



Dear Applicant,

On behalf of the City of Crete, thank you for your interest in employment with us! This letter of instruction provides guidance and direction regarding your initial responsibilities as they relate to completing and returning an application packet.

I have enclosed materials you must fully and truthfully complete. Be sure to sign and/or initial where indicated and submit the completed application (along with a resume if you wish) in one of the following ways:

- Download the application packet, type responses, print as PDF and email to jobs@crete.ne.gov
- Print, write responses, scan, and email to jobs@crete.ne.gov
- Fax to 402-826-6412
- Mail to my attention at PO Box 86, Crete, NE 68333-0086
- Drop off at Crete City Hall - 243 E. 13th St., Crete, NE 68333-0086

Please note, failure to fully and truthfully complete, sign, and submit the documents before the aforementioned date/time shall result in disqualification and your application will not receive further consideration.

The Crete Civil Service Commission will evaluate the information you provide.

I look forward to receiving your application packet and wish you the best of luck!

Sincerely,

Human Resources
City of Crete

Enclosures:

- 1) Employment application
- 2) Basic qualifications checklist
- 3) Authorization and release form
- 4) Lieutenant Essential functions

Personal References (please list 3 references, other than family, below)

Name (Phone) (Relationship to Applicant)

Name (Phone) (Relationship to Applicant)

Name (Phone) (Relationship to Applicant)

Educational Information

Highest Educational Level Completed: _____

Name and Address of last High School: _____

If not a high school graduate, have you passed the GED: (check one) Yes _____ No _____ N/A _____

College, University, Technical, or Trade Education:

(Name and Address of School) (# of Credits) (Degree) (Major)

(Name and Address of School) (# of Credits) (Degree) (Major)

Please list any skills or knowledge you possess that might relate to this position. Examples include courses, licenses, CDL, certificates, computer programs, languages, etc.

Employment History

Please start with your present or last job and work back. Include full or part-time, military, summer jobs, etc.

Job Title		Employer Name & Phone Number
Start Date	End Date	Reason for Leaving
Summarize Duties & responsibilities:		
May we contact this employer? Yes ____ No ____		

Job Title		Employer Name & Phone Number
Start Date	End Date	Reason for Leaving
Summarize Duties & responsibilities:		
May we contact this employer? Yes ____ No ____		

Job Title		Employer Name & Phone Number
Start Date	End Date	Reason for Leaving
Summarize Duties & responsibilities:		
May we contact this employer? Yes ____ No ____		

Why are you interested in this position with the City of Crete?

Military Service Record

Have you ever served in the Armed Forces? Yes _____ No _____

If yes, which status and branch? _____

Dates of Service (if applicable): _____

Reference Check Data

Is any additional informational relative to change of name, use of an assumed name or nick-name necessary to enable a check on your educational record or previous employment record? (check one) Yes _____ No _____

If yes, please list: _____

Employees hired are subject to satisfactory completion of a probationary period and employment physical (if required for position) before obtaining permanent status.

If offered a position, I authorize the City of Crete to conduct a criminal record check to determine any criminal record and an employment history check to verify the information contained in this application. I agree to sign any and all documents that may be necessary for said criminal records check.

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.

Signature

Date

Please return completed application to:

City of Crete
ATTN: Human Resources
243 E 13th St.
Crete, NE 68333

The City of Crete is an Equal Opportunity Employer of Minorities/Women/Veterans/Disabled

BASIC QUALIFICATIONS

1. Are you a citizen of the United States or will you be a citizen prior to law enforcement certification?	Yes ___ No ___
2. Are you able to read and write the English language at the eleventh grade level?	Yes ___ No ___
3. Will you be older than age 20 and six months at the application closing date?	Yes ___ No ___
4. Do you possess a valid motor vehicle operator or chauffeur's license?	Yes ___ No ___
5. Have you been convicted by any state or the United States of a crime punishable by imprisonment in a penitentiary for a term of one (1) year or more or by any foreign government of a crime which would be punishable by imprisonment for a term of one (1) year or more if committed in Nebraska?	Yes ___ No ___
If "Yes" to #5, has the conviction for this offense been overturned or reversed by a court of competent jurisdiction?	Yes ___ No ___
If "Yes" to #5, were you pardoned for this offense?	Yes ___ No ___
6. Do you possess, at a minimum, a high school diploma or a general educational development certificate?	Yes ___ No ___
7. Have you been convicted of driving while intoxicated or under the influence in the two (2) years previous to the application closing date?	Yes ___ No ___
8. Have you received a punitive (dishonorable or bad conduct) discharge from the United States Armed Forces?	Yes ___ No ___
9. Have you been denied law enforcement certification status or had certification revoked or is your certification currently suspended in Nebraska or any other jurisdiction?	Yes ___ No ___
10. Have you been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in Nebraska?	Yes ___ No ___
11. Have you been convicted of any crime involving the threat or actual sexual assault or abuse?	Yes ___ No ___
12. Have you been convicted of any crime of physical violence or sexual abuse against a child or children?	Yes ___ No ___
13. Have you been adjudicated or convicted of a crime of domestic violence as defined in United States Code, 18 U.S.C. 922(g)(9), that would disqualify you from possessing a firearm?	Yes ___ No ___
14. Have you been adjudicated as a mental defective or committed to a mental institution as defined in United States Code, 18 U.S.C. 922(g)(4), that would disqualify you from possessing a firearm?	Yes ___ No ___

