

HAWARDEN POLICE DEPARTMENT JOB DESCRIPTION

Position – Patrol Officer

Reports to:

Chief of Police or Sergeant

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 of Iowa and provisions of the Hawarden City Code. The person in this position performs other work as required or assigned.

Major Responsibilities:

Patrolling designated areas in a radio cruiser to preserve law and order, to prevent and discover the commission of crime, to enforce traffic laws, parking regulations, and property maintenance violations. Answer all calls involving fire, ambulance, automobile accidents, misdemeanors and felony crimes. 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 investigations, assist the Chief of Police and Sergeant in day to day activities as well as any specialized activities. Performs other duties assigned/requested by Chief of Police to overall assist in the proper functioning of the Department or the City.

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. Investigates crime scenes by interviewing victims and witnesses; gathering evidence; inspecting and photographing crime 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. Inspects property for maintenance violations, serving notices, and issuing municipal infractions when required.

Knowledge, Skills and Abilities Required:

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 relate effectively with superiors.

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. Work 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.

Minimum 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 or hold a GED certificate.
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.
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.

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