



# CITY OF HIAWATHA, IOWA

## Police Officer

**DATE:** Adopted 07/09; Revised 04/2017

---

**CLASSIFICATION:**

Non-Exempt

**SALARY GROUP/GRADE:**

Union Scale

**DEPARTMENT:**

Police

**JOB DESCRIPTION:**

---

**Summary/Objective**

The Police Officer protects life and property, prevents crime, apprehends criminals, and enforces laws and ordinances in a designated area on an assigned shift; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

---

The Police Officer reports directly to their first line supervisor.

**ESSENTIAL FUNCTIONS:**

---

1. Patrol the city on an assigned shift in a city police vehicle.
2. Arrest violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
3. Answer calls from citizens, conduct investigations gather evidence, locate and question suspects and witnesses, and submit proper reports.
4. Enforce vehicle and traffic laws; establish traffic control and protection.
5. Mediate and/or counsel persons in situations where these persons are in dispute or disagreement.
6. Serve as the animal control officer for stray or abandoned animals.
7. Apprehend criminals and offenders.
8. Appear in court to present evidence and testimony.
9. Prevent and discover the commission of crimes.
10. Establish and maintain a cooperative relationship with the community.
11. Prepare and submit clear and concise daily logs and written reports.

12. Participate in meetings, conferences and training programs as assigned.
13. Encourage and promote compliance with safety rules and the use of safety equipment.
14. Assist other City departments as directed.
15. Conduct police programs in schools and in other community areas.
16. Assist in planning for and working at special events requiring police assistance.
17. Read incident reports, emails, and other assigned material.
18. Notify the Police Sergeant, or in the Sergeant's absence, the Police Captain or Chief of Police, of incidents of concern.
19. Perform other duties of a similar nature or level.

**QUALIFICATIONS (KNOWLEDGE REQUIREMENTS UPON COMPLETION OF TRAINING):**

- Principles, practices, liabilities and methods of local police administration, organization and operation.
- Federal, State, and City laws; Criminal and civil codes; Judicial processes and procedures.
- Medical care and equipment determined by Police Department standard operating procedures.
- Police procedures and services.
- Iowa Law Enforcement Academy training and certification requirements.

**SKILLS AND ABILITIES (POSITION REQUIREMENTS UPON COMPLETION OF TRAINING):**

Proficient skills in:

- Solving problems.
- Using weapons.
- Applying defense tactics.
- Operating automobiles.
- Conducting investigations and interrogations.
- Working with informants.
- Gathering, preserving, handling and documenting evidence and crime scene photographs.
- Operating AED, radar, and other devices.

- 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 receive work direction.

**TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

An equivalent combination of education and experience sufficient to successfully perform the essential duties as listed above.

**LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

- Iowa Law Enforcement Certification within 1 year; or begin academy within 1 year of hire.
- Possess and maintain a Peace Officer Permit to carry a weapon as issued by the State of Iowa.
- Cardio Pulmonary Resuscitation Certification.
- Pass all testing requirements; written, physical, MMPI physical and background investigations.
- Valid Iowa Driver's License.

**ESSENTIAL PHYSICAL ABILITIES:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

The Police Officer may be subjected to personal injury, physical violence, fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel. May be exposed to extreme temperatures, long hours, and weekend and holiday duties.

Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**SUPERVISORY RESPONSIBILITY:**

This position is responsible for directly supervise any Reserve Police Officer while they are working.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time position. Days and hours of work are varied and dependent on the needs of the department. Some holidays will be worked.

**OTHER DUTIES:**

---

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

---

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_