



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) Job Description/Essential functions

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

Name (Phone) (Relationship to Applicant)

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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 ____		

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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

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
AUTHORIZATION FOR RELEASE OF INFORMATION



Applicant's Printed Last Name

First

Middle

Applicant's Address

Telephone

I hereby authorize the review/release and full disclosure of all records and information, or any part thereof, concerning myself to any duly authorized agent of the Crete Police Department.

I further authorize the full and complete disclosure of the records of and information pertaining to educational and training institutions, employment and pre-employment records including background investigation reports, complaints or grievances filed by or against me, records of complaints of a civil nature made by or against me, disciplinary actions taken, and including but not limited to the records and recollections of attorneys at law, or other counsel representing or having represented me, and any records of any type whatsoever which concern any criminal charges involving me.

I further authorize the release of information concerning all of the above-mentioned areas, or any other information which has a bearing on my fitness or ability to become/be an employee of the City of Crete and performing duties under the direction of the Crete Police Department, even though such information is not contained in written records and regardless of whether such information is considered privileged or confidential in nature.

I release all individuals, educational and training institutions, corporations, government and nongovernmental agencies and any other organizations from any liability for furnishing information, statements, or records to the City of Crete. I further hold the City of Crete and all of its employees harmless for acquiring information and/or for all actions resulting from the information or statements received.

A photocopy of this release form will be valid as an original, even though the photocopy does not contain my original signature.

I submit this release as part of my application for employment with the City of Crete and intend it to be used to obtain and develop employment investigative material.

I understand that this Authorization shall remain in effect for one (1) year from the date below unless earlier revoked by me. The revocation shall be in writing, dated, and signed and shall be effective upon receipt by the City of Crete.

Applicant's Signature

Date

CITY OF CRETE POLICE OFFICER



Job Status:

Non-Exempt; Full-time

Reports to: Sergeants

Supervisory Responsibilities: Shift Supervisor, as assigned

Revision: February 7, 2025

I. GENERAL FUNCTIONS

Conduct law enforcement operations for the city of Crete. Control crime, maintain order, and provide services to the community. Report to the assigned Sergeant. Full-time, hourly position subject to on-call and shift rotation status.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Effectively perform routine maintenance on vehicles, equipment, and weapons (perform regularly scheduled service checks, visual inspections, and maintenance as required or indicated).
2. Effectively interact with citizens in residential areas, business districts, schools, and industries to identify and solve community problems (Gather pertinent information regarding these problems, list possible courses of action, select the most favorable course of action, develop a plan, present plan to the chain of command for approval, implement approved plan, evaluate implementation, etc.).
3. Accurately record hours worked in time keeping software.
4. Effectively advise the Sergeants on matters related to patrol operations.
5. Effectively respond to assignments from the Sergeants, Captain and Chief.
6. Effectively testify in court and at hearings.
7. Effectively suggest policy and procedural changes to the Sergeants.
8. Effectively represent the department to outside law enforcement agencies.
9. Effectively work with city employees to identify and resolve potential, emerging, current, and reoccurring problems and challenges within the community.
10. Effectively anticipate, identify, prepare for and respond to, and resolve problems and challenges within the community and department, within the scope of granted authority and availability of resources

A. Essential Functions – Performs patrol/basic law enforcement functions. Essential Tasks:

1. Restrain unruly or violent individuals, remove from public areas and arrest if necessary.
2. Execute stop of motor vehicle, approach and talk to operator and passengers.
3. Conduct high-risk vehicle stop.
4. Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.
5. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
6. Perform law enforcement duties in all weather and temperatures.
7. Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.)
8. Use special protective equipment and weapons to participate in high-risk entries.
9. Participate in search for escaped person(s).
10. Respond to and control scene involving barricaded subject.
11. Confront barricaded subjects to force them to surrender.
12. Take control of publicly intoxicated/disruptive person.
13. Make arrest without warrant at scene of domestic violence,
14. Respond to crime-in-progress call.
15. Serve as back-up officer at scene.
16. Hold person under investigative detention.
17. Secure crime scene (i.e., establish security perimeter).
18. Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.
19. Search for person in darkened building or environment.
20. Hold flashlight while performing various law enforcement duties.
21. Pursue fleeing suspects (e.g., quickly entering and exiting law enforcement patrol vehicles, climbing over and pulling up yourself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, crawling in confined areas, balancing on uneven or narrow surfaces and using body force to gain entrance through barriers, etc.).
22. Inspect the exterior of structures (e.g., doors, windows, etc.) for potential access and security.

