

CITY OF ORANGE CITY

JOB DESCRIPTION

JOB TITLE: Police Officer

REPORTS TO: Chief of Police

PRIMARY PURPOSE:

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

MAIN RESPONSIBILITIES:

1. 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.
2. Answers calls and complaints involving drunkenness, domestic disputes, fires, thefts, accidents, illegal drug possession, and other misdemeanors and felonies, and provides variety of other miscellaneous services.
3. Directs traffic and gives routine information to the public.
4. Develops positive relationships with members of the community.
5. Answers police telephone, receiving complaints, inquiries, and requests for police assistance.
6. Keeps a lookout for and apprehends drunk drivers.
7. Checks buildings for evidence of break-ins and vandalism.
8. Secures information as to nature and location of any reported offenses or accidents.
9. Investigates complaints and apprehends juveniles suspected of committing crimes or misdemeanors,
10. Investigates reports of child neglect and of persons reported to be contributing to the delinquency of minors.
11. Conducts accident investigations providing first aid for the injured and taking safeguards to prevent further accidents,

12. Interview principals and witnesses at accident scenes, taking written statements, examining vehicles and roadways, observing traffic control devices and obstructions to view.
13. Takes necessary street measurements and prepares collision diagram.
14. Clears accident scene of obstructions and wreckage and maintains traffic flow.
15. Books and searches prisoners.
16. Appears in court to present evidence and testify against accused of crimes.
17. Investigates reports of missing persons and cars.
18. Participates in formal and informal training activities.
19. Serves civil notices and papers as assigned.
20. Responsible for the transportation of individuals in the care and custody of the Department,
21. Provides security for large gatherings as assigned by supervision.
22. Coordinates with other law enforcement agencies in carrying out duties and responsibilities.
23. Prepares paperwork in an accurate and complete manner and relative to investigations, evidence, and preparation of testimony for court.
24. Handles special projects and carried out all other duties as assigned by supervision.
25. May be assigned duty as a detective, juvenile officer, community relations officer, or to serve in plain clothes.

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.

Good powers of observation and memory.

Excellent moral character; physical strength and agility; excellent physical condition.

PHYSICAL AND COGNITIVE REQUIREMENTS:

Shall maintain knowledge of changes or needs pertaining to the codes of Orange City, the State of Iowa, and the department. A person shall maintain a physical stature as is needed to perform his/her duties.

EDUCATION, TRAINING, AND EXPERIENCE:

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.

CERTIFICATION & LICENSE:

Must maintain a valid Iowa Driver's License and remain insurable and provide proof of insurance.

EQUIPMENT DEVICES:

The employee must possess and maintain the ability to use and operate the following: Police vehicles, police radio (mobile, portable, covert), handgun and other weapons as required, handcuffs, pager, first aid equipment, personal computer, including word processing software, software unique to the Department, recorders, cameras, video recorders, all other equipment as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understood these principal accountabilities and minimum requirements for which I am responsible and have reviewed them with my supervisor.

Police Officer

Date _____

Police Chief

Date _____