

# CITY OF FARLEY

## POLICE OFFICER

### POSITION DESCRIPTION

<b>Job Title:</b>	Police Officer	<b>Status:</b>	Regular Full-time Employee
<b>Department:</b>	Police	<b>Reports To:</b>	Police Chief
<b>FLSA Status:</b>	Non-Exempt - Hourly	<b>Supervisory Responsibilities:</b>	N/A

**Job Summary:** Under the general direction and supervision of the Police Chief and City Administrator. Patrol assigned areas to enforce local ordinances, state and federal laws; participate in law enforcement and crime prevention activities; provide emergency support service, community relations, confidential work associated with law enforcement, and the protection of life and property; perform specialized and technical law enforcement duties.

#### Job Responsibilities

##### Patrol Duties

- Patrol assigned areas of the City on foot or in patrol car.
- Monitor public safety and identify violations of the law.
- Remain observant for problems relating to public property; note damage to public property and report problems to appropriate party.
- Issue citations or arrest violators of the law in compliance with local, state, and federal ordinances, codes, regulations, laws, and standard operating procedures.

##### Emergency Support Duties

- Respond to emergency calls to provide law enforcement or public safety services.
- Provide backup services to other law enforcement officers as needed; cooperate with other departments of law enforcement agencies.
- Travel to accident scenes and remove safety hazards; report injuries; assist with emergency medical, firefighting, and rescue operations; control traffic at accident site.
- Investigate accidents and crime scenes by interviewing victims and witnesses; gather evidence; inspect/photograph crime/accident scene; complete and file required reports.
- Mediate disputes; counsel person in distress or emergencies; restrain violent persons.
- Assist public by entering locked homes and assisting stranded motorists.

##### Community Relations Duties

- Conduct security checks at residences and businesses.
- Perform public relation services by giving presentations to schools and community groups as directed.

##### Other Duties

- Serve as animal control officer; pick up stray and abandoned animals and transport them to shelter.
- Prepare timely and accurate reports and daily logs summarizing action taken and investigate findings; read logs and reports prepared by previous shift.
- Appear at hearings to give testimony and evidence.

- Inspect firearms, other weapons, vehicle, and equipment to ensure they are clean and operational.
- Attend training seminars and classes as required.
- Wear protective vests at all times while on duty.
- This position requires regular attendance at the worksite during the hours specified by City Council and City Administrator to accommodate needs.
- Other duties as required.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

## **Equipment Used**

Firearms, Taser, handcuffs, pepper spray, portable radios, body camera, patrol car (including lights, siren, radar in-vehicle radio, vehicle camera), computer, phone, multi-function printer, and AED.

## **Qualifications**

- Education: High School Graduate or equivalent required; all education and training shall be the standards set forth by the Iowa Law Enforcement Academy.
- Experience: Experience in law enforcement preferred.
- License/Certification/Endorsements: Must hold a driver's license valid in the State of Iowa; must be bondable; must hold and maintain all licenses, registrations, and certifications for this position as required by the City of Farley, Dubuque County, and the State of Iowa; must possess a Law Enforcement Certificate issued by the State of Iowa.
- Special Knowledge & Abilities: Able to recall names, faces, and details from specific incidents; able to interview persons to obtain information; able to write clear, concise, accurate, and grammatically correct reports; able to access technical sources of information, including state and federal laws and regulations; able to perform cardiopulmonary resuscitation (CPR) and basic first aid; knowledge of local, state, and federal criminal motor vehicle and related laws and regulations, codes, and ordinances; knowledge of arrest procedures and rights of prisoners under state and federal law; knowledge of city roads and landmarks; skill in responding to members of the public under emotional distress; thorough understanding of the limits on police discretion; knowledge of methods of collecting and preserving evidence; knowledge of regulations regarding blood borne pathogens, procedures for preventing the spread of the disease, and "right-to-know" law regarding hazardous chemicals.
- Physical Requirements: Able to safely push, pull, lift, or carry heavy objects, including people or motor vehicles; able to safely climb, balance, walk, or stand for extended periods of time; able to stoop, kneel, crouch, crawl, reach, run, push, pull, lift, finger, grasp, and perform other job-related demands; clarity of vision of 20" or less, and 20' or more, as well as proficient hand/eye coordination.
- Mental Requirements: Able to use logical thinking to solve problems and reach conclusions to investigations; able to remain calm and make decisions under stressful, dangerous, or emergency situations; able to understand and properly follow directions from supervisors.
- Work Environment: Work outdoors, in an office setting, and within an automobile. Work involves exposure to dangerous, emergency, or stressful situations; potentially dangerous or hostile individuals; and extensive interaction with the public. Work will involve exposure to heat and cold; darkness and poor lighting; confined spaces; isolation, sitting at a desk, or driving in a car for extended periods of

time visual strain; noise; wetness or humidity; traffic hazards; working with firearms; significant work pace pressure; and irregular work hours.

### **Disclaimer**

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. The City of Farley retains the right to change the job duties included in this job description at any time. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

### **Acknowledgement**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Farley reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Farley. I understand that I may be required to work different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Farley has a similar right.

Employee: \_\_\_\_\_  
*Signature* *Printed Name* *Date*

Police Chief: \_\_\_\_\_  
*Signature* *Printed Name* *Date*

Mayor: \_\_\_\_\_  
*Signature* *Printed Name* *Date*