is required.
- Nebraska Law Enforcement Management Certification is required within one year of hire.
- Nebraska Law Enforcement Supervision Certification is required within one year of hire.
- FBI National Academy or related senior police management program, preferred.
- Must have a valid driver's license.
- Must establish residency within 30-miles of the City of Blair jurisdiction within one year of hire

Work Environment

- Work is performed in both a casual, open office environment geared towards collaboration, and outside. Exposure to heat, cold, dust, dirt, wetness, or other elements may be required.

Travel

- 5% - 10-% Travel may be required.

Physical Requirements

Physical Activity	Rarely	Occasionally	Frequently	Constantly
	0% - 25% of time (0-2 hours per day)	26% - 50% of time (2-4 hours per day)	51% - 75% of time (4-6 hours per day)	76% - 100% of time (6-8 hours per day)
Carrying ≥ 20 lbs.	X			
Climbing	X			
Driving		X		
Finger Dexterity				X
Hearing				X
Kneeling	X			
Lifting ≥ 20 lbs.	X			
Pulling ≥ 20 lbs.	X			
Pushing ≥ 20 lbs.	X			
Reaching	X			
Seeing				X

Sitting			X	
Standing			X	
Twisting	X			
Typing		X		
Walking		X		

Disclaimer

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended to describe the general nature of the job. The City of Blair reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Review/Approvals

I have read and understand this job description.

Printed Name – Employee	Signature – Employee	Date
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Printed Name – Manager	Signature – Manager	Date
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Printed Name – City Administrator	Signature – City Administrator	Date
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