

POLICE OFFICER

Position: Police Officer

Reports to: Police Chief

Revision date: November 1, 2023

FLSA Status: Non-exempt

POSITION SUMMARY

Under the general supervision of the Police Chief, patrol assigned areas to enforce local ordinances, state, and federal laws; participates in law enforcement and crime prevention activities; and provides emergency support services.

ESSENTIAL JOB DUTIES

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

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.

- Ability to use logical thinking to solve problems and reach conclusions in investigations.
- Ability to recall names, faces, and details from specific incidents.
- Ability to interview persons to obtain information.
- Ability to write clear, concise, accurate and grammatically correct reports
- Ability to use a mobile radio and telephone.
- Ability to access technical sources of information, including state and federal laws and regulations.
- Ability to safely handle firearms, handcuffs, baton, and other equipment used in law enforcement.
- Ability to safely operate patrol car and equipment within, including radar, radio, lights, and sirens.
- Skill in performing cardiopulmonary resuscitation (CPR) and basic first aid.
- Ability to safely push, pull, lift or carry heavy objects including people or motor vehicles.
- 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.
- Knowledge of local, state, and federal criminal motor vehicle and related laws, regulations, codes, and ordinances.
- Knowledge of arrest procedures and rights of prisoners under state and federal law.
- Knowledge of city roads and landmarks.
- Ability to operate office equipment including telephone, photocopier, typewriter, fax machine, and computer.

ENTRY REQUIREMENTS

Education/Training: Must be certified or able to attain certification as a peace Officer by the Iowa Law Enforcement Academy or other recognized training facility and acceptable law enforcement experience.

Work Experience: Two years of post high school job related experience.

Required licenses, registrations, and certifications: CPR Training; Certified in use of firearms. Possession of valid Iowa driver's license and satisfactory completion of other state/departamental required training; physical fitness and mental stability consistent with job requirements.

Required post-offer physical examinations: Required

Required drug testing: Required

Residency requirement: Must reside within a 30-minute response time to City Hall and must be established no later than six months after the date of hire and shall be maintained throughout employment with the City.

Other testing required: DCI background check, MMPI, fingerprints.

WORK ENVIRONMENT

Works outdoors, indoors in an office setting, and within an automobile. 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.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.

Employee signature

Date