

City of Winterset –Job Description

Identification

Position Title: Police Officer

Department: Police Department

Supervisor: Police Chief, Captain and/or Sergeant

Job Summary

Under general supervision performs work of moderate difficulty in the enforcement of the law, maintenance of order, protection of life and property and prevention of crime: and performs related work as required.

Essential Job Duties and Responsibilities

Patrols all assigned areas for the prevention of crime and enforcement of laws and ordinances.

Investigates any suspicious conditions, activities and persons; responds to requests for police services and takes appropriate action.

Arrests violators of laws and ordinances; has violators booked and charged; escort prisoners to jail and court when needed; performs as undercover agent and maintains stakeouts and surveillance.

Watches for and makes investigations on wanted/missing persons and stolen property; impounds stolen property.

Conducts various preliminary or follow-up investigations; obtains and preserves evidence; interrogates witnesses and obtains statements; obtains and records measurements and draws sketches.

Prepares written/typed investigative reports and documentation.

Directs traffic at times of emergency or congestion; stops and issues citations to drivers operating vehicles in violation of the law.

Serves subpoenas and warrants.

Must be able to render creditable court testimony.

Testifies in court and follows through with investigation of court depositions.

Operates radio/computer equipment at the police office or in patrol vehicles.

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Answers public inquiries about information or directions; prepares and presents speeches to schools and other agencies on safety, juvenile problems and procedures.

Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.

Performs other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel: climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee exposed to possible dangerous situations on a daily basis. Ability to work in seasonal temperatures and may be exposed to potentially hazardous chemicals, diseases and blood borne pathogens; outside weather conditions; extreme cold, extreme heat; risk of electrical shock; explosives and vibrations.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

High School degree or equivalent required. Must meet all of the general requirements for law enforcement officers under Iowa Administrative Code 501-2.1 (80B). Upon appointment to the position, must be able to successfully complete the Iowa Law Enforcement Academy Officer certification course. Must be eligible to carry a firearm under all state and federal laws. Must have a valid Iowa driver's license. Must live within 45 minutes' drive time of the city limits of Winterset within 1 year of appointment. Must pass a criminal background check.

Preferred Education, Experience and Certification

Associate's or bachelor's degree in criminal justice or related field from an accredited educational institution.

Knowledge, Skills and Abilities

Good knowledge of law enforcement procedures, practices and equipment; applicable city, state and federal laws; the purpose of law enforcement and criminal justice system. Working skill in obtaining valid information by interview and interrogation; observing facts and situations analytically and objectively and recording them clearly and completely; expressing oneself clearly and concisely orally or in writing; reacting quickly and calmly in an emergency; handling situations firmly, courteously, tactfully and impartially; understanding and following oral and written instructions; using firearms and operating motor vehicles; using good judgment in

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evaluating situations and making decisions; gathering, assembling, analyzing and evaluating facts and evidence and drawing sound conclusions.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.