23. Extinguish small fires using a fire extinguisher.

B. Essential Function — Exercises ethics in law enforcement. Essential Tasks:

1. Exercise discretion (choice) in selecting appropriate enforcement action.
2. Apply ethical standards while performing law enforcement duties.
3. Recognize and report misconduct of other officers and employees.
4. Enforce professional standards among colleagues.
5. Use proper judgment when confronted with offers of gratuity (i.e., free drinks, meals, services, etc.)
6. Recognize potential ethical problems related to use of social media.
7. Recognize and maintain confidential and sensitive information on and off duty.

C. Essential Function — Conducts Investigations. Essential Tasks:

1. Interrogate suspects.
2. Interview witnesses and victims.
3. Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.
4. Conduct on-going/beyond basic response investigation of:
 - a. Misdemeanor or felony assault (including domestic violence);
 - b. Burglary;
 - c. Larceny, Theft and receipt/possession of stolen property
 - d. Kidnapping and false imprisonment;
 - e. Fraud;
 - f. Disorderly conduct/Disturbance;
 - g. Weapons/Firearms offenses;
 - h. Controlled substances;
 - i. Child abuse or neglect;
 - j. Harassment/Stalking;
 - k. Suspicious activity/vehicle/person;
 - l. Property damage, personal injury, hit and run/leaving the scene of a traffic;
 - m. Other motor vehicle and traffic incidents/offenses;
 - n. Theft/Destruction of property; etc.
5. Recognize and properly handle potential electronic evidence (e.g., computer files, smart phone, etc.).
6. Recognize and properly handle potential evidence related to criminal offenses and infractions.
7. Recognize instances of prescription drug abuse.
8. Make field contacts and develop intelligence sources.

9. Recognize, refer and/or investigate potential harassment violations (sexual/racial).
10. Review records and pictures to identify suspects.
11. Collect, document and store evidence of a crime.

D. Essential Function — Prepares and serves legal issues/arrest procedures/search and seizure/warrants. Essential Tasks:

1. Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).
2. Identify elements of crime to ensure proper charges.
3. Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.)
4. Read/Review case reports and notes to prepare for court testimony.
5. Read/Review warrants and affidavits to ensure completeness and accuracy.
6. Advise persons of constitutional (Miranda) rights and processes.
7. Apprehend and place juvenile offenders in custody.
8. Arrest persons with a warrant.
9. Arrest persons without a warrant.
10. Conduct full search of arrested persons.
11. Conduct frisk or pat down.
12. Handcuff suspects or inmate/detainees.
13. Search automobile under independent probable cause.
14. Search automobile incident to arrest.
15. Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc.
16. Seize contraband, weapons and stolen property from suspects.
17. Take into custody person detained by citizen or merchant.
18. Verify warrants before execution.
19. Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.
20. Check arrestees or others for outstanding warrants.
21. Use force as necessary and appropriate in apprehension of criminal suspects.
22. Handcuff passive or resisting person.

E. Essential Function — Participates in traffic/motor vehicle enforcement/collisions.

Essential Tasks:

1. Search for, protect and collect evidence at motor vehicle crash scene.
2. Control traffic at scene of crash investigation.
3. Follow state statutes to impound and inventory vehicles.
4. Identify, locate and interview owners, witnesses, and others involved in a motor vehicle crash.
5. Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).
6. Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.
7. Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).
8. Follow suspect vehicle to observe traffic violations.
9. Inspect driver's license to determine if valid or altered.
10. Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.
11. Watch moving vehicle to visually estimate excessive speed.
12. Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Horizontal Gaze NYSTAGAMUS, Walk and Turn, One-leg Stand, etc.).
13. Arrest/Summons DUI suspects.
14. Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR).

F. Essential Function — Provides first aid and emergency assistance. Essential Tasks:

1. Apply basic first aid for choking (e.g., Heimlich Maneuver).
2. Administer CPR to an adult, child or infant.
3. Use personal protective equipment (e.g., gloves, masks, glasses, etc.) to prevent contact with communicable diseases or blood-borne pathogens, etc.
4. Apply and use a tourniquet.

G. Essential Function — Firearms/Employs use of deadly force. Essential Tasks:

1. Participate in firearms training.
2. Use protective equipment when involved with weapons training and/or qualification.
3. Carry authorized firearm when off duty.
4. Clean and inspect weapon.

5. Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).
6. Discharge firearm from protective cover position (not including training).
7. Draw weapon to protect self or third party.
8. Recognize disguised weapons (e.g., belt buckle, knife).
9. Detain person at gunpoint.
10. Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).
11. Unload various firearms (including seized firearms) safely.
12. Clear malfunction of various firearms (not including training).
13. Reload firearms under combat conditions (not including training).
14. Fire weapon in dark environment while using flashlight (not including training).
15. Discharge rifle (not including training).
16. Discharge shotgun (not including training).
17. Respond to active shooter situations.
18. Fire weapon while employing "move and shoot" techniques (not including training).
19. Fire weapon in self-defense at attacking or dangerous animal.
20. Use dominant hand to fire police weapon.
21. Use support hand to fire police weapon.
22. Read, comprehend and apply firearms safety rules.
23. Safely store firearms.

H. Essential Function — Practices positive human relations. Essential Tasks:

1. Use verbal de-escalation techniques to communicate with person.
2. Use voice and words to calm a situation, project intention, etc.
3. Control non-violent crowds.
4. Speak confidently to project control, self-assurance, etc.
5. Speak plainly/clearly to encourage understanding.
6. Deliver emergency messages (e.g., injuries, death).
7. Use and adjust language appropriate to listener.
8. Maintain concentration while many people speak simultaneously.

9. Direct actions of law enforcement or public service personnel arriving to assist.
10. Maintain personal calm to prevent making situation worse.
11. Use body language to project control and influence situation.
12. Talk with persons threatening suicide to persuade them not to attempt.

13. Observe persons in custody to determine whether they are intoxicated or in medical distress (i.e., diabetic reaction, etc.)
14. Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for mentally ill or emotionally unstable person.
15. Take an apparently mentally ill person into protective custody for an involuntary mental health evaluation (i.e., emergency protective custody [EPC]).
16. Mediate disputes.
17. Advise a person of rights and processes.
18. Verbally communicate past observations, experiences, events, and incidents.
19. Prepare and give public presentations to both small and large audiences.
20. Communicate effectively orally and in writing, in diverse situations.

I. Essential Function — Operates Emergency Vehicle. Essential Tasks:

1. Engage in high-speed pursuit on open road.
2. Engage in high-speed response on open road.
3. Operate law enforcement vehicle in heavy rain, at night or in limited visibility.
4. Operate law enforcement vehicle on dirt, gravel or ice/snow covered road.
5. Inspect law enforcement vehicle for weapons and contraband (i.e., before and after inmate/detainee transport, shift change, etc.)

J. Essential Function — Protects homeland security. Essential Tasks:

1. Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).
2. Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).

K. Essential Function — Writes Reports. Essential Tasks:

1. Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports.).
2. Complete/prepare reports using appropriate sketches, grammar, spelling, punctuation, word use, coding, formatting, symbols, and mathematical computations.

3. Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.)
4. Write personal field notes to record actions, interviews, etc.
5. Summarize in writing the statements of witnesses and complainants.
6. Complete field intelligence/interview reports.
7. Prepare arrest-related paperwork (e.g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.).
8. Review audio and video recordings.

L. Essential Function — Civil Disorder. Essential Tasks:

1. Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.

M. Essential Function — Use of specialized equipment. Essential Tasks:

1. Use/operate police cruiser.
2. Wear body armor (hidden vest, exterior vest).
3. Use Drug and Narcotic I.D. Field kit.
4. Don/Doff blood-borne pathogen protection equipment.
5. Use first aid kit.
6. Ignite, deploy and dispose of road flares.
7. Carry/Use large and/or small flashlight
8. Use handcuffs or flexi-cuffs.
9. Operate portable police radio (i.e., walkie-talkie).
10. Carry/Operate rifle/carbine.
11. Carry, draw and operate semi-automatic pistol.
12. Carry/Operate Shotgun (semi/pump).
13. Operate law enforcement vehicle radio equipment.
14. Operate lights and sirens.
15. Use weapon cleaning equipment.
16. Don/Doff reflective vest.
17. Load/Reload pistol with ammunition/magazine.
18. Use collapsible baton.
19. Use tuning fork(s).

20. Don/Doff latex (or alternative) protective gloves.
21. Use crime scene tape.
22. Operate video/audio recording equipment.
23. Operate a mobile data terminal.
24. Operate digital audio recording device.
25. Operate a digital camera.
26. Operate a night vision device.
27. Operate devices to determine alcohol content from a subject's breath.
28. Operate an automated external defibrillator (AED) device.
29. Operate a personal computer (PC).
30. Carry/Operate a Conducted Electrical Weapon (CEW).
31. Carry/Use Oleoresin Capsicum (OC) chemical spray.
32. Operate a telephone.
33. Operate a copier, scanner and/or FAX machine.