15. Have you been the subject of a domestic restraining order or had an order prohibiting specific conduct against an intimate partner or a child of either the intimate partner or person subject to the order?	Yes ___ No ___
16. Have you ever fled any state or country to avoid being prosecuted or to avoid testifying in any criminal proceeding?	Yes ___ No ___
17. Have you illegally sold, produced, cultivated or transported marijuana or other controlled substance for sale?	Yes ___ No ___
18. Have you used marijuana, for any purpose, in the two (2) years previous to the application closing date?	Yes ___ No ___
19. Have you used marijuana or other controlled substance, other than one prescribed by a physician, while employed or appointed as a peace officer or law enforcement officer?	Yes ___ No ___
20. Have you illegally used any dangerous drugs or narcotics, other than marijuana, for any purpose in the five (5) years previous to the application closing date?	Yes ___ No ___

I understand that applicants who are to be considered for any position must first be placed on an eligibility list created and maintained by the Crete Civil Service Commission. I further understand that, to attain this, applicants must meet basic job qualifications established by Nebraska State Statute, the Crete Municipal Code and the Appointing Authority and successfully complete initial examinations and other screening as may be determined by the Civil Service Commission.

I understand that eligibility lists remain valid for no more than one year and that only the City Administrator (Appointing Authority) may make a conditional job offer to a person listed on the current eligibility list. Any reference to employment made by a member of the Commission or an employee of the City of Crete prior to such an offer is merely part of the process necessary to establish an eligibility list.

I agree to submit four (4) full sets of my fingerprints, along with relevant personal information, when and where directed by the Crete Civil Service Commission or the City of Crete and authorize the City to forward such fingerprints for identification.

I understand that if I am hired and employed by the City of Crete my continued employment is subject to satisfactory completion of a probationary period before obtaining permanent status.

I certify that all information provided in this application is true and complete. I understand that omissions or false information in this application shall be cause for disqualification from consideration/testing or, once employed, be cause for disciplinary action up to and including termination of employment.

Printed Name

Signature

Date



CITY OF CRETE POLICE LIEUTENANT

Job Status: Full Time

Reports to: Police Captain

Supervisory
Responsibilities: School Resource Officers; Succession of Command

I. GENERAL FUNCTIONS

Plan and administer the activities and operations of the Police Department including crime prevention, investigation and other law enforcement activities; coordinate assigned activities with other City departments and outside agencies; and provide policy, technical and administrative support to the Police Chief. Develop training programs for the Police personnel, and to provide liaison between Police department and other agencies/departments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the administration and delivery of law enforcement and order maintenance activities, operations and services; manage and implement School Resource Officer plans and activities; manage and oversee School Resource Officers; assist in preparing and implementing related policies and procedures in accordance with applicable laws; and be accountable to the Police Captain.
2. Manage and supervise police operations including the development of School Resource Officer work schedules, assigning work, managing departmental training, supervising training; assist with managing work assignments, assisting management of employee payroll, resolving conflicts, solving problems, and appraising performances of School Resource Officers.
3. Apply for, manage and oversee financial and equipment grant applications and awards; accurately develop and maintain all required records and reports.
4. Effectively supervise and participate in patrol functions (direct & control traffic, enforce laws, write citations, make arrests, transport prisoners, quickly and safely respond to reported crimes/accidents/emergencies; investigate crimes/accidents; complete reports; maintain records; monitor and use communications equipment; safely operate a motor vehicle; use MDT/emergency lighting/sirens; adhere to accepted procedures, etc.)
5. Coordinate operations with other City departments, local, state and federal agencies.
6. Identify problems; plan, direct and coordinate action with and through subordinate supervisors to resolve problems.
7. Assist the Police Captain with monitoring of police budget; recommend budgetary adjustments as necessary.
8. Assist Chief of Police with the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
9. Manage training for the Police Department; train and evaluate School Resource Officers; provide or coordinate staff training; manage all training operations, records and materials for the Department, report required annual training data to the State of Nebraska.
10. Work with employees to correct deficiencies through coaching and counseling. Forward serious complaints to Chief of Police for action.

