

City of Windsor Heights POLICE OFFICER

Department: Public Safety – Police Department
Reports To: Director of Public Safety
FLSA Status: Non-Exempt, Shift Work
Written By: Derek Meyer
Approved By: Elizabeth Hansen
Council Review and Approval on February 20, 2017

Summary Description:

A Peace Officer is under the direction of the Public Safety Director and all supervisory staff of the police department. Officers provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. A Peace Officer participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Appointment/Selection:

Selection is facilitated by the Public Safety Director. The City Administrator shall approve final appointment based on merit and qualifications as recommended by the Public Safety Director.

Knowledge/Skills/Abilities:

- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with peers, commanders, other city staff members, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to maintain confidentiality.
- Ability to follow verbal and written instructions.
- Ability to meet the department's physical standards.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, demonstrate exceptional interpersonal / customer service skills, maintain and promote harmony in the workplace.
- Must possess ability to work independently, be flexible, and concentrate for long periods of time.
- Ensure the City's mission, goals, and objectives are fully supported and model the police department's core values.

Essential Job Functions (the following is a list of typical duties):

- A Peace Officer performs a variety of routine and complex public safety work in the performance of police patrol, investigations, traffic regulation, and related law enforcement activities.
- Peace Officers work a uniformed shift in the performance of proactive patrols, traffic control, investigations, first aid at crashes and other medical scenes.
- Peace Officers carry out duties in conformance with Federal, State, County, and City laws and ordinances; patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Peace Officers respond to emergency radio calls taking appropriate law enforcement action; interrogate suspects, interview witnesses, and preserve evidence; arrest violators; process prisoners; investigate and render assistance at scenes; summon ambulances and other law enforcement vehicles; take measurements and draw diagrams of scenes.
- Peace Officers conduct follow-up investigations of crimes committed; seek out and question victims, witnesses and suspects; develop leads and tips; search scenes of crimes for evidence; analyze and evaluate evidence and arrest offenders; prepare cases for giving testimony and testify in court proceedings.
- Peace Officers prepare a variety of reports and records; reports of supplemental investigation, field interrogation reports, TraCs reports, department forms, vehicle impoundment release form, maintenance requests, and other documentation as required.
- Peace Officers are required to perform shift work including days, afternoons, nights as well as weekends and holidays, and serves in an on-call capacity when designated.
- Regular and prompt attendance at work is an essential function of this position.

Peripheral Duties:

- Peace Officers assist the community with such matters as locked or stalled vehicles, community outreach, educational programming, crime prevention efforts, drug resistance, traffic safety, and exchange information with officers in other law enforcement agencies.
- Peace Officers establish and maintain effective working relationships with other employees, officials, and all members of the general public; maintain liaison relationships with community groups; may serve on various employee committees as required and assigned.
- Peace Officers may be given special assignments to investigative positions for extended periods of time; all officers maintain availability for other duties as assigned.

Experience and Training:

- 21 years of age
- Must have the ability to read and write the English language
- Have never been convicted of an indictable offense [or crime of moral turpitude], deferred judgments must have a minimum of ten years elapsed from case resolution; simple misdemeanor convictions other than traffic offenses must have a minimum of five years elapsed from case resolution
- Is not addicted to drugs or alcohol
- Has 20/100 eyesight which is correctable to 20/20 and color and field of vision are normal; normal hearing in each ear
- Must be of good moral character
- Must not object to the use of force in the line of duty
- Must possess a high school diploma or G.E.D.
- A minimum of 30 undergraduate credit hours from an accredited post-secondary education institution is preferred
- Must hold a valid State of Iowa drivers license or commercial license upon hire
- Establish residency in the State of Iowa upon hire, must live within 30 miles radius of the City
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Possess the ability to operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Ability to use contemporary technology; computers including word processing, spreadsheet and database software, social media applications; telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands of the duties described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to frequently operate motor vehicles to assist in carrying out the business of the department and the City.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear.
- The employee is frequently required to stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, twist, bend, kneel, crouch or crawl, and taste or smell.
- Moderate lifting, pushing or pulling of objects weighing between 30-50 pounds and occasionally required to lift, push 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 the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions where there will be regular exposure to sunlight, night time, extreme dark, below freezing temperatures, rain, snow, wind, high heat temperatures and all other weather conditions associated with the state of Iowa.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, treasurer, public works, police, fire / EMS, city inspector, city council, mayor, and temporary / part-time staff. It is of the utmost importance that any personnel information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

_____	_____	_____	_____
Employee's Signature	Date	Police Chief	Date
		_____	_____
		City Administrator	Date

The City of Windsor Heights is an Equal Opportunity Employer.