

## JOB DESCRIPTION CITY OF HUXLEY

**DEPARTMENT: POLICE – POSITION: *Police Officer***

**NONEXEMPT FULL-TIME HOURLY POSITION**

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***SUMMARY OF DUTIES:*** Perform work under general direction. Enforce local, state, and federal laws and ordinances, patrol assigned areas, to do skilled police work in the investigation of alleged criminal offenses and juvenile cases; and to do related work as required within departmental rules and regulations, and the Iowa State Code.

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**SUPERVISES:** Assigned department personnel

**REPORTS TO:** Assigned Officer

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### ***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

1. Enforce all State, County and City laws
  2. Read all daily logs, reports, and case files to familiarize self with activities of previous shifts.
  3. Patrol the community to identify violations, act as a deterrent to crime, and provide aid as needed.
  4. Respond to radio messages or other instructions and appears at scenes of emergencies, disorders, or crimes.
  5. Prepare reports and completes follow up as needed on assigned cases.
  6. Answer telephone and dispatches officers.
  7. Apprehend and arrests criminals and violators of the law, and issues citations.
  8. Assist the public by answering inquiries, listening to complaints, completing offense reports, and mediating problems.
  9. Appear in court to present evidence and give testimony.
  10. Interview witnesses, victims, and suspects.
  11. Conduct security checks on businesses and residences.
  12. Direct traffic; note and report traffic hazards.
  12. Provide escort for parades, funerals, and other events.
  13. Note suspicious persons or activities and take immediate action or report observances to superior.
  15. Assist other patrol officers and provide back up as necessary.
  16. Inspect and keep issued weapons equipment and vehicles clean and in good working order.
  17. Participate in training sessions and programs and practices the use of all weapons.
  18. Assist with animal control duties and picks up stray or injured animals.
  19. Assist in receiving, searing, booking, fingerprinting, supervising, and transporting prisoners.
  20. Complete required paperwork including daily logs, incident reports, accident reports, arrest reports, and domestic reports.
  21. Perform related duties as assigned.
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## ***ENTRY REQUIREMENTS:***

1. Graduation from Community College or an equivalent combination of experience and education to be comparable, with bachelor's degree preferred.
2. Shall be able to meet the minimum standards for Law Enforcement Officers as prescribed by the Code of Iowa and the Iowa Law Enforcement Academy, with Certification by the Iowa Law Enforcement Academy (ILEA) within 18 months of hire. ILEA certification is preferred.
3. Ability to pass background check, fingerprint search by state, local and national fingerprint files and ability to be bonded.
4. Ability to pass physical tests as adopted by ILEA, drug and alcohol screening and pre-employment physical; uncorrected vision of not less than 20/100 corrected to 20/20 and color and field of vision are normal; good motor coordination, hand/finger dexterity and the ability to stand, stoop, bend, lift, reach and sit for extended periods; normal hearing in each ear.
5. Ability to work varying shifts, weekends and holidays.
6. Ability to read and understand departmental policies, rules, laws, regulations, and police literature.
7. Ability to express self orally in an effective manner.
8. Keen observation and ability to remember names, faces, and details of incidents.
9. Ability to deal tactfully with the public.
10. Ability to operate a vehicle safely and efficiently.
11. Ability to learn the use and care of small arms.

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## ***REQUIRED SPECIAL QUALIFICATIONS:***

1. Shall have an Iowa Professional permit to carry weapons.
2. Shall have an Iowa Driver's license or obtain one after 60 days of employment.
3. Shall attend CPR Training and AED annually. Serves as first responder on medical calls.

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## ***EQUIPMENT AND TOOLS USED:***

Firearms, radios, radar unit, police weapons, computer, digital camera, fingerprint equipment. This list is a representation of the type of tools and equipment used. See department's inventory list for specific details.

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## ***OTHER REMARKS:***

1. Periodically called during off hours to perform duties and assist other officers.
2. Special assignments such as Salvage Vehicle Inspections, Sexual Assault Investigation, School Resource Officer, Accident Investigations, etc., may be tasked to officers.
3. Work may be performed under a variety of harsh conditions, extreme heat and cold, darkness, poor weather, dirt and dust, exposure to chemicals (mace, Pepper spray); may have to view death, disfigurement and dismemberment, traffic hazards; May encounter, armed and deranged persons; May be exposed to bodily injury; May have to work long and irregular hours.
4. Individuals may be required to work longer than forty (40) hours per week and more than eight (8) hours per day.

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**Residency Requirements:** All employees must reside within the State of Iowa within sixty (60) days of their first day of work and must remain a resident of Iowa throughout the period of his/her employment with the City of Huxley. All Huxley Police Department employees shall reside within twenty (20) minutes response time of the city. No employee residing outside the City of Huxley shall be given special consideration or privilege relating to their employment with the city because of any problems that arise from the location of their residence.

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The City of Huxley is an equal opportunity employer.

The job duties 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.

The City of Huxley grants veteran's preference on positions with a minimum of an initial interview for all veterans who claim and are eligible for preference.