



# CITY OF WEST LIBERTY, IOWA

## Police Officer

**DATE:** Adopted 12/20

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**CLASSIFICATION:** Non-Exempt                      **DEPARTMENT:** Police

### **JOB DESCRIPTION:**

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Performs general duty law enforcement work with the shift or unit of the West Liberty Police Department involving a wide range of duties to protect life and property, answer calls for a variety of service, enforce laws and ordinances, preserve order within the community, prevent and detect criminal activity, and performs related duties as required. Promotes and maintains positive community relationships.

### **DISTINGUISHING CHARACTERISTICS:**

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he Police Officer reports directly to their first line supervisor.

### **ESSENTIAL FUNCTIONS:**

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- Performs all duties of a police officer, including uniformed patrol shifts, at the direction of the Police Chief, or supervisor: enforces state laws and city ordinances to ensure the community of West Liberty is a safe and enjoyable place for all citizens; arrests and/or charges the individual believed to be responsible for the crime committed; prepares various reports including incident and arrest reports.
- Drives emergency vehicles under stressful conditions.
- Responds to calls for a variety of services from individuals, conducts investigations, gathers evidence, locates and questions suspects and witnesses, and submits proper reports.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Prevents and discovers the commission of crimes.
- Serves as the animal control officer for stray or abandoned animals.
- Conducts physical apprehension and arrests of violators or suspects, some possibly resistive and/or fleeing, by using the appropriate level of force. Processes arrested persons by writing reports, submitting the appropriate court documents, and transport to jail, if required.
- Maintains 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 the course of action that may include the use of deadly force.
- Obtains arrest and/or search warrants from judicial authority by reviewing facts and evidence as basis for obtaining warrant resulting from the investigation of a criminal incident; make arrests of persons observed or suspected of committing crimes, based on probable cause; advise persons under arrest and explain their rights according to the law to ensure complete understanding of these rights.
- Investigates traffic accidents and determine cause; request the necessary emergency equipment required at the scene; take precautions at an accident scene by creating detours or working

traffic control to reduce the possibility of additional accidents; review and investigate all hit and run vehicular accidents to include computer inquiries, interviews, interrogations, field sobriety testing, and documentation.

- Directs vehicular and pedestrian traffic; investigate road damage, removing hazards from the roadways; conduct traffic stops to check operator's license, issue citations, explain legal procedures, check vehicle license plates, registrations and other required documents
- Reviews all reports, evidence, and notes related to an investigation to allow for knowledgeable testimony; demonstrate effective oral communication skills to testify in a courtroom setting or other legal proceeding to ensure complete and correct information is relayed to all participants.
- Performs emergency rescue functions at accidents, emergencies, and disasters to include directing traffic for long periods of time, administering law enforcement-related first responder level medical service; lifting, dragging, and carrying people away from dangerous situations; and securing buildings and evacuating occupants.
- Responds to fire or medical calls for service to provide the appropriate assistance.
- Establishes and maintains a cooperative relationship with the community.
- Prepares and submits clear and concise daily logs and written reports.
- Participates in meetings, conferences and training programs as assigned.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Assists other City departments, other public safety agencies, or various organizations as required.
- Safeguards property, maintains, and demonstrates a proficiency in the use of all issued equipment. Inspects and uses department equipment in accordance with all applicable laws as well as department policies, procedures, and training.
- Provides victims of crime with information, referral, and other assistance as provided by law and department regulations; advise involved persons of their rights according to current law and the proper procedures to follow to prosecute a case.
- Presents relevant safety programs in schools and in other community areas.
- Assists in planning for and working at special events requiring police assistance.
- Speaks with and refer individuals in need to appropriate public and social services.
- Provides advise and general information to residents and visitors.
- Reads incident reports, emails, and other assigned material each shift worked.
- Notifies the Police Sergeant, or in the Sergeant's absence, the Police Corporal or Chief of Police, of incidents of concern.
- Performs other duties of a similar nature or level and related work as directed or assigned.

