

**City of Mason City**  
**POSITION DESCRIPTION**

<b>Class Title:</b>	Police Officer	<b>Job Code Number:</b>	9002
<b>Department:</b>	Police Department	<b>Grade Number:</b>	NA
<b>Date:</b>	August 30, 2018	<b>Union:</b>	Yes
		<b>Civil Service:</b>	Yes
		<b>Exempt:</b>	No

**GENERAL PURPOSE**

Under general supervision, performs general duty law enforcement work with the shift or unit of the Mason City Police Department involving a wide range of duties to protect life and property, enforce laws and ordinances, and preserve order within the community.

**SUPERVISION RECEIVED**

Works under the general supervision of a supervisory sworn officer.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

With or without accommodations, must be able to:

Get along well with others,

Have regular and predictable attendance,

Exercise rational judgment and control of emotions when responding to emergencies.

Self-initiate work priorities and work independent of direct supervision,

Protect the general safety of the public,

Drive emergency vehicles under stressful conditions.

Conduct physical apprehensions and arrests of possibly resistive and/or fleeing, dangerous suspects,

Be loyal by affirmatively promoting the mission, goals, objectives and directives of the Department.

Maintain at all times the physical and mental ability to appraise and react to various situations, possibly involving substantial risk to the welfare of self and others, and decide a course of action that may include the use of deadly force.

Must be able to follow and understand safety rules and regulations.

**GENERAL DUTIES AND RESPONSIBILITIES**

1. Inspect the assigned patrol vehicle prior to beginning each shift to include: checking under all seats, front and back, and all compartments where the public or detained/transported persons may have had access.

## **Job Description: Police Officer (Page 2)**

2. Patrol assigned area to include all public and private businesses/residences, parking lots & surface streets, enforcing state and local laws and parking ordinances, issuing citations for violations when necessary, respond to specific complaints from citizens; testify in court regarding violations.
3. Respond to dispatched calls for service, perform preliminary investigations as assigned, recognize criminal activity, initiate actions to investigate suspicious persons or circumstances and provide assistance to persons in need; obtain information on persons or property involved in a crime from witnesses, victims or others with knowledge of the incident.
4. Safeguard properly, maintain, and demonstrate a proficiency in the use of all issued equipment. Uses department equipment in accordance with all applicable laws as well as department policies and training.
5. Direct vehicular and pedestrian traffic; investigate road damage, removing hazards from the roadways; conduct traffic stops to check operator's license, issue citations, explain legal procedures, check vehicle license plates, registrations and other required documents.
6. Investigate traffic accidents and determine cause; request the necessary emergency equipment required at the scene; take precautions at an accident scene by creating detours or working traffic control to reduce the possibility of additional accidents; review and investigate all hit and run vehicular accidents to include computer inquiries, interviews, interrogations, field sobriety testing, and documentation.
7. Secure and protect the scene of a crime in the immediate area surrounding the crime scene so that no evidence is disturbed; process the scene to include latent prints; process and store all physical evidence related to an incident according to chain of custody and department policy/procedures.
8. Position vehicles as roadblocks to effectively isolate the scene of hazardous situations.
9. Review all reports, evidence and notes related to an investigation to allow for knowledgeable testimony; demonstrate effective oral communication skills to testify in a courtroom setting or other legal proceeding to ensure complete and correct information is relayed to all participants
10. As a Field Training Officer (FTO), train and instruct probationary officers (PO) including providing orientation, instruction and training in radio traffic, procedures for arresting persons, use of force, report writing, application of laws and instruction in other areas of practical law enforcement. Monitors the performance of PO's, corrects performance deficiencies, provides feedback, and takes corrective action as needed.
11. As an Investigator, conduct criminal investigations; interrogate and obtain statements from victims, witnesses and suspects; obtain confessions from suspects; collect and process evidence; perform crime scene investigations; compile investigative findings and complete a wide variety of police reports.
12. As a School Resource Officer, work in conjunction with school teachers, counselors, and principals by coordinating and instructing and participating in the SRO program in the public schools.

