

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience. Degree in Criminal Justice desired. Iowa Law Enforcement Academy experience preferred.

Language Skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organizations.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – Ability to operate a personal computer using basic keyboarding.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a valid Iowa driver's license.

SUMMARY OF DUTIES:

Maintains law and order by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patrols assigned area to enforce laws; prevent, discover and investigate crimes; and maintain order.

Drives vehicle through assigned area, observing traffic violations and issuing citations.

Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.

Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents.

Investigates illegal or suspicious activities of persons, quells disturbances, and arrests law violators.

Interviews and questions victims, witnesses, and suspects.

Gathers and preserves evidence.

Locates and takes persons into custody on arrest warrants.

Transports prisoners to the county jail when required.

Operates radio communication and computer equipment to obtain, disseminate, and report information.

Searches and assists in locating missing persons or bodies.

Attends community meetings to discuss crime prevention activities and crime problems.

Writes detailed incident, investigation, activity, and other reports.

COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem-Solving – Uses reason even when dealing with emotional topics

Customer Service – Manages difficult or emotional customer situations; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication – Writes clearly and informatively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others.

Diversity – Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; upholds organizational values.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgement – Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; Able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Takes responsibility for own actions; Keeps commitments.

Initiative – Asks for and offers help when needed.

Innovation – Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas.

OTHER SKILLS AND ABILITIES:

1. Knowledge of Iowa Code as related to enforcement of traffic, civil or criminal laws.
2. Knowledge of methods and procedures for collecting evidence for use in court.
3. Knowledge of city roads and landmarks as related to patrolling assigned areas.
4. Knowledge of methods and procedures for serving notices, summonses, and civil papers.
5. Knowledge of reporting requirements related to routine record keeping.
6. Ability to operate a motor vehicle safely and properly.
7. Ability to receive and transmit messages via a two-way radio.
8. Ability to make arrests on potentially hostile law violators.
9. Ability to handle distraught persons.
10. Ability to handle firearms, handcuffs, and other less lethal devices related to apprehending criminals or suspects.
11. Ability to deal with the mentally ill or intoxicated persons.
12. Ability to perform CPR and First-Aid procedures.

OTHER QUALIFICATIONS:

Police Officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental illness or physical disabilities may be grounds for denying an application; or, these factors might be a consideration in the hiring process. Applicants posing substantial risk to themselves, inmates, other officers, and the public are at a substantial disadvantage in the hiring process.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, taste, or smell. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color

vision, peripheral vision, depth perception and ability to adjust focus. Must be able to successfully complete the minimum physical requirements established by the Iowa Law Enforcement Academy's "minimum standards".

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and or humid conditions and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.