

SHELDON POLICE DEPARTMENT JOB DESCRIPTION

Position: Police Officer

Updated July 2020

Reports to:

Chief of Police

General Statement of Duties:

This is a full-time, non-supervisory position that requires a variety of knowledge and work in the law enforcement, mechanical, maintenance, and safety areas. Under the direction of the Chief of Police, this position is responsible for preservation of the public peace and the enforcement of all laws of the State Iowa and provisions of the Sheldon City Code. This position will perform other work as required or assigned.

Major Responsibilities:

1. Patrols assigned areas of city on foot, bicycle or in a patrol vehicle. Monitors public safety and identifies violations of the law.
2. While on patrol, remains observant for problems relating to public property. Notes damage to public property and reports problems to appropriate party.
3. Issues citations or arrests violators of the law in compliance with local, state and federal ordinances, codes, regulations, laws, and standard operating procedures.
4. Responds to emergency calls to provide law enforcement or public safety services.
5. Provides back-up services to other law enforcement officers as needed. Cooperates with other departments and law enforcement agencies.
6. Travels to accident scenes and removes safety hazards; reports injuries; assists with fire-fighting and rescue operations; and controls traffic at accident site.
7. Investigates accidents and crime scenes by interviewing victims and witnesses; gathering evidence; inspecting and photographing crime/accident scene; and completing and filing required reports.
8. Mediates disputes. Counsel persons in distress or in emergencies. Restrains violent persons.
9. Serves as animal control officer. Picks up stray or abandoned animals and transports them to shelter.
10. Assists public by unlocking cars in emergency situations and assisting stranded motorists.
11. Prepares timely and accurate reports and daily logs summarizing actions taken and investigative findings. Read logs and reports prepared during previous shift.
12. Appears at hearings to give evidence and testimony.
13. Inspects firearms, other weapons and equipment to ensure they are clean and operational.
14. Conducts security checks at residences and businesses.
15. Performs public relations services by giving presentations to schools and community groups as directed.
16. Attends training seminars, conferences, and classes as required.
17. Performs other duties as assigned.

Knowledge, skills and abilities required:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Ability to use logical thinking to solve problems and reach conclusions in investigations.
2. Ability to recall names, faces, and details from specific incidents.
3. Ability to interview persons to obtain information.
4. Ability to write clear, concise, accurate and grammatically correct reports
5. Ability to deal tactfully with the public
6. Ability to react quickly and calmly in emergency situations and determine the proper course of action.
7. Ability to maintain an effective working relationship with other co-workers, supervisors, elected officials, and the public.
8. Ability to use a mobile radio and telephone.
9. Ability to access technical sources of information, including state and federal laws and regulations.
10. Ability to safely handle firearms, handcuffs, baton, taser, and other equipment used in law enforcement.
11. Ability to safely operate patrol car and equipment within, including radar, radio, lights and sirens.
12. Skill in performing cardiopulmonary resuscitation (CPR) and basic first aid.
13. Ability to safely push, pull, lift or carry heavy objects including people or motor vehicles.
14. Ability to safely climb, balance, walk or stand for extended time periods, stoop, kneel, crouch, crawl, reach, run, push, pull, lift, finger, grasp, and perform other job related physical demands.
15. Knowledge of local, state and federal criminal motor vehicle and related laws, regulations, codes and ordinances.
16. Knowledge of arrest procedures and rights of prisoners under state and federal law.
17. Knowledge of city roads and landmarks.
18. Ability to operate office equipment including telephone, photocopier, typewriter, fax machine, and computer.

Work Environment:

Work outdoors, indoors in an office setting, and within a police vehicle. Work involves exposure to dangerous, emergency, or stressful situations; potentially dangerous or hostile individuals; and extensive interaction with the public. Work may involve exposure to heat and cold; darkness and poor lighting; confined spaces; isolation; sitting at desk or driving in car for extended periods of time; visual strain; noise; wetness or humidity; traffic hazards; working with firearms; significant work pace pressure; and irregular work hours.

Entry requirements:

1. Be a U. S. Citizen and a resident of Iowa or intend to become a resident upon being employed;
2. Be 18 years of age at the time of appointment;
3. Hold a valid Iowa driver's license or have the ability to obtain one;
4. Not be addicted to drugs or alcohol [modified for Chapter 400 civil service positions by §400.17 of the Code of Iowa]; Pass a pre-employment drug test.
5. Be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been

- convicted of a felony or a crime involving moral turpitude;
6. Successfully pass physical fitness tests;
 7. Not be opposed to use of force to fulfill duties;
 8. Be a high school graduate.
 9. 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;
 10. Have normal hearing in each ear; and,
 11. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
 12. Undergo and Pass psychological testing.
 13. Undergo and Pass cognitive (Basic Skills) testing.
 14. Be able to complete the basic course and obtain Iowa Law Enforcement Academy Certification within the 1st year of employment.
 15. Hold or able to acquire a valid CPR certification card.
 16. Hold or be able to acquire a valid concealed weapons permit.
 17. Must live within 25 miles of the Sheldon Police Department within 6 months of hire and this proximity shall be maintained throughout employment with the City.

Other Remarks

Probationary Period: New employees shall be considered to be probationary employees for a period of 12 continuous months. An employee may be laid off or discharged anytime prior to the end of the probationary period and such discharge or lay off shall not be subject to the grievance procedure. At the end of such probationary period, an evaluation shall be completed to determine the extension of employment to permanent status.