### **Job Description: Police Officer (Page 3)**

13. As a School Resource Officer, work in conjunction with school teachers, counselors, and principals by coordinating and instructing and participating in the SRO program in the public schools.
14. In cooperation with the Mason City Fire Department, investigate all potential arson fires, interviewing witnesses, assisting in the preparation of the case for prosecution, and testifying in court.
15. Obtain arrest and/or search warrants from judicial authority by reviewing facts and evidence as basis for obtaining warrant resulting from the investigation of a criminal incident; make arrests of persons observed or suspected of committing crimes, based on probable cause; advise persons under arrest and explain their rights according to the law to ensure complete understanding of these rights.
16. Lawfully conduct stop and frisk searches on suspicious persons; search movable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and department procedures; search persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established department policy and search and seizure laws; plan methods and procedures for conducting a search of a person or premise using all available information on the size and location of the person or premise; remove weapons from persons unlawfully armed.
17. Provide victims of crime with information, referral, and other assistance as provided in state of Iowa law and department regulations; advise involved persons of their rights according to current law and the proper procedures to follow to prosecute a case.
18. Orally communicate with the public, dispatchers, fellow officers, and supervisors to a degree that complete understanding is accomplished.
19. Assist in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or man made disasters.
20. Speak with and refer citizens in need to appropriate public and social services; speak with and interacts with citizens on the beat to establish rapport and trust.
21. Maintain and organize field notes and other information to complete comprehensive department reports; make sufficient and accurate entries to the Records Management System after each call for service to maintain an accurate record of the officer's daily activity; complete out all required paperwork/reports in a timely manner.
22. Attend in-service and specialized training as required.
23. Perform highly specialized duties and tasks associated with specialized assignments such as Investigator, GTSB, SOG, Traffic Investigator, Training Instructor, School Resource Officer, DART team member, instructor certifications.
24. Performs related work as required.

## **Job Description: Police Officer (Page 4)**

### **MINIMUM QUALIFICATIONS**

#### General

- (A) U.S. Citizenship and a resident of Iowa or intend to become a resident upon being hired.
- (B) Must be 21 years of age or older at the time of hire.
- (C) Must possess, or be able to obtain by time of hire, a valid State driver's license, and maintain such license from date of hire. Must maintain compliance with City's Admin. Policy on Operation of City Vehicles (AP 5.03).
- (D) Not be addicted to drugs or alcohol in accordance with Chapter 400.17 of the Iowa Code.
- (E) Have not been convicted of a felony.
- (F) Must not have a disqualifying misdemeanor within the last seven years.
- (G) Must be able to speak, read and write the English language.
- (H) Must be of good moral character and of temperate and industrious habits.
- (I) Meet the vision and hearing requirements required by the Iowa Law Enforcement Academy (ILEA).
- (J) Successfully pass the written POST test and the ILEA required physical fitness test.
- (K) Not be opposed to use of force to fulfill duties.
- (L) Successfully complete all ILEA requirements.

#### Education and Experience:

- (A) Graduation from high school or GED from an accredited institution of higher learning.
- (B) If appointed to the position after 8/30/18 – Two year Associates degree from an accredited institution of higher learning or completed sixty-five (65) credit hours towards a college degree in a related field of study from an accredited institution or a minimum of four years' active duty service in the armed forces of the United States with an honorable discharge.

#### Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations.

## **Job Description: Police Officer (Page 5)**

- (D) Ability to perform work requiring good physical condition.
- (E) Ability to communicate effectively orally and in writing.
- (F) Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.
- (G) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (H) Ability to follow verbal and written instructions.
- (I) Ability to meet the special requirements listed below.
- (J) Ability to learn the City's geography.

### **SPECIAL REQUIREMENTS**

Ability to meet the physical demands of the position.

Must pass annual firearms qualifications as mandated by the State of Iowa.

This position is deemed critical and the employee must maintain residence within 10 miles of the corporate limits of Mason City, Iowa, within six (6) months of date of employment.

