



City of Waukon, Iowa
Assistant Chief of Police
Position Profile

Applications will be accepted until 12:00 PM on Monday, September 21, 2026.

[New-Employment-Application.pdf](#)

Applications can be found online at www.cityofwaukon.com or receive an application at 12 1st Ave NW, Waukon, IA 52172.

Submit application, resume, cover letter, and questions to:

Grayson Rowlet, City Manager
PO Box 179
Waukon, IA 52172

Or email to:

Grayson.rowlet@cityofwaukon.com

Announcement

The City of Waukon is seeking applications and resumes for a full-time Assistant Chief of Police. This position provides leadership and supervision to employees in a manner consistent with the mission and goals of the Waukon Police Department. The Assistant Chief of Police is responsible for: ensuring effective and efficient delivery of law enforcement services to Waukon; working directly with citizens and City staff to resolve problems and conflicts in a manner that commands public and employee respect at all times; and performing all the essential duties and responsibilities of a patrol officer. In addition, the Assistant Chief of Police is the designated officer in charge of the Police Department in the absence of the Police Chief.

Qualifications include 5-7 years of relevant progressive experience in law enforcement, including at least three years of supervisory experience or the equivalent experience, training, or education for a supervisory role. In addition, this position requires a thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and departmental rules and regulations.

Annual starting salary range for preferred qualifications is \$68,744 - \$82,784.

The City of Waukon offers a full benefits package, including but not limited to, medical insurance, paid vacation, sick leave, bereavement leave, and IPERS.

To apply, please submit a completed employment application, professional resume, and cover letter to the address above.



JOB DESCRIPTION

Job Title	Assistant Police Chief
Reports to	Police Chief

Duties and Responsibilities

- Provide leadership and supervision to employees in a manner consistent with the mission and goals of the Waukon Police Department. Ensure effective and efficient delivery of law enforcement services to Waukon. Work directly with citizens and staff to resolve problems/conflicts in a manner which commands public and employee respect and confidence at all times. Perform all the essential duties and responsibilities of a patrol officer. During the absence of the Police Chief, the Assistant Chief will be designated as the officer in charge of the Department.

Essential Duties and Responsibilities

- Supervision: Assume responsibilities for the direction and supervision of police services under the direction of the Police Chief. Manage and direct all resource allocation for assigned operation areas, including scheduling, training supervision and special assignments.
- Guide the activities and work of patrol officers and office staff and ensure effective use of all available working hours by each employee.
- Maintain a favorable working climate for Waukon Police Department members.
- Keep the Chief of Police informed of any developments that the Chief will need to know about to coordinate the overall functioning of the Waukon Police Department.
- Evaluate performance of each Waukon Police Department employee and report training needs or ability deficiencies that need to be corrected. Provide counsel to motivate and commend good performance as justified. Initiate disciplinary action when justified.
- Check log sheets and reports prepared by officers and office staff to ensure that they are timely, accurate, and complete.
- Read and approve all reports.
- Ensure proper use and maintenance of equipment.

- Training and development: Foster competence and facilitate development of all subordinates. Ensure that all assigned patrol officers have knowledge of federal, state and local laws; interpretation and application (case law). Ensure that each officer has knowledge of procedures and techniques for legally and safely detaining, searching, and arresting suspects. Develop subordinates by encouraging them to take responsibility for various operations and special projects, assist by procuring equipment, training, and by removing obstacles.
- Identify needs, individual experience and ability, and observe performance.
- Note problem indicators, especially in important tasks.
- Assess need for changing individual methods; coach, correct, commend subordinates based upon performance.
- Monitor performance, ensure follow-up, and hold accountable.
- Conduct bi-annual job performance reviews of employees in collaboration with the Chief of Police.

Planning and Coordination

- Participate in short-term and long-range planning to set and achieve organizational goals. Receive and organize information regarding public safety hazards, trends resources, and changes which might affect resource allocation and/or officer performance; formulate assignments and responsibilities.
- Define areas of individual accountability, select strategies for monitoring and evaluating effectiveness develop back up plans complete other planning functions as assigned.
- Participate in budget preparation.

Command

- Maintain contact with radio to provide assistance and support to patrol officers.
- Assist first responding officers with command and coordination of incidents when needed.
- Assume command and coordination of personnel equipment traffic and communications.

Investigation

- Conduct and/or oversee investigations including crime scene processing interview and interrogation statements search warrant preparation case organization and court preparation.

Qualifications

Minimum Qualifications

Education and experience (standards are determined by the Iowa Law Enforcement Academy.)

- Applicants must meet one of the following requirements:
 - Possess a valid license for Peace Officer in the State of Iowa; or

- Have the status of “eligible to be licensed” as defined by State of Iowa, or have completed basic requirements in another state and be considered eligible by the State of Iowa or
- Be considered an exception to all the above options and eligible by the State of Iowa
- Possess a valid Iowa Class “C” Drivers’s License or equivalent.

Skills

- Skill in accurately observing, perceiving, and recalling persons, places, objects, and incidents.
- Skill in clearly, concisely, and accurately describing observations in oral or written form.
- Skill in operating a motor vehicle in a safe, defensive manner, occasionally at high speeds under emergency conditions.
- Skill in recognizing potential hazards.
- Skill in questioning, interviewing, and interrogating suspects, witnesses, and informants.
- Skill in securing and searching crime scenes for the purpose of obtaining evidence.
- Skill in applying first aid or medical attention to injured people.
- Skill in analyzing situations to determine appropriate actions.
- Skill in communicating to exchange or convey information or give instructions.
- Skill in executing defensive techniques in perilous situations.
- Skill in the use of firearms and other protective tools and devices.

Ability

- Ability to maintain and use patrol equipment.
- Ability to remain alert while sitting on patrol for lengthy periods of time.
- Ability to write legibly.
- Ability to sketch a diagram and photograph crime scenes and traffic accidents.
- Ability to take accurate measurements.
- Ability to use both digital and analog mobile communication equipment.
- Ability to maintain a professional and businesslike demeanor, even during stressful and adverse situations.
- Ability to act decisively and forcefully at appropriate times.
- Ability to understand, implement, and give oral instructions.
- Ability to pursue and arrest a suspect over varied and demanding terrain.
- Ability to affect a physically forceful arrest.
- Ability to exert control over others verbally and physically during crisis and emergency situations.
- Ability to read and interpret a variety of legal and technical data.
- Ability to make arithmetic calculations involving fractions decimals, and percentages.
- Ability to establish good working relationships with superiors, peers, and the public.
- Ability to be courageous and careful and to use good judgement in crisis and life-threatening situations.

- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to maintain relevant certifications and licensure.
- Ability to identify public safety issues and collaborate with stakeholders to solve problems.
- Ability to work shifts and adjust schedule, as necessary.
- Ability to use deadly force against another person if warranted.

Physical Requirements

- Must meet the medical standards and possess the physical abilities to perform in all areas of the patrol officer job description.
- Must be able/willing to wear the designated department uniform and equipment.

Desirable Qualifications

- Four-year degree from an accredited college or post-secondary program.
- Keyboarding and computer related skills.