



THE CITY OF MITCHELLVILLE, IOWA SEEKING CANDIDATES FOR

POLICE OFFICER

The City of Mitchellville, Iowa (population 2,485) is a growing central Iowa community lying on the Interstate 80 corridor, and we are seeking candidates to join our team as a Police Officer. The City of Mitchellville is less than 10 miles East of the Des Moines Metro area and is part of the Southeast Polk Community School District. Kwik Star is building the second largest truck stop in Iowa along our Interstate 80 corridor with the possibility for additional businesses including a hotel. The Mitchellville Police Department takes great pride in a relational policing environment, with strong community support. Mitchellville is a smaller agency with a less stressful but growing call volume. This allows for more time to engage with the community and be active in our local schools. The Mitchellville Police Department is in the process of updating equipment and infrastructure. We have a progressive facial hair, tattoo policy, and officer preference on duty gear including outer vest carriers, the Mitchellville Police Department is an ideal place to be employed.

SALARY AND BENEFITS:

- The starting salary is \$60,000.00 per year for non-certified officers and \$65,000.00 per year for ILEA certified officers.
- 12-hour shifts with rotating weekends off.
- Generous benefits package including paid vacation, sick leave, bereavement, holidays, Iowa Public Employees Retirement System (IPERS) contributions, and paid group health/dental/life insurance.
- Training is a priority, and officers are asked to choose a specialty and subspecialty in the profession. We support you becoming what you want to be in this career field.
- Departmental purchase program allowing officers to buy firearms and equipment through payroll deduction.

ESSENTIAL FUNCTIONS:

- Patrols the city and responds to calls for services to control traffic, protect life and property, prevent crime, and provide for the safeguarding of citizens.
- Completes all written reports as required.
- Conducts preliminary investigations including interviewing witnesses, victims and suspects of complaints, accidents/crime scenes and other assigned cases to apprehend violators, to enforce laws and to determine if charges should be filed.
- Secures and preserves evidence. Appears in court to present evidence and give testimony.
- Writes citations, arrests violators of the law and processes arrested subjects.
- Establishes and maintains effective working relationships with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Complies with and has excellent knowledge of all departmental Standard Operating Procedures.

QUALIFICATIONS:

- High School Diploma or GED & ability to pass a background investigation.
- ILEA certification with experience preferred but not required.
- Must be 21 years of age or older by date of hire.
- Must possess and must maintain a valid Iowa Driver's License.
- Must be able to obtain and keep a Iowa Professional Permit to carry weapons.

PHYSICAL REQUIREMENTS:

- Must meet all minimum standards for Iowa Law Enforcement Officers per ILEA.
- Able to perform all essential functions of the position while wearing the required protective equipment.
- Able to lift, pull, push up to 100 pounds unassisted when necessary.
- Be responsive to verbal and visible signs of distress and alarms.
- Able to remember names, faces and details of incidents.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, vendors and the community.
- Position requires outdoor work where heat, cold, precipitation and the results of weather and nature may be encountered.
- Position requires travel within and outside of the city which imposes common travel hazards.
- Will be exposed to emergencies, stressful situations, and significant workplace pressure.

- Standard work hours must be flexible, will include days, evenings, overnights, and weekends, may be greater than 40 hours per week and may be called to report to duty at any time.

Application can be obtained at www.mitchellville.org. Submit application and resume to Chief William Daggett, PO Box 817, 110 2nd Street NE, Mitchellville, IA. 50169 or they can be emailed to bill.daggett@mitchellville.org.

Application deadline: May 15, 2024

Interviews of qualified candidates may occur during the application time frame, with a decision to be made shortly after the application deadline. The City reserves the right to accept or reject any application. It is the policy of the City of Mitchellville to provide equal opportunities to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, national origin, disability, or sexual orientation.

The City of Mitchellville is an Equal Opportunity Employer.

“SERVING THE COMMUNITY”