Must execute four (4) year employment agreement with Mason City Police Department.

### **TOOLS AND EQUIPMENT USED**

Police car, police radio and/or cell phone, computer & computer applications, speed detective systems, firearms, taser and other weapons as required, protective & safety equipment, handcuffs, breathalyzer, first aid equipment, and various other specialized/technical equipment.

### **REQUISITE JOB KNOWLEDGE**

1. Local, state and federal laws and current Mason City ordinances.
2. Judicial system, operation and procedures for criminal prosecution.
3. Laws pertaining to citizen disputes and domestic violence.
4. Laws pertaining to arrest, search and seizure.
5. Legal limitations of officer's authority and the limits and requirements in the use of force.
6. First aid procedures and equipment at the first respondent level.
7. Suspect/victim/witness interview and interrogation concepts, principles and practices.
8. Department policies and standard operating procedures.
9. Applicable city policies (i.e., safety, cell phone seatbelt, etc) as well as county policies (i.e., social host, emergency weather, federal incident command and NIMS, etc.)

## **Job Description: Police Officer (Page 6)**

10. Public relations techniques for handling calls for service or complaints to develop and maintain appropriate partnership with the community.
11. Crime scene processing procedures and the security and protection of a crime scene.
12. Basic crime prevention techniques.
13. Defensive tactics to protect self and others.
14. Proper arrest and suspect apprehension techniques.
15. Recognize crime patterns, potential problem areas, and prior offenders within patrol area.
16. Training, care and deployment of a canine unit.
17. Jail and communications operations.
18. Record-keeping, report preparation, filing methods and record management techniques.
19. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
20. Standard business arithmetic, including percentages and decimals.
21. Computer applications related to the work.

### **REQUISITE SKILLS**

1. Skill in the use and operation of all assigned equipment to include: police vehicle, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment within established guidelines.
6. Communicating clearly and effectively, orally and in writing.

### **REQUISITE MENTAL ABILITIES**

1. Ability to mediate disputes between diverse groups of people.
2. Ability to be articulate while testifying in court or other legal proceedings.
3. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

## **Job Description: Police Officer (Page 7)**

4. Ability to read and interpret documents such as State of Iowa criminal and traffic codes, safety rules, operation and maintenance instructions, procedure manuals, and so forth.
5. Ability to speak effectively before public groups and respond to questions.
6. Ability to write routine reports and correspondence.
7. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
8. Ability to work with specialized assignment. Ability to instruct and train probationary officers in general duty police work.
9. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### **WORKING ENVIRONMENT (DEPENDING ON AREA OF ASSIGNMENT)**

The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. While performing the essential functions of this position the officer is frequently exposed to outdoor weather conditions, including extreme hot and cold temperatures.
2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives.
3. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees.
4. Exposure to unknown health conditions from contacts with individuals or animals with contagious or communicable diseases.
5. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons.
6. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called back to duty on short notice.
7. The officer's working conditions are typically moderately quiet.
8. At an emergency or training scene, the officers working conditions may be moderately loud.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Job Description: Police Officer (Page 8)**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may be required to perform these duties for long periods of time.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.

Ability to pursue and/or subdue suspects on foot for a sustained period while bearing duty equipment.

Ability to push or pull self through openings of varying nature by using the necessary upper or lower body strength of the arms or legs.

Ability to drag, push, pull, lift, or carry heavy objects or persons, with heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.

Ability to run up or down stairways, or respond to other incidents.

### **SELECTION GUIDELINES**

Formal application and resume; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; satisfactory reference/background check; polygraph examination; psychological examination; drug screen; final selection.

#### **Iowa Law Enforcement Academy Certified Applicants**

(A) Must be able to meet all Entry Level requirements listed above

(B) Must be able to pass medical exam and the ILEA physical agility test.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description any essential function or requirement of this class will be evaluated as necessary should incumbent/applicant be unable to perform the function requirement due to a disability is defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**Job Description: Police Officer (Page 9)**

Effective Date: 09-03-02

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