N. Essential Function — Technical Information. Essential Tasks:

1. Read and comprehend local codes and ordinances.
2. Read and comprehend State Criminal Law .
3. Read and comprehend Motor Vehicle Law.
4. Read and comprehend Department bulletins.
5. Read and comprehend Department rules and regulations, policies and procedures, and operations manuals.
6. Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.
7. Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.
8. Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.
9. Read and comprehend witnesses' affidavits, sworn statements and testimony.
10. Read and comprehend the Constitution of the State of Nebraska.
11. Read and comprehend Law Enforcement Code of Ethics.
12. Read and comprehend road signs, controls and markings.
13. Read and comprehend Nebraska Juvenile Law and procedure.

14. Read and comprehend operating and safety manuals of law enforcement devices.

O. Essential Function — Exercises physical skills/use of force. Essential Tasks:

1. Use baton or other hand-held device (ECO) to subdue person in a physical confrontation.
2. Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, or other strenuous physical activity.
3. Continue to function after exposure to various chemical/toxic substances.
4. Dodge/evade blows, thrown objects.
5. Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).
6. Subdue and physically/mechanically restrain, lift/carry/drag person.
7. Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.
8. Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.
9. Physically struggle with multiple persons at one time.
10. Cope with the emotional and physical results of being struck by or exposed to bodily fluids.
11. Cope with the emotional and physical impact of being subjected to verbal threats of violence.
12. Cope with the emotional and physical impact of being exposed to traumatic incidents.
13. Cope with the emotional impact of verbal abuse from persons.
14. Visually detect and understand subtle changes in "body language" to assess attitude, intentions, etc. (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).
15. Help carry a person on a stretcher.
16. Use defensive tactics to control or take suspect down.
17. Tackle a fleeing suspect.
18. Subdue physically attacking person.
19. Grip person tightly to prevent escape/control movement.
20. Disarm armed suspect.
21. Physically remove resisting person from vehicle.

22. Use controlling technique to gain compliance.
23. Use submission holds to control person.
24. Hold person upright to prevent their falling (e.g., intoxicated person).
25. Crawl to search under car/residence/building, etc.
26. Bend/kneel to apply shackles, cuffs, etc.
27. Use flashlight or other improvised weapon to defend yourself.
28. Defend oneself from position on ground.
29. Use fists to defend yourself.
30. Pull person out of a vehicle through window or open door to affect rescue.
31. Use less than lethal devices to control/disable person.

P. Essential Function — Exercises judgment. Essential Tasks:

1. Exercise independent judgment to determine when reasonable suspicion or probable cause exists.
2. Exercise independent judgment to determine when, and to what degree, force may be reasonably applied.
3. Independently prioritize simultaneous requests, expectations, tasks, and actions.
4. Exercise independent decision-making during high-stress situations.
5. Guide and/or direct less senior officers and employees.

Q. Essential Function — Physical abilities. Essential Tasks:

1. Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).
2. Jump/vault over ditch, hole or other hazard.
3. Jump down from an elevated surface (e.g., loading dock).
4. Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.
5. Continue to function in a physical confrontation after being struck/injured.
6. Maintain a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).
7. Cope with the physical effects of chronic emotional stress (e.g., fear, anger, anxiety, etc.)
8. Cope with the physical effects of chronic mental stress (e.g., concentration).
9. Cope with the physical effects of shift-work.

10. Kneel, squat and recover to feet.
11. Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.
12. Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.
13. Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.)
14. Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).
15. Break up fights between two or more persons.
16. Carry, by yourself, an immobile child.
17. Carry with someone else an immobile child or a stretcher or other device.
18. Drag, by yourself, an immobile child or adult.
19. Climb over a fence.
20. Jump/vault over a fence or other barrier.
21. Climb through a window or other such opening.
22. Work in a confined, closed-in area (e.g., vehicle, security post).
23. Physically block small group of people from moving.
24. Sprint at full speed (less than 300 yards)
25. Run through underbrush and varying terrain.
26. Run upstairs/steps.
27. Run down stairs/steps.
28. Stand for more than 2 hours of work shift.
29. Walk for more than 2 hours of work shift.
30. Sit for more than 2 hours of work shift.
31. Catch a falling person to prevent his/her injury.
32. Bend over/kneel to search under vehicle.
33. 33. Climb stairs in multiple story buildings.
34. Extend arm to reach and search tight spaces.
35. Quickly exit or enter police vehicle.

