



Police Officer

Police Department

Grade 19

FLSA: Non-Exempt

JOB SUMMARY

A Police Officer provides public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.

MAJOR DUTIES

- Patrols the city to detect and deter criminal activity and traffic violations; answers calls for service; investigates traffic accidents; assists fire and ambulance crews; enforces traffic laws; provides animal control; mediates civil complaints or disputes; provides for safety and security at public events; patrols school grounds.
- Conducts investigations of criminal law violations occurring within the city limits and suspected criminal activity; conducts interviews and interrogations; prepares cases for filing of charges, testifies in court; develops and pursues investigation leads; files charges and makes arrests; recruits, supervises, and compensates informants.
- Prepares detailed and accurate incident reports and other paperwork.
- Assists with medical emergencies; evaluates patients and provides first responder services.
- Performs prisoner intake duties to include administrative processing, fingerprinting, photographing, and issues uniforms; transports inmates to court and county jail.
- Records and secures evidence in the evidence room; prepares evidence for transfer to lab; determines final disposition of items.
- Obtains and executes preservation letters, subpoenas, and search warrants.
- Performs specialized duty assignments as assigned, including criminal and narcotics investigation duties.
- Provides assistance and backup support to other officers and emergency service providers as necessary.

- Demonstrates knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and department policies and procedures
- Assists motorists.
- Provides traffic direction as needed for events such as parades, funerals, special events, and school crossings.
- Testifies in judicial proceedings as necessary.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Serves as city contact for after-hours complaints.
- Performs related duties.

SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

CONTACTS

- Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.
- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The employee uses equipment requiring a high degree of dexterity, distinguishes between shades of color, and uses the physical force necessary to arrest and restrain persons. The employee must be able to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Two-year degree from an accredited institution or university, certification as a Police Officer; or an equivalent combination of education and experience for the position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.
- Ability to pass all the elements of the Iowa Law Enforcement Academy Council Pre-Employment Physical Standards Test and meet the physical requirements established by the Municipal Fire and Police Retirement System of Iowa (MFPRSI).
- Iowa Law Enforcement Certification required.
- Knowledge of criminal investigation principles; evidence identification, collection, and storage principles; awareness of the court system and judicial procedures.
- State Firearms Permit required with skill in using firearms, and emergency equipment.
- Skill in the use of a computer, operating radios and communications equipment.
- Skill in oral and written communication.
- Pre-employment drug testing required.
- Residency within 30 roadway miles from the police department. Residency to be established within 60 days.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of people assigned to this job classification.