

## JOB CLASSIFICATION

Class Title: **Police Officer**

Department: Iowa State Fair Department of Public Safety

Type of Position: **Full-time**

Work Hours: Varies

Effective Date:

Immediate Supervisor: Police Major

### GENERAL PURPOSE

The Police Officer is a line-level position within the Iowa State Fair Public Safety Department. The Police Officer is primarily responsible for the delivery of police services to the people who visit, work and live on the Iowa State Fair grounds. The Police Officer is a first responder to crimes, accidents, medical emergencies, fires and disorder. The Police Officer is charged with maintaining a safe environment within the properties of the Iowa State Fair's grounds by preventing crime; detecting problem conditions in a pro-active manner. The Police Officer serves as a community partner charged with the responsibility of effectively creating and maintaining a safe living and working environment for all who enter the Iowa State Fair's grounds. The police officer is a pro-active, front-line problem identifying and solving facilitator with the duty to improve the quality of life on the Iowa State Fairgrounds by utilizing problem identification and solving skills, and a community oriented policing approach utilizing partnerships with other individuals, departments, and agencies on the Fairgrounds, and the powers conferred by law when necessary to accomplish this objective.

**SUPERVISION RECEIVED:** Works under the general supervision and coaching of the Police Major and the Iowa State Fair Director of Public Safety.

**SUPERVISION EXERCISED:** May supervise and coach the activities of Part-time Officers, Reserve Officers, and Blue Shirt Security from time to time.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs community oriented policing, interactive crime prevention, security checks, traffic control and enforcement, investigation and first aid at accidents; detention, investigation and arrest of persons involved in crimes or misconduct. Maintains availability to individuals by patrolling properties of the Iowa State Fairgrounds, commercial and residential areas; organizes formal and informal meeting with neighborhood leaders and residents to identify problems affecting the neighborhood and effect solutions to those problems which are designed to preserve the peace and improve quality of life.

Works an assigned or rotating shift using own judgment based upon department policies and procedures and community oriented policing principals in deciding course of action, being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Responds to emergency radio calls and investigates accident, robberies, civil disturbance, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate action.

Interviews suspects, victims, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches crime scenes for evidence and clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceeding.

Undertakes community oriented policing work and assists visitors and employees of the Iowa State Fair with matters such as locked or stalled vehicles, crime prevention, drug abuse, and traffic safety, etc.

Participates in investigating criminal law violations occurring within the limits of the Iowa State Fair properties, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of the law.

Coordinates activities with other officers or other department as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Clerk of Court, County Attorney and the Attorney General's office regarding cases policies and procedures as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

## PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Is available to work rotating or assigned shifts to include day, evening, and midnight shifts.

Is available to work extended shifts during the State Fair and Large scale Interim events.

Maintains contact with general public, court officials and other Iowa State Fair officials in the performance of police operating activities.

Serves as a member of various employee and community committees and organizations.

## MINIMUM QUALIFICATIONS

### Entry Level

#### General:

- A. Must be 18 years of age or older at the time of employment;
- B. Must possess, or be able to obtain by the time of hire a valid Iowa driver's license without record of any suspensions, revocations, or serious violations in any State;
- C. Felony convictions and disqualifying criminal histories are not allowed. Any conviction for a criminal offense, other than simple traffic violation, is grounds for disqualification;
- D. U.S. citizen;
- E. Must be able to effectively read and write the English language;
- F. Must be of the highest moral character, have the highest ethical standards, and be of temperate and industrious habits;
- G. Any other requirements established by the Iowa Law Enforcement Academy.

#### Education and Experience:

- A. Minimum of a High School diploma or equivalent, with a preference given to candidates with a two-year community college or vocational school degree, or four year college degree in police science, law enforcement, criminal justice, criminal administration, public administration. Or related field;
- B. Must have successfully completed and received certification through the Iowa Law Enforcement Academy (I.L.E.A.), and if retired from law enforcement as a certified peace officer in good standing, must be able to recertify through the I.L.E.A.
- C. Previous law enforcement experience; or
- D. An equivalent combination of education and experience.

#### Necessary Knowledge, Skills and Abilities:

- A. Some knowledge of modern law enforcement principals, procedures, techniques, and equipment;

- B. Some skills in operation the tools and equipment listed below;
- C. Ability to learn the applicable laws, ordinance, and departmental rules and regulations;
- D. Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationship with subordinates, peers, supervisors and the public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; and the ability to learn the Iowa State Fair's geography.

#### SPECIAL REQUIREMENTS:

- A. Must possess, or be able to obtain by time of hire, a valid Iowa State Driver's license without record of suspension, revocation, or serious violation in an state;
- B. Ability to meet Department's physical standards.

#### SELECTION GUIDELINES:

Formal application; review of education and experience; passing scores on all I.L.E.A. tests, and if retired from law enforcement as a certified peace officer in good standing, must be able to recertify through the Iowa Law Enforcement Academy. A thorough background investigation and oral interview will be conducted prior to final selection.

#### TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment, computers, night vision equipment and other equipment which may be implemented within the department.

#### 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.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is occasionally required to run, use hands to handle, feel or operate equipment