[CITY OF] OTTUMWA

Police Officer

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Police	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Police	DEPARTMENT NUMBER	110
REPORTS TO (TITLE)	Police Sergeant	JOB FAMILY	Public Safety
PAY GRADE	Police Officer	DATE OF LAST REVIEW	November 2023

NATURE OF WORK
The first level of the Public Safety Series is responsible for conducting law enforcement activities to ensure public safety. Responsibilities may include: responding to requests for assistance from the public; preventing traffic accidents and deterring violators; investigating accidents and criminal incidents; preparing incident reports; patrol public streets; ensuring the security and order of the court; receiving, processing, recording, storing, maintaining and releasing evidence; protecting crime scenes; and coordinating with other departments.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*	
1.	Prevents and discover the commission of crimes; Maintains at all times the physical and mental ability to appraise and react to various situations, possibly involving substantial risk to the welfare of self and others, and decide a course of action that may include the use of deadly force.
2	Operates emergency vehicles under stressful conditions.
3.	Renders aid to accident victims and other persons requiring first aid for physical injuries; provides first response to emergency situations; may need to help and/or interact with individuals with physical and/or mental health issues.
4.	Engages in and participates in community policing activities; Makes presence known in a manner that contributes toward the deterrence of law violations.
5.	Conducts physical apprehensions and arrests of possibly resistive and/or fleeing, dangerous suspects; Apprehends criminals and offenders; Execute warrants and issues warnings and citations; provides traffic tickets to traffic violators.
6.	Conducts preliminary investigations; May conduct follow-up investigations; create reports of legal violations.
7.	Testifys in court.

FUNCTIONAL SPECIFIC RESPONSIBILITES MIGHT INCLUDE:
Investigations • Assumes a lead investigator role in a variety of criminal and non-criminal incidents involving crimes against persons or property, and general investigations; recovers stolen property; apprehends offenders and performs crime scene processing School Resources Officer • Provides supervision of students while on school grounds; patrols hallways, classrooms, doors and outside school grounds • Guides and advises students and guardians (if necessary) on proper behaviors • Responds to school disturbances; participates and facilities school trainings Community Service Officer • Responds to animal complaints • Prepares abandon vehicle notices for vehicles towed to the City impound • Provides assistance to Code Enforcement with security and safety concerns • Assists parking enforcement Evidence / DARE Officer • Receives property and evidence into the property room; responsible for security of all • Instructs DARE to all 5th grade students in the local school district • Conducts public relations activities in the community Drug Task Force Officer • Investigates crimes in relation to the distribution of illegal drugs • Procures search warrants in an effort to seize illegal items and apprehend persons engaging in the use and sales of illegal drugs

DIRECTION PROVIDED
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
High School Diploma or equivalent G.E.D.

LICENSING/ SPECIAL REQUIREMENTS

18 years of age or older
 	
Valid driver's license
 	
Special Requirements:
• Be a U.S. Citizen and a resident of Iowa or intend to become a resident upon being employed
• Pass a psychological examination;
• Successfully complete an oral interview, background investigation, and polygraph examination; and,
• Prior to gaining regular status as a Police Officer, individuals shall:
  • Successfully complete required academy training and/or achieve certified status as an Iowa peace officer
  • Successfully complete the Department's Field Training Program; and
  • Successfully complete the probationary period as a Police Officer
• Be able to legally possess a firearm and ammunition
• Not be addicted to narcotics or alcohol and has not been rehabilitated for a period of one year or more
• Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted on local, state and national fingerprint files and has not been convicted of a felony or a crime involving moral turpitude as per Iowa Code 501.2.
• Is not by reason of conscience or belief opposed to the use of force, when necessary to fulfill that person's duties

SKILL/ABILITIES REQUIREMENTS
• Equipment policies and procedures; • Police practices, tactics, and techniques; • Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and democratic political process; • Human behavior and performance; • Individual differences in ability, personality, and interests; • Psychological research methods; • Assessment and treatment of behavioral and affective disorders; • Defensive skills; • Local, state, and federal security operations; • React quickly and calmly to emergency situations; • Using computers and related software applications; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS
Positions in this class typically require: balancing, reaching, standing, walking, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS
The working environment / conditions for this position may include: • Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.) • Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.) • Hazardous Materials (chemicals, blood, other body fluids, etc.) • Extreme temperatures • Inadequare lighting • Work space restricts movement • Intense Noise • Travel • Environmental (challenging behaviors, imminent danger, threatening environment) • Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

• Police Officer Selection Test (POST)
  • Arithmetic, Reading Comprehension, Grammar, Incident Report Writing
• Modified three-part physical agility test
  • Push-ups, sit-ups, 1.5 mile run
• Oral board interview

CLASSIFICATION HISTORY	
DATE	**COMMENT**
August, 2023	Draft prepared by CHM
November 2023	Updated per PDQ by BC
June 2024	Added Position Assessments by BC

EEOC
The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.