



## **Orange City Police Department Patrolman Job Description**

**General Statement of Duties:** Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

**Distinguishing Features of the Class:** This is general duty police work in the protection of life and property through the enforcement of laws and ordinances and related preventive and investigative work. Work involves the responsibilities for performing police assignments, which are received from officers of superior rank. Work normally consists of patrol, enforcement of traffic regulations and performance of investigative duties in a designated area on an assigned shift, which maybe performed, in car or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Incumbents in this class may receive special assignments which call upon specialized abilities and knowledge usually acquired through training courses or experience on the force. Assignments and general instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

**Examples of Work (illustrative only):**

- Patrols the City on foot or in a radio cruiser car to preserve law and peace, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.
- Answers calls and complaints involving drunkenness, domestic disputes, fires, thefts, accidents, and other misdemeanors and felonies, and provides a variety of other miscellaneous services.
- Directs traffic and give routine information to the public.
- Answers police telephone, receiving complaints, inquiries and requests for police assistance.
- Keeps a lookout for and apprehends drank drivers.
- Checks buildings for evidence and break-ins and vandalism.
- Secures information as to nature and location of any reported offenses or accidents.
- Investigates complaints and apprehends juveniles suspected of committing crimes or misdemeanors,
- Investigates reports of child neglect and of persons reported to be contributing to the delinquency of minors.
- Conducts accident investigations providing first aid for the injured and taking safeguards to prevent further accidents,
- Interview principals and witnesses at accident scenes, taking written statements, examining vehicles and roadways, observing traffic control devices and obstructions to view.
- Takes necessary street measurements and prepares collision diagram.
- Clears accident scene of obstructions and wreckage and maintains traffic flow.
- Books and searches prisoners.

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- Appears in court to present evidence and testify against accused of crimes.
- Investigates reports of missing persons and cars.
- Serves as Police Community Relations Officer.
- May be assigned duty as a detective, juvenile officer, or to serve in plain clothes; investigates crimes; searches for and preserves evidence; questions suspects and witnesses; attends public functions attended by juveniles such as athletic events and dances; maintains surveillance over persons and places suspected of illegal operations; searches record files in identifying suspects.
- Participates in formal and informal training activities.
- Serves civil notices and papers as assigned.
- Responsible for the transportation of individuals in the care and custody of the Department,
- Provides security for large gatherings as assigned by supervision.
- Coordinates with other law enforcement agencies in carrying out duties and responsibilities.
- Prepares paperwork in an accurate and complete manner and relative to investigations, evidence, and preparation of testimony for court.
- Handles special projects, and carried out all other duties as assigned by supervision.

Required Knowledge, Skills, and Abilities: Good social skills and general intelligence; ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others; ability to analyze situations quickly and objectively and to determine proper course of action; ability to learn modern police procedures and techniques, basic first aid, principles of investigation and interrogation and applicable laws and ordinances; ability to understand and carry out oral and written instructions; ability to express oneself clearly and concisely, orally and in writing; ability to develop skill in the use and care of firearms; ability to secure an Iowa State driver's license at time of appointment; good powers of observation and memory; excellent moral character; physical strength and agility; excellent physical condition.

Acceptable Experience and Training: Minimum of a two year college degree in police science or certification by Iowa Law Enforcement Academy is preferred but not required for initial employment; must be able to pass a physical examination and psychological examination including a drug test.

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