

POSITION

Police Officer

FSLA CLASSIFICATION

Non-Exempt

FACILITY AND WORK AREA

City of Clive Police Department plus other sites and locations generally within the City of Clive.

**JOB SUMMARY**

Under general supervision of a police sergeant, serves the citizens of Clive by providing protection for life, property and the civil and constitutional rights of citizens, by actively participating in enforcement of laws and crime prevention activities. Patrols assigned areas to enforce local, county, state and federal criminal, motor vehicle and related laws, ordinances and codes. Provides visible deterrent to criminals while concurrently providing security to citizens.

JOB FUNCTIONSExamples of Essential Job Functions

- Patrol, using a squad car, Utility Task Vehicle (UTV), bicycle or on foot, the entire community to identify violations of the law, and to be a visible deterrent to crime.
- Provides assistance to the public as needed; responds to all complaints and appears at the scene of crimes, emergencies, disturbances or criminal acts.
- Assists other officers, provides back-up when requested and cooperates with other law enforcement agencies and City departments.
- Operates speed detection equipment; enforces traffic and criminal laws; arrests violators of the law for violation of local ordinances or state statutes using standard operating procedures and policies.
- Mandatory reporter for suspected child abuse situations.
- Prepares incident reports, arrest reports, accident reports and daily logs pertaining to that day's activities; familiarizes self with the activities of the previous shift by reading daily logs, incident reports, arrest records, etc.
- Conducts building security checks on required residences; conducts door and security checks on area businesses, City buildings, parks and playgrounds.
- Notifies necessary personnel of situations needing attention within the city.
- Monitors inclement weather conditions.
- Conducts bar checks to ensure compliance and to deter intoxication, disturbances and liquor law violations.
- Responds to citizen concerns and inquiries; addresses inquiry or refers citizens in need of assistance to appropriate persons or agencies.
- As approved, attends workshops and seminars to update knowledge and skills.
- Appears in response to subpoenas at hearings or in court to supply evidence and give testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups and at schools as requested and directed.
- Maintains familiarity with the City of Clive; often performs assigned patrols on foot to increase visibility and to promote a positive image of the department.
- Keeps the police sergeant on duty informed of departmental operations and developments that he/she will need to know to effectively coordinate the management of the Police Department.

- Inspects firearms and other weapons to ensure they are clean and operational; inspects first aid equipment and supplies to ensure that they are ready and available.
- Investigates accidents and crime scenes including interviewing victims, talking to witnesses, completing field reports, fingerprinting and photographing.
- Remains observant for problems relating to public property; notes damage to public property and reports problems to the proper department, or briefs officer following on the next shift.
- Mediates and/or counsels persons in situations where persons are in dispute or disagreement.
- Interviews witnesses and suspects.
- Serves as the animal control officer; picks up stray or abandoned animals and transports them to the designated shelter.
- Performs many duties involving confidential data.
- Maintains radio contact with dispatcher.
- Provides first aid and requests additional assistance to provide medical attention.
- Investigates death scenes and notifies medical examiner as necessary.
- Processes persons arrested through the booking facility. As required by law, photographs, fingerprints and prepares arrest bulletin and identification file on each detainee. Logs telephone calls. Determines detainees' threat level and medical needs.
- Monitors condition of equipment and patrol car; keeps all items in proper working condition; reports needed repairs to the duty police sergeant or ranking officer on duty.
- Inspects, cleans and maintains weapons in proper working condition.
- Regular attendance is essential for this position.

Other Job Functions

- Provides police support for school functions, public gatherings, funerals, etc.
- Assists other city departments as necessary.
- Other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, hearing, talking.

Physical Characteristics of the Job

This position can be classified as heavy work requiring exertion of up to fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull or lift extremely heavy objects such as a human or a motor vehicle.

Environmental Conditions

The work is performed both inside and outside including seasonal exposure to cold and heat. The worker is also exposed to darkness or poor lighting, dirt/dust, isolation, noise, visual strain, wetness/humidity, traffic hazards, firearms and bodily injury. Also, the work may expose the employee to dangerous and/or stressful situations and circumstances, unpleasant social situations, significant work pace pressure and irregular work hours.

Vision Requirements

The minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/ or data, and the use of a computer terminal. The candidate must have uncorrected vision of not less than 20/100 in

both eyes, corrected to 20/20, and color vision consistent with the Occupational demands of law enforcement.

Hearing Requirements

Have normal hearing in each ear (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer).

Equipment and Materials Used

Firearms, ASP baton, handcuffs, mobile and portable radio, telephone, body camera, police vehicle and attachments, computer hardware and software, speed measurement equipment, first aid equipment, City of Clive Code of Ordinances, Code of Iowa, Federal Register, calculator, FAX machine, pepper spray, TASER, DataMaster, Preliminary Breath Test (PBT).

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform arithmetic, algebraic and geometric calculations.
- Ability to interview persons in order to obtain information; ability to guide people and to provide basic information.
- Ability to write clear, concise, grammatically correct reports; ability to use a mobile radio and telephone.
- Ability to compose original correspondence; some knowledge of legal terminology.
- Ability to have a substantial amount of contact with people.
- Ability to work independently with little guidance.
- Ability to address issues and to maintain the confidentiality of information.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to handle a wide array of social situations.
- Considerable knowledge of municipal, state and federal law; especially motor vehicle traffic laws, City ordinances and State codes.
- Ability to effectively work with the Chief of Police, Captain, Lieutenant, police sergeants, fellow officers, police office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to learn the use and care of small firearms.
- Ability to safely and effectively drive an automobile.
- Ability to recall names, faces and details of specific incidents.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

Education, Training and Experience

Education Required: Continued education in High School or equivalent.

Education Preferred: Associates Degree (or equivalent) majoring in criminal justice.

Training Required: Certification from the Iowa Law Enforcement Academy within one year from initial date of employment.

Required Special Qualifications

- Candidates must be 21 years of age by the time they go to the Iowa Law Enforcement Academy (ILEA).
- Shall possess and maintain a valid State of Iowa driver's license and have a good driving record for the past three years.
- Shall possess and maintain a professional permit to carry a weapon as issued by the State of Iowa; shall obtain Firearms Competence Certification. Shall qualify annually with handgun and shotgun.
- Shall obtain and maintain American Heart Association CPR and basic first aid or first responder certifications.

- Shall establish residency within a thirty-mile radius of City Hall, 1900 NW 114 Street, Clive, IA within the first six (6) months of employment.
- Shall generally be available for off-hour emergencies and/or work assignments.
- Within the first year of employment shall successfully complete certification process as an Iowa Law Enforcement Officer. Attendance at ILEA requires on-site residency Mon-Fri. Officers will be excused from the end of the training day on Fridays, due back before start of first class on Monday's during the training program.
- Shall be certified as eligible on the Civil Service hiring list for police officers.
- Must meet or exceed the minimum physical fitness standards for Iowa law enforcement officers as established by the Iowa Law Enforcement Academy.
- Must pass the Municipal Fire and Police Retirement Systems medical protocol.
- Upon hire, or completion of ILEA Basic for a non-pre-certified police officer, shall successfully complete a Field Training Program.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.