

Position Title	Police Officer	Department	Police
Subject to Recall	Yes	FSLA Status/ Union Status	Non-Exempt (hourly) Union – Fraternal Order of Police
Residency Requirement	60 minutes from duty station, per Google maps within 6 months of hire.	Shift Work	Yes
Supervision Received	Receives general supervision from higher level supervisory or managerial staff.	Supervision Exercised	None

DESCRIPTION OF WORK

Patrol assigned area to enforce laws and ordinances, respond to calls, enforce laws, make arrests, issue citations, regulate traffic, control crowds, prevent crimes, and testify in court cases. Conduct investigations to prevent crimes or solve criminal cases, and perform a variety of administrative and technical duties in support of the department.

QUALIFICATIONS**Education**

- High School Diploma or G.E.D.

Experience

- No experience is required. However, patrol experience is required for special assignment positions.

SPECIAL REQUIREMENTS

- Must be 21 years old at the time of graduation from the Nebraska Law Enforcement Training Center.
- Maintain a valid Nebraska Driver's License.
- Maintain annual firearms qualification.
- Maintain certification from the Nebraska Law Enforcement Training Center. Successful candidate must obtain required certification within one (1) year from date of appointment.

ESSENTIAL FUNCTIONS OF THE JOB

The duties listed below 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.

- Patrol—safely operates patrol car ensuring security and safety while maintaining department visibility and public confidence; enforces local, State and Federal laws, issues citations, makes arrests, administers first aid, and transports offenders.
- Traffic Enforcement—enforces traffic laws in order to prevent accidents, i.e. speeding, stop sign violation, headlight/taillight problems, etc. and investigates accidents.
- Citizen Contact—demonstrates courtesy to all facets of the public; responds to requests for information/assistance; performs public relations for citizen groups, schools, community groups, media, and other organizations; represents the department and cultivates citizen contacts for investigative purposes. Must be consistent with enforcement, education and interaction with local schools.
- Response to Call for Service—follows proper response procedure; arrives promptly and safely at scene; provides information and assistance to general public; resolves initial dispute (if any) between parties; interviews concerned parties; determines if incident is a criminal or civil matter; and administers first aid if necessary. Responds to calls involving extreme injury or death.
- Criminal Investigations—conducts criminal investigations which may include crimes against persons and property, narcotics, juvenile offenses, and related crimes; collects and preserves evidence. Cooperates with court personnel and officials from other law enforcement agencies and testifies in court as necessary.
- Crime Scene Investigations—conducts crime scene investigations; takes appropriate investigative steps, i.e. taking statements, examining and protecting incident scene, interview and interrogation of suspects, documentation of investigative steps, collection and preservation of evidence, crime scene photography; conducts follow-up investigations; writing, planning and service of search warrants.
- Apprehension and Arrest of Suspects—issues appropriate citations; effects arrest without using unreasonable and excessive force; assists other officers if necessary; follows proper booking/jail procedures; testifies in court.
- Documentation—submits reports checking for accuracy, completeness, essential elements, fundamental soundness and substantiation of action taken. Reviews daily arrest/incident reports, intelligence reports etc. to familiarize self with current investigations and developments, proper use of crime coding system, ensuring thoroughness and organization of reports and case files; maintains logs, prepares reports, and maintains required records.
- Equipment Care—ensures preventive and corrective care of assigned department owned equipment.
- Training—serves as Field Training Officer as assigned providing training to new officers on departmental policies, procedures, and requirements. Maintains required certifications, licenses and keeps abreast current law enforcement trends and laws.
- Regular attendance that is punctual and dependable is required.
- Performs related duties as required or assigned.
- Consistent review of caseload while performing thorough and timely investigations and follow-up.

- Attends all department mandated in-service training as well as other assigned training.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- May be called upon to specialize in a certain aspects of law enforcement.
- Acts as liaison with various community groups.
- May be required to capture, transport or dispatch animals.
- May serve as a member of various employee committees.

COMPETENCIES

- Ethical Conduct
- Communication Proficiency, both oral and written
- Stress Management/Composure
- Teamwork
- Time Management
- Problem Solving/Analysis
- Decision Making
- Project Management
- Diversity and Inclusion
- Personal Effectiveness/Credibility
- Urgency
- Frequent Change
- Top technical skills and law enforcement knowledge
- Case law knowledge
- Statute knowledge

EQUIPMENT

Proficiency in the use and operation of equipment including, but not limited to, the following items listed below. The omission of specific items does not exclude them from the position if they are similar.

Tools

Police vehicles, Personal computer, Notebook computer, Mobile data devices, Radar, Handgun and other weapons as required, Baton, Handcuffs, Video and camera systems, Body Worn cameras/In-car camera, NARCAN, Datamaster, PBT, Taser, Office equipment, Cellphone, Telephone, Two-way radio, First aid equipment, AED, Less-lethal equipment

Technology

Word Processing Software such as Word, Database Software such as Access, Spreadsheet Software such as Excel, Query Software such as NCIC, IAFIS, etc., Document management software such as Adobe Acrobat, Electronic Mail Software such as Microsoft Outlook, Internet Browser Software such as Internet Explorer, Graphics/Photo Imaging Software, Records Management Software, Various freeware/shareware, Various Police Software, Calendar and Scheduling, Electronic Mail, Internet Browser, Word Processing, CAD/RMS Software, Mapping Software.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Environment, physical standards, and essential functions of a law enforcement officer are outlined in the Nebraska Law Enforcement Training Center's description at <https://ncc.nebraska.gov/nletc> and must be maintained.