

**City of Van Meter
Job Description**

TITLE: Police Officer

DEPT: Police Department

JOB SPECIFICATIONS:

Status: Part Time (up to 30 hours per month)

Department: Police Department

Reports to: Police Chief

FLSA: Non-Exempt

Pay Range: \$25.00/hour

JOB SUMMARY: Under the general direction of the Chief, performs law enforcement and crime prevention services for the safety and protection of life and property in the Van Meter community. Preserves peace, order, safety, and problem resolution and educates the Van Meter community. Also performs investigative work in preparation for arrests or criminal prosecution.

ESSENTIAL FUNCTIONS:

- Interprets and enforces municipal, state, and federal regulations, codes, laws, and ordinances in assigned areas of the City.
- Responds to immediate calls for services in answering complaints, including handling “walk-in” complaints.
- Conducts uniformed preventative patrols in a 24-hour, seven-day-a-week environment.
- Conducts preliminary investigations of crimes and completes appropriate reports, including, but not limited to: major crimes, traffic, theft, personal/familial and neighborhood disputes/assaults; intoxication; residential/commercial security alarms, etc.
- Prepares and completes supplementary reports related to complaints and investigations.
- Determines to arrest and process arrested subject(s), including, but not limited to: searching or seizing persons, vehicles, or property; collecting, preserving, and processing evidence; interviewing victims/witnesses/suspects; transporting offenders; testifying in court proceedings; etc.
- Identifies and corrects safety hazards around public roadways, including, but not limited to: crash analysis, accident investigations; assisting stalled motorists or disabled vehicles; directing and controlling traffic; providing information on

hazardous street conditions (e.g., visibility during blizzards, flooded roadways, etc.), impounding vehicles, checking vehicle registration, issues traffic citations, etc.

- Acts as a partner with citizens, neighborhood groups, school systems, etc. in the resolution and identification of problems or for education, etc., which may include, but is not limited to: referrals to other agencies; welfare checks; unlocking motor vehicles; education on law enforcement and crime prevention related topics, assisting with animal control related calls; Civil Code Enforcement, etc.
- Assists in emergencies, including, but not limited to, responding to Fire and EMS calls; watching and reporting on potentially severe weather conditions, etc.
- Inspects and maintains vehicles and all related law enforcement equipment
- Specialized police responsibilities or units may be assigned, including but not limited to Accident Investigation (AI); Field Training Officer; Firearms Instructor; Bike Patrol; Suburban Narcotics Unit and other assigned task forces; Suburban Emergency Response Team (SERT); etc.
- May provide direction and oversight to one or more Van Meter Police Reserve Officer(s).
- Establishes and maintains effective working relationships with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Performs other duties and responsibilities as assigned.

PERIODIC JOB FUNCTIONS/RESPONSIBILITIES:

- Assists in receiving, searching, booking, fingerprinting, photographing, and supervising prisoners
- Orders and maintains equipment and supplies.

Education and Experience Requirements

- High School Diploma or GED
 - Military Service Preferred
 - Twenty-one years of age on or before the date of written entrance examination.
- Citizen of the United States at the time of application. No felony convictions or convictions for crimes involving moral turpitude.
- Uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20.
 - Certification as an Iowa Police Officer within twelve months of employment
 - NCIC Certification within twelve months of employment
 - CPR/First Aid/AED certifications within twelve months of employment
 - Valid Iowa Drivers' License

- Ability to meet all physical standards for the job as specified by the Police Retirement System
- Ability to perform physical functions of the job while wearing personal protective equipment.
- Positions within the Van Meter Police Department require employees to reside within a 50-mile radius of the police department.

Skills and Knowledge

- Take action in solving problems while exhibiting judgment and a systematic approach to decision-making.
- Create and participate in a team environment.
- Display honesty, trustworthiness, dependability, and respectfulness at all times.
- Support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members, and the community.
- Understand and internalize the importance of seeking a resolution to problems and concerns by bringing them to the direct attention of the supervisor on time.
- Attend administrative, department, and team meetings as scheduled.
- Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in performing specific job duties.
- Continually seek and accept opportunities for personal and professional growth, including practicing the use of firearms.
- Contribute to overall City effectiveness by providing critical staff support to task forces and participating, as necessary, in assisting all other teams.
- Attentive to the City's and Department's standards for customer service, accuracy, quality, efficiency, and all City and Department policies and procedure, ensuring that all work performed meets those standards.
- Complies with and has excellent knowledge of all departmental Standard Operating Procedures (SOPs).
- Excellent knowledge of current municipal, state, and federal codes, laws, and ordinances, interpreting and enforcing the same.

Licenses

Valid Iowa driver's license required.

WORKING CONDITIONS:

- The position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- The position requires travel within and outside the City, which imposes common travel hazards.

- Will be exposed to emergencies, stressful situations, and significant workplace pressure.
- Standard work hours must be flexible, including days, evenings, overnights, and weekends may be greater than 40 hours per week and may be called to report to duty at any time.
- To successfully fulfill the essential functions of this position, an employee must maintain standard work hours within the Van Meter Public Safety building.