11. Assist the school district with emergency management planning and response; participate as a member of the Crete Public School District Threat Assessment Team.
12. Respond to citizen inquiries and resolve difficult and sensitive complaints.
13. Participate on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the law enforcement field.
14. Display a willingness to assume and visibly demonstrate mentoring and coaching, role modeling and leadership to staff members to include recognizing and developing talent.
15. Display honest, trustworthy and ethical character and behaviors.
16. Display responsiveness and reliability by punctuality and regular attendance at required meetings.
17. Establish and maintain cooperative working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
18. Explains, applies and enforces City and Department policies and collective bargaining agreement provisions.
19. Assist the Chief of Police in providing liaison with outside state agencies.

III. OTHER NON-ESSENTIAL DUTIES - As assigned.

IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of, skill within and ability to apply and relate laws and City and Department goals, objectives, values, policies and procedures as well as modern law enforcement regulations, principles, practices, equipment, weapons and procedures.
2. Ability to work with, guide, mentor, train and supervise people of all ages and backgrounds.
3. Ability to communicate effectively, orally and in writing, in diverse situations.
4. Ability to effectively operate telecommunications equipment and follow regulated procedures.
5. Ability to develop and maintain legal and accurate reports and records.
6. Ability to effectively manage and supervise law enforcement operations and personnel.
7. Ability to effectively operate computers and demonstrate proficiency in applicable computer software.
8. Ability to conduct analyses and make decisions.
9. Ability to work outdoors in all types of weather conditions.
10. Ability to adapt to rapidly changing situations and conditions.
11. Knowledge of and ability to apply practices to safely work with and handle body fluids.
12. Ability to effectively and efficiently use available fiscal resources.
13. Ability to assume field patrol duties as needed when situations may arise due to staffing issues or other events that may occur.

13. Ability to concentrate on all responsibilities and duties when performing in environments and situations creating multiple potential distractions and/or physical dangers.

14. Ability to project professional and personal integrity and develop and maintain positive community relations.

15. Knowledge of grant development and administration, including application, funding or equipment allocation, and grant reporting requirements.

16. Thorough knowledge of the types and uses of communication, electronic devices, firearms, equipment and vehicles used in modern police work.

V. DESIRED TRAINING & EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Certified by the State of Nebraska to act as a peace officer according to law.

Preference will be given to job applicants documenting successful experience in like or similar positions and who are certified by the State of Nebraska through Basic, Supervision and Management training.

VI. MINIMUM QUALIFICATIONS

1. Possess a valid Nebraska driver's license.
2. Ten (10) years of experience in law enforcement, with a minimum of five (5) years of Supervisory experience, or any relevant combination of education and experience.
3. Must be a certified law enforcement officer with the State of Nebraska.
4. If not Management certified, must complete the NLETC Management course (as offered) within one (1) year of hiring.
5. Must be able to legally work in the United States.
6. Must meet all other requirements identified in the Crete Civil Service Rules and Regulations.
7. Shall be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude.
8. External finalist must be able to pass a physical examination, drug screen, and a criminal background check including completion of a polygraph examination.

VII. NECESSARY SPECIAL REQUIREMENTS

1. Must maintain a functioning telephone.
2. Evening and weekend hours required.
3. Extensive travel may also be required.
4. Must reside within 20 minutes of Crete Police Station; travel time to take into account all reasonably expected conditions.

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

This role occasionally exposes the employee to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. This role requires the employee to stand and sit for long periods of time; use hands to handle, or feel; speak and hear to communicate in person and on the telephone. Specific vision abilities of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This role also requires occasional lifting and/or moving of objects weighing up to 100 pounds, moving from place to place within an office; occasionally stand, walk, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; reach for items above and below desk level; operate detention and/or law enforcement emergency vehicles; operate firearms and related use of force and restraint equipment (i.e., electronic stun devices, handcuffs, baton, and chemical spray); operate electronic security devices, control systems, keyboards, and monitors.

The physical demands described 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.

IX. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgement of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the Police Lieutenant position and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date