

CITY OF PELLA, IOWA CLASS SPECIFICATION

CLASS TITLE: Police Officer

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Police	ACCOUNTABLE TO: Chief of Police	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for protecting lives and property against violence, disorder, or oppression and providing educational programs to the public. Duties might include: presenting informational programs to businesses; meeting with school officials; enforcing traffic laws; performing City-wide patrol activities; conducting investigations of suspected criminal activity; conducting interviews and interrogations; obtaining search warrants; preparing case reports; recruiting, supervising and compensating informants; serving on the drug task force; providing animal control services; performing funeral escorts; assisting with medical emergencies; participating in on-going training; assisting the public with locked cars or homes; arresting subjects for violations of criminal codes and court orders; recording and securing evidence in the evidence room; and, transporting inmates.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Police Officer is the first level of a three-level police officer series. The Police Officer is distinguished from the Assistant Police Chief which is responsible for assisting the Chief of Police in performing administrative activities. Incumbents may be rotated through special assignments or programs such as the Drug Task Force.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Performs patrol activities to include: answering calls for service, investigating accidents, assisting the fire department, enforcing traffic laws, providing animal control services and patrolling school grounds.	Daily 20%	A1/B2
2.	Conducts investigations of suspected criminal activity, conducts interviews and interrogations, files charges, and makes arrests. Recruits, supervises and compensates informants.	Daily 15%	B2
3.	Prepares case reports and other paperwork as it relates to arrests, investigations, and traffic violations.	Daily 10%	B2

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4.	Implements a variety of crime and drug prevention programs to include: preparing materials and presenting information on drug programs, robbery, and crime prevention programs; and meeting with school officials and serving as a liaison officer in order to deal with truancy problems, drug and alcohol abuse problems, sexual abuse issues, drop outs and violence programs.	Weekly 15%	B2
5.	Records and secures evidence in the evidence room to include: logging it, determining if evidence needs to be sent to the lab and filling out required paperwork.	Weekly 15%	A1
6.	Assists the public with locked cars or homes.	Weekly 5%	A1
7.	Obtains and executes search warrants to include: making assignments to entry team, developing raid plans, acting as a team leader, overseeing search teams, and directing evidence procurement and photographers.	Weekly 5%	B2
8.	Assists with medical emergencies, evaluates patient, provides First Responder services and calls ambulance personnel.	Monthly 10%	A1
9.	Transports inmates to court and jail.	Quarterly 5%	A1
10.	Serves as a member of the drug task force.	Varies 15%	B2
11.	Performs funeral escorts by controlling traffic and developing safe routes.	Varies 5%	A1

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12.	Provides breaks for dispatchers by answering calls, dispatching appropriate personnel and providing assistance by answering questions.	Varies 5%	A1/B2
13.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Federal, State, and City laws;
- Criminal and civil codes;
- Motor vehicle laws and regulations;
- Judicial processes and procedures;
- Laws pertaining to juveniles;
- Chemical abuse issues;
- Defense tactics;
- Proper and safe use of firearms and other weapons.

Skills (position requirements at entry):

Skill in:

- 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 intoxilyzer, AED, radar, and other devices;
- Performing raids;
- 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):

High School Diploma or General Equivalency Diploma (G.E.D.) and Certification as a Police Officer; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the just such as those listed above.

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Licensing Requirements (position requirements at entry):

- Valid Iowa Driver's License;
- Residency within the Pella School District

Incumbents are required to obtain:

- Cardio Pulmonary Resuscitation Certification;
- First Responder Certification;
- State Firearms permit;

Incumbents may also be required to obtain:

- Intoxilyzer Certification;
- Implied Consent Certification;
- Automatic Defibrillator Certification.

Physical Requirements:

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

Incumbents may be subjected to personal injury, physical violence, fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Very Heavy Work: 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.

Classification History:

Prepared by Fox Lawson & Associates

Adopted: 2/15/00