

## **Objective of Position**

To preserve peace and public safety and to protect life and property through the enforcement of local, state, and federal laws, and by providing support and assistance during emergency or crisis situations in a manner which will command public respect and confidence at all times.

Waukon Police Officers shall effectively perform the following essential duties and responsibilities.

## **Functional areas**

1. Patrol designated area to ensure preservation of peace and public safety.
2. Inspect persons, places, and property exposed to crime.
3. Identify, report, and/or correct hazards to public safety.
4. Provide services for public convenience.
5. Monitor and enforce compliance with laws.
6. Direct traffic.
7. Administer specialized tests to determine illegal drug or alcohol consumption.
8. Establish and maintain professional relationships with the general public.
9. Maintain a positive, visible law enforcement presence in the community.
10. Identify, apprehend, and assist in the prosecution of suspected violators of the law.
11. Respond to and document reports of crime.
12. Legally stop, detain, identify, and search persons suspected of criminal activity.
13. Plan, conduct, coordinate, and document investigations of possible criminal activity.
14. Interview, question, and/or interrogate victims/complainants, witnesses, informants, and suspects of possible criminal activity.
15. Transcribe notes and recordings into formal written reports which are timely, accurate and complete.
16. Collect and preserve evidence.
17. Coordinate case preparation with assigned prosecutors, law enforcement, and other personnel.
18. Execute search and/or arrest warrants, using only the appropriate level of physical force.
19. Testify in court.
20. Refer victims/complainants to appropriate service agencies.
21. Gather intelligence and other information relating to possible criminal activity.
22. Conduct surveillance operations.
23. Respond to emergency, non-emergency, and crisis situations.
24. Establish control during unusual incidents or civil disorders.

25. Assist in calming neighborhood and family disputes, and appropriate referrals
26. Administer first aid to the sick and injured consistent with current level of training.
27. Perform other related duties as required or assigned.
28. Instruct entry-level personnel as assigned.
29. Acquire and maintain specialized knowledge or skill areas.
30. Instruct others during training sessions, classes, and group meetings.
31. Analyze, organize, & present intelligence & other information relating to suspected criminal activity.
32. Reconstruct incidents using mathematical, computer, and other techniques.
33. Perform background investigations (liquor licenses, employment applicants, etc.) as requested.

### **Minimum Qualifications**

1. Education and experience (standards are determined by the Iowa Law Enforcement Academy.)
  - a. Applicants must meet one of the following requirements:
    - i. Possess a valid license for Peace Officer in the State of Iowa; or
    - ii. Have the status of “eligible to be licensed” as defined by State of Iowa, or have completed basic requirements in another state and be considered eligible by the State of Iowa or
    - iv. Be considered an exception to all of the above options and eligible by the State of Iowa
2. Possess a valid Iowa Class “C” Driver’s License or equivalent.

### **Skills**

1. Skill in accurately observing, perceiving, and recalling persons, places, objects, and incidents.
2. Skill in clearly, concisely, and accurately describing observations in oral or written form.
3. Skill in operating a motor vehicle in a safe, defensive manner, occasionally at high speeds under emergency conditions.
4. Skill in recognizing potential hazards.
5. Skill in questioning, interviewing, and interrogating suspects, witnesses, and informants.
6. Skill in securing and searching crime scenes for the purpose of obtaining evidence.
7. Skill in applying first aid or medical attention to injured persons.
8. Skill in analyzing situations to determine appropriate action.
9. Skill in communicating to exchange or convey information, or give instructions.
10. Skill in executing defensive techniques in perilous situations
11. Skill in the use of firearms and other protective tools and devices.

## **Ability**

1. Ability to maintain and use patrol equipment.
2. Ability to remain alert while seated on patrol for long periods of time.
3. Ability to write legibly.
4. Ability to sketch a diagram and photograph crime scenes and traffic accidents.
5. Ability to take accurate measurements.
6. Ability to use both digital and analog mobile communication equipment.
7. Ability to maintain a professional and businesslike demeanor, even during stressful and adverse situations.
8. Ability to act decisively and forcefully at appropriate times.
9. Ability to understand, implement, and give oral instructions.
10. Ability to pursue and arrest a suspect over varied and demanding terrain.
11. Ability to affect a physically forceful arrest.
12. Ability to exert control over other verbally and physically during crisis and emergency situations.
13. Ability to read and interpret a variety of legal and technical data.
14. Ability to make arithmetic calculations involving fractions, decimals, and percentages.
15. Ability to establish good working relationships with superiors, peers, and the general public.
16. Ability to be courageous and careful and to use good judgment in crisis and life-threatening situations
17. Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
18. Ability to maintain relevant certifications and licensure.
19. Ability to identify public safety issues and work collaboratively with stakeholders to solve problems.
20. Ability to work shifts and adjust schedule as necessary.
21. Ability to use deadly force against another person if warranted.

## **Physical Requirements**

1. Must meet the medical standards and possess the physical abilities to perform in all areas of the patrol officer job description.
2. Must be able/willing to wear the designated department uniform and equipment

## **Desirable Qualifications**

1. Four-year degree from an accredited college or post-secondary program.
2. Keyboarding and computer related skills