

**CITY OF VAN METER
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Police Officer (Public Safety Officer)	Reports to:	Chief of Police
Union Status:	Non-Union	FLSA Status:	Non-Exempt
Residency:	Not Required	Date:	July 1, 2013

PURPOSE OF POSITION

To be responsible for all aspects of law enforcement, firefighting, emergency medical and code enforcement activities within the City of Van Meter. In the performance of this function the Public Safety Officer shall be responsible for the protection of life and property within the City Limits and will keep a flexible schedule to allow for the immediate response, when available, to requests for service calls, complaints, uniform preventative patrol, fire suppression and emergency medical response 24 hours a day, seven (7) days a week and complete any and all other assignments that may be deemed necessary by the Director of Public Safety, Fire Chief or Chief of Police to complete the Department of Public Safety and City's overall mission.

REPORTING

The Public Safety Officer shall report to the Chief of Police and if applicable during Fire or EMS operations the Fire Chief or EMS Captain and follow the appropriate chain of command in reporting.

ENVIRONMENT ADAPTABILITY

The work is generally performed in the field either from a vehicle or exposed to the elements, and will expose the employee to inclement weather, extreme temperatures, hazardous and life threatening environments and moving mechanical parts and vibration. Periodically the employee will be exposed to dangerous situations, high, precarious places, hazardous materials including bloodborne pathogens, explosives, fumes or airborne particles, toxic or caustic chemicals. An office environment is provided for basic administrative tasks.

The work will expose the employee to visual strain, active burning fire situations, medical crises, motor vehicle accidents, unpleasant social situations, irregular work hours, and significant work place pressure.

PHYSICAL DEMANDS

This position does require extended periods of standing, walking, and sitting. Short periods of running, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, tasting and smelling and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 100 pounds. At times, the employee will be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

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. The successful completion of periodic physical fitness tests is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and possess the ability to see additional work that needs to be done, and have the self-motivation to do it.

1. Perform all duties required of the Public Safety Officer by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Provide a visible presence to deter crime and reassure the community.
4. Respond to all calls and requests from the public to assist both at incidents and non-incidents.
5. Conduct patrol duties on foot, by car and bicycle.
6. Builds constructive relationships with colleagues and supervisors.
7. Promotes good public relations.
8. Writs. Execute and return all writs and other processes directed to the Police Officer.
9. Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Police Department and to establish favorable public relations.
10. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation. (*Code of Iowa, Sec. 321.266*)

11. Portrays an image of knowledge, confidence, professionalism, fairness, and caring. Dress and grooming are appropriate to position.
12. Keep the peace at public meetings, social events, processions, trade disputes or strikes.
13. Visiting open businesses such as banks, markets, department stores, service stations, and other types to establish a rapport with owners.
14. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
15. Assist Officials. When requested, provide aid to other City departments, boards and commissions in the execution of their official duties.
16. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
17. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged, who made the arrest and the disposition of the charge.
18. Leads by example in all areas of law enforcement and crime prevention; encourages continuing education, physical fitness, innovation in techniques, etc.
19. Develop community knowledge and relationships to identify individuals and locations at risk of being involved in crime.
20. Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
21. Diffuse potentially volatile situations with due regard for the safety of all involved.
22. Tours the City on a regular basis to keep informed on problem areas in order to recommend or direct appropriate problem-solving action.
23. Act with sensitivity when dealing with situations such as delivering news of a sudden death to a family or when dealing with sexual crimes.
24. Conduct investigations, gather evidence, take statements and comply with relevant legal requirements.
25. Interview suspects, victims and witnesses in accordance with relevant legislation.
26. Conduct arrests with due regard for the human rights, security and health and safety of detained individuals, members of the public, colleagues and self.

