



Police Officer

Civil Service: Yes

Classification: Non-Exempt

Department: Police

Department # 110

Reports To: Police Sergeant

Last Updated: June 2023

I. Summary of Position

A police officer is a civil service, non-exempt position. Under supervision of a Sergeant or higher authority, Police Officers are responsible for the protection of life and property, prevention of crime, and the enforcement of laws and ordinances. Police Officers may work in a variety of assignments within the Department.

A police officer is responsible for providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. Employees work within the framework of existing department. Standard Operating Guidelines, Departmental Rules and Regulations, SIRG Standard Operating Guidelines and the city policies. Supervision is received from a superior officer who reviews work through reports and observation of results obtained.

II. Duties and Responsibilities

A. Core Duties and Responsibilities - The following duties are the primary in this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Prevents and discovers the commission of crimes
- Maintain 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.
- Makes presence known in a manner that contributes toward the deterrence of law violations
- Conduct physical apprehensions and arrests of possibly resistive and/or fleeing, dangerous suspects,
- Operate emergency vehicles under stressful conditions
- Conducts preliminary investigations
- May conduct follow-up investigations
- Apprehends criminals and offenders
- Executes warrants and issues warnings and citations
- Render aid to accident victims and other persons requiring first aid for physical injuries
- Testifies in court
- Engages in and participates in community policing activities

B. Additional Duties and Responsibilities - The following tasks are necessary for operations of the utility, but may be shared with or performed by other staff members. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Books, fingerprints, and photographs prisoners; oversees well-being of individuals in custody; follows and maintains detention facility rules and procedures

- May act in specialty assignments including Investigator, GTSB, SOG, Traffic Investigator, Training Instructor, School Resource Officer, DART team member, Safe Neighborhood Team, Field Training Officer, instructor certifications, and canine units if needed
- Monitors and directs vehicular and pedestrian traffic as required
- Maintain order in crowds and assist other law enforcement agencies when requested
- Conduct public relations programs and functions in the community such as internet crimes information, K-9 demonstrations, bicycle safety programs, and alcohol and drug prevention.
- Other duties which may be assigned

III. Qualifications - The ability to perform the Core Duties and Additional Duties listed above and:

A. Education/Training/Certifications

- 18 years of age or older
- High School diploma or equivalent
- Possess and maintain valid Iowa driver's license
- Successfully pass all Civil Service examinations/processes and be placed on the eligibility list

B. 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

C. Skills

- **Public Safety and Security**
 - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions

- Knowledge of police practices, tactics, techniques and methods
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- **Customer and Personal Service**
 - Ability to react quickly and calmly in emergency situations
 - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
 - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders
- **Writing and Mathematical**
 - Ability to understand and follow oral and written instructions
 - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
 - Knowledge of arithmetic, algebra, statistics, and their applications

D. Competencies

- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Critical Thinking* – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *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.
- *Judgment* - Includes appropriate people in decision-making process.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Oral Communication* - Listens and gets clarification; Responds well to questions; Participates in meetings.
- *Written Communication* - Writes clearly and informatively; Able to read and interpret written information.
- *Deductive Reasoning* - Ability to apply general rules to specific problems to produce answers that make sense
- *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; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- *Safety and Security* - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- *Ethics* - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- *Motivation* - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- *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.
- *Dependability* - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- *Initiative* - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

C. Physical Abilities

- Frequently required to sit and talk or hear
- Required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- Occasionally use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles, pursue and/or subdue suspects on foot for a sustained period wearing duty equipment, push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs, drag, push, pull, lift, or carry heavy objects or persons, with heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents, run up or down stairways, or respond to other incidents
- The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 - 100 pounds, infrequently over 100 pounds (may be as part of a team lift)
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Specific hearing standards considered as normal as stated in Iowa Code 501.2 or a medical specialist evaluation

IV. Typical 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 essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives. Occasional exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees.

Occasional exposure to unknown health conditions from contacts with individuals or animals with contagious or communicable diseases. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called back to duty on short notice. The officer's working conditions are typically moderately quiet. At an emergency or training scene, the officers working conditions may be moderately loud.

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.

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

Candidate Signature

Date