

HAWARDEN POLICE DEPARTMENT JOB DESCRIPTION

Position: Chief of Police

Reports to:

City Administrator and or Mayor

General Statement of Duties:

This is a full-time, participating, exempt department head position that requires a variety of knowledge and work in the public safety, management, financial, and supervisory arena. Under the direct supervision of the Mayor and City Administrator this self-motivated and dedicated individual shall have the primary responsibility to oversee the police department. The Chief of Police shall cause the public peace to be preserved and shall enforce all laws of the State of Iowa and provisions of the Hawarden City Code; supervise and coordinate activities of subordinate officers and perform related duties as required; and oversee the day to day activities to include all administrative functions of a law enforcement agency. At the discretion of management, this position may be required to perform duties in areas other than that for which it is primarily defined. Since this a management level and an essential position residence within the City limits of Hawarden is required.

Major Responsibilities:

Explains general orders, special messages, and policy decisions to subordinates; assigns the Sergeant and Patrol Officers to designated posts; informs new members of command of changes in regulations and policies, implications of new or amended laws, and new techniques of police work; submits reports on condition of police department and equipment and on daily police activities; investigates claims of inefficiency or neglect of duty against officers and, if true, files charges or implements disciplinary actions against them; investigates charges filed against private citizens by complaints before issuing arrest warrants; act as truancy officer for the West Sioux School System, attend and be sergeant at arms at all city council meetings unless excused by the City Administrator or Mayor, nuisance abatement for the City of Hawarden only, and may perform duties described under patrolman and sergeant, which include:

Patrolling designated areas in a radio cruiser to preserve law and order, to prevent and discover the commission of crime and to enforce traffic and parking regulations. Answer all calls involving fire, ambulance, automobile accidents, and misdemeanors and felonies. At the scene of a crime administer first aid, conduct preliminary investigations, gather evidence, obtain evidence, make arrests, and testify as a witness in court. Interview persons with complaints and inquiries and attempt to make proper disposition or direct them to proper authorities. Conducts accident investigations, providing first aid when needed as well as taking safeguards to prevent further accidents. Interview principals and witnesses, taking written statements, examines vehicles and roadways observing traffic control devices and obstructions to view, takes necessary street measurements and clears the scene of any obstructions or wreckage. Obtains license and registration information, books, fingerprints, and photographs prisoners. Conducts

and supervises investigations, assist patrolmen and sergeant in day-to-day activities as well as any specialized activities.

The Chief of Police will be responsible for all administrative tasks associated with the police department to include but not limited to scheduling, time sheets, overseeing yearly budget matters, and will be the Sergeant at Arms for all City of Hawarden council meetings.

Knowledge, Skills, and Abilities:

Knowledge of police methods, practices and procedures; knowledge of laws and regulations; ability to take leadership in developing and maintaining a working environment that is characterized by efficiency, cooperation, and positive attitudes; ability to interpret specifications; ability to keep and prepare records from individual reports of subordinates; ability to relate effectively with subordinates.

Ability to acquire knowledge of laws and regulations and learn investigative procedures; verbal ability to converse with people at various levels; tact and diplomacy in order to establish rapport with people; ability to perform under stress and maintain equanimity in the face of danger or resistance; ability to gather and evaluate evidence, an assurance of manner that will gain confidence and respect; manual dexterity motor coordination for using firearms, and physical stamina.

Successful candidate would be a team player interested in furthering the goals of the community as set by the Mayor, Council, and City Administration. This person should be organized, ethical, dedicated to quality work, and driven to provide a high standard of customer service.

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 use a mobile radio and telephone.
6. Ability to access technical sources of information, including state and federal laws and regulations.
7. Ability to safely handle firearms, handcuffs, baton and other equipment used in law enforcement.
8. Ability to safely operate patrol car and equipment within, including radar, radio, lights and sirens.
9. Skill in performing cardiopulmonary resuscitation (CPR) and basic first aid.
10. Ability to safely push, pull, lift or carry heavy objects including people or motor vehicles.
11. 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.
12. Knowledge of local, state and federal criminal motor vehicle and related laws, regulations, codes and ordinances.
13. Knowledge of arrest procedures and rights of prisoners under state and federal law.
14. Knowledge of city roads and landmarks.

15. Ability to operate office equipment including telephone, photocopier, typewriter, fax machine, and computer.

Work Environment:

Required to work outdoors, in an office setting, and within an automobile. Works involves exposure to dangerous, emergency, or stressful situations; working with 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 a desk or in a 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 to include nights, weekends, and holidays.

Entry Requirements:

1. A valid Iowa driver's license.
2. Be a U. S. Citizen and a resident of Iowa or intend to become a resident upon being employed.
3. Be 18 years of age at the time of appointment;
4. Hold a valid Iowa driver's license or have the ability to obtain one.
5. 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.
6. 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.
7. Successfully pass physical fitness tests.
8. Not be opposed to use of force to fulfill duties.
9. Be a high school graduate or hold a GED certificate.
10. 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.
11. Have normal hearing in each ear.
12. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
13. Undergo and Pass psychological testing.
14. Undergo and Pass cognitive (Basic Skills) testing.
15. Be able to complete the basic course and obtain Iowa Law Enforcement Academy Certification within the 1st year of employment.
16. Hold or able to acquire a valid CPR certification card.
17. Hold or be able to acquire a valid concealed weapons permit.

In addition to the minimum level of qualifications listed below, the following are preferred but not required: Iowa police certification, former law enforcement experience, special police related skill training such as instructor, range certification or drug training.