27. Attend and give evidence in court and at other hearings.
28. Complete administrative tasks.
29. Investigate and take action on information received from members of the public.
30. Take direction on specific duties from senior colleagues.
31. Answers telephone calls.
32. Enforce traffic laws and issuing citations for relevant offences.
33. Prepares and files Daily Field Activity Logs
34. Deal with lost or found property.
35. Communicated relevant law enforcement information to the Chief of Police general public in a timely manner.
36. Complete assignments given by the Director of Public Safety, Fire Chief or Chief of Police promptly.
37. Respond to home or business fires, smoke investigations, odor investigations, grass or land fires, emergency medical scenes and other general fire and E.M.S. related calls or inspections.
38. Complete all assignments necessary to investigate, suppress and mitigate active emergency situations involving fire, hazardous materials, explosives and all fire service related job duties.
39. Wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks;
40. Work for long periods of time, requiring sustained physical activity and intense concentration; face life or death decisions during emergency conditions;
41. Face exposure to grotesque sights and smells associated with major trauma and burn victims;
42. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces;
43. Use manual and power tools in the performance of duties; raise, climb, and work from ground and aerial ladders, without work inhibiting fear of heights;
44. Rescue, by carrying or dragging, an adult weighting up to 175 lbs. from a burning structure or other dangerous situation;

45. Operate hand and power tools in both emergency and non-emergency situations;
46. Drag hoses, both charged and uncharged, limited distances, both horizontally and vertically, at ground level and at varying heights; connect hose couplings in complete sunlight or in total darkness;
47. Understand and carry out orders and assignments in both emergency and non-emergency situations
48. Must be able to demonstrate adequate speaking skills; communicate effectively face-to-face by radio and telephone;
49. Drive and operate all Department vehicles and apparatus.
50. Administering basic and restricted advanced life support to patients at the scene, en route to the hospital and in a pre-hospital setting in accordance with federal, state, and local laws, regulations and standards;
51. Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed;
52. Rescuing and extricating victims of accidents, sudden illness or entrapment using proper rescue and medical techniques;
53. Treating patients at the scene, en route to the hospital, and in a pre-hospital setting in accordance with federal, state, local, laws, regulations and standards;
54. Communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/ or to arrange reception of patients to the appropriate center;
55. Maintaining order at scenes, including crowd disbursement and restraint of family and friends;
56. Completing patient care forms, insurance forms, evaluation forms, and all other forms in a competent and timely fashion.

SUPPLEMENTARY DUTIES AND RESPONSIBILITIES

The following sections of the Van Meter Code of Ordinances require enforcement activities and are hereby delegated to the Public Safety Officer in addition to the position's primary functions. These are not to be construed as exclusive or all inclusive and portions of these enforcement activities will require a cooperative effort with the Mayor, City Council, City Administrator, City Attorney and Code Officials. Again, other duties may be required and assigned. The successful enforcement of these code provisions requires that an individual must be able to exercise good judgment and approach violation situations with tact, thoughtfulness, and diplomacy.

1. Chapter 3: Municipal Infractions
2. Chapter 36: Hazardous Substance Spills
3. Chapter 40: Public Peace
4. Chapter 41: Public Health and Safety
5. Chapter 42: Public and Private Property
6. Chapter 43: Residency for Sex Offenders
7. Chapter 45: Alcohol Consumption and Intoxication
8. Chapter 46: Minors
9. Chapter 47: Park Regulations
10. Chapter 50: Nuisance abatement procedures
11. Chapter 51: Junk and Junk Vehicles
12. Chapter 52: Noise Control
13. Chapter 53: Weeds and Brush
14. Chapter 55: Animal Protection and Control
15. Chapter 56: Dangerous and Illegal Animals
16. Chapter 60-79: Traffic Regulations
17. Chapter 80: Abandoned Vehicles
18. Chapter 81: Railroad Regulations
19. Chapter 120: Liquor License Wine & Beer Permits
20. Chapter 122: Peddlers, Solicitors and Transient Merchants
21. Chapter 135: Street Use and Maintenance
22. Chapter 136: Sidewalk Regulations
23. Chapter 140: Controlled Access Facility
24. Chapter 150: Trees
25. Chapter 155: Building Codes

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this position description I felt necessary. I further understand that this Position Description and Specifications document is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work extra time, irregular shifts or hours, and outside of the normally defined workday or work week without additional pay. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

Mayor

Date

Date

City Administrator

Date

The City of Van Meter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.