## **QUALIFICATIONS:**

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- Knowledge of principles, practices, liabilities and methods of local police administration, organization, and operation.
- Knowledge of Federal, State, and City laws; criminal and civil codes; judicial processes, and legal documents and court filing procedures.
- Knowledge of the geophagy of the community.
- Knowledge of City and Department Policies and Procedures.
- Knowledge of laws pertaining to arrest, interviewing, and search and seizure.
- Knowledge of the legal limitations of officer's authority and limits and requirements in the use of force.
- Knowledge of medical care and use of equipment as determined by Police Department policies and standard operating procedures.

## **SKILLS AND ABILITIES:**

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Proficient skills in:

- Ability to meet the physical demands of the position.
- Have interpersonal relationships that encourage openness, candor and trust, both internally and outside of the City; establishing and maintaining an effective working relationship with coworkers, supervisors, City Council, Mayor, the press, and the general public.
- Have exceptional written communication skills to produce reports and documents in the English language with clearly organized thoughts using proper sentence structure, format, punctuation and grammar.
- Ability to communicate effectively in a wide variety of situations with diverse individuals and groups.
- Skills to operate police vehicles both day and night in emergency situations involving speeds above the posted speed limits, in traffic, and in unsafe weather conditions.
- Ability to be innovative and creative in decision-making and problem resolution situations while using sound judgement.
- Ability to work and remain calm with difficult people and situations.
- Maintains discretion and confidentiality in the performance of duties.
- Ability to inventory supplies and equipment.
- Skills in operating multi-frequency radios and other law enforcement equipment.
- Skills using weapons and applying defense tactics.
- Skills in administering first aid and cardiopulmonary resuscitation.
- Ability to obtain relevant Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) certifications.
- Ability to use sufficient physical force in certain situations to fulfil duties.
- Ability to all equipment including an AED, radar, and other devices such as computers and related software applications.
- Ability to work and remain calm with difficult people and situations.
- Ability conducting investigations, interviews, and working with informants.
- Ability to gather, preserve, handle and document evidence and crime scene photographs.
- Ability to represent the City of West Liberty in a professional and positive manner.

## **TRAINING AND EXPERIENCE:**

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General Requirements:

U.S. Citizenship and a resident of Iowa or intend to become a resident upon being hired. Must be 21 years of age or older at the time of hire. Must possess, or obtain by the time of hire, a valid Iowa Driver License, and maintain such license from the date of hire and comply with the City's and Department's Operation of City Vehicles Policies.

Education:

Graduation from High School or equivalent G.E.D.

Special Requirements:

Must pass annual firearms qualifications as mandated by the State of Iowa. Must execute a four-year employment agreement with the City if uncertified.

Preferred Education/Training: Associate's or Bachelor's Degree majoring in law enforcement, criminal justice, public administration, political science or related field.

### **LICENSING REQUIREMENTS:**

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- Iowa Law Enforcement Certification as a Peace Officer or begin ILEA within one year of hire.
- Possess and maintain an Iowa Peace Officer Permit to Carry Weapons.
- Cardio Pulmonary Resuscitation Certification.
- Valid Iowa Driver's License.

### **ESSENTIAL PHYSICAL ABILITIES:**

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- Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, 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. Duties may be hazardous and life threatening. May be exposed to extreme temperatures, long hours, and weekend and holiday duties.
- While performing the duties of this job, the officer is frequently required to sit and talk or hear. The officer is 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. The officer may be required to perform these duties for long periods of time.
- The officer must occasionally lift and/or move more than 100 pounds and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
- Ability to pursue and/or subdue suspects on foot for a sustained period while bearing duty equipment.
- Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.
- Ability to 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.
- Ability to run up or down stairways or respond to other incidents.

### **SUPERVISORY RESPONSIBILITY:**

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This position has no supervisory responsibilities.

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

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

### **DISCLAIMER:**

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The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

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

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