R. Essential Function — Degrees of physical exertion. Essential Tasks:

1. Run on flat surface (e.g., streets roadway, etc.) Maximum distance — 300 feet.
2. Run on varying terrain (e.g., brush, mud, swamp, hole, etc.) Maximum distance - 250 feet.
3. Walk continuously Maximum time — 2 hours.
4. Stand continuously Maximum time — 4 hours.
5. Walk up/down stairs Maximum — 4 flights.
6. Sit continuously (e.g., security post, vehicle operation, etc.) Maximum time — 5 hours.
7. Run up/down stairs Maximum 3 flights.
8. Climb or pull oneself over an obstacle (e.g., fence) Maximum height of obstacle — 6 feet.
9. Lift objects up off the ground without assistance Maximum lift-height in inches — 36 in Maximum weight of object — 66 pounds.
10. Lift objects up off the ground with assistance Maximum lift-height in inches — 36 in Maximum weight of object — 200 pounds.
11. Climb/pull oneself onto a large piece of equipment or object (e.g., loading dock, truck, trailer, etc.) Maximum height — 5 feet.
12. Bend over to help person to standing Maximum weight of person — 200 pounds.
13. Extract/place a struggling/resisting person in/from a vehicle Maximum time in minutes — 2 min Maximum weight — 200 pounds.
14. Physically defend against and control an attacking person Maximum time in minutes — 2 min Maximum weight — 200 pounds.
15. 15 Use repetitive hand motions/movements (e.g., keyboard, traffic control, etc.) Maximum time — 60 minutes.

II. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of, skill within and ability to apply modern law enforcement regulations, principles, practices, equipment, weapons and procedures.
2. Knowledge of city streets, businesses, and residential areas.
3. Ability to work with and manage people of all ages and backgrounds.
4. Ability to communicate effectively orally and in writing, in diverse situations.
5. Ability to effectively operate telecommunications equipment and follow regulated procedures.

6. Ability to develop and maintain legal, accurate reports and records.
7. Ability to effectively operate computers and demonstrate proficiency in applicable computer software.
8. Ability to effectively perform law enforcement operations.
9. Ability to conduct analyses and make decisions.
10. Ability to work outside in all types of weather conditions.
11. Knowledge of working with and handling body fluids safely.
12. Ability to concentrate on all responsibilities and duties when performing in environments and situations creating multiple potential distractions and/or physical dangers.
13. Ability to read and interpret policy and directives and apply such to police operations.
14. Ability to project professional and personal integrity, and develop and maintain positive community relations.
15. Ability to think critically during disruptive, dangerous and chaotic events.

IV. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants demonstrating successful experience in similar positions.

V. MINIMUM QUALIFICATIONS

1. Must be a citizen of the United States.
2. Possess a valid Nebraska driver's license or able to obtain a valid Nebraska license prior to beginning the Nebraska Law Enforcement academy.
3. Must be at least 21 years of age.
4. Must meet all requirements identified in the Crete Civil Service Rules and Regulations.
5. Must meet all the entry requirements for the Nebraska Law Enforcement Training Center.
6. Able to read, write, and understand the English language at the eleventh-grade level as demonstrated by the Test of Adult Basic Education

7. Be able to legally carry a firearm.

VI. NECESSARY SPECIAL REQUIREMENTS

1. Must maintain a functioning mobile phone.
2. Day, evening, night, weekend and holiday hours required.
3. Rotating shifts may be required.
4. Travel for government purposes may be required.
5. Reside within 30 minutes of the city of Crete.

VII. 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, outside weather conditions, extreme cold and/or extreme heat, risk of electrical shock, explosives, risk of radiation and vibration, and possible physical exposure to communicable diseases and hazardous substances. The noise level in the work environment is usually moderate. There will be periodic contact with angry and upset individuals.

This role requires the employee to stand and sit for long periods of time. To use hands to grasp or feel. To be able to smell, 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 200 pounds, moving from place to place within an office, occasionally stand, walk, reach with hands and arms, climb or balance and 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 control devices, handcuffs, baton, and chemical spray), 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.

VIII. 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.

Employees are expected to perform other duties as assigned. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Acknowledgment 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 Employee's Rules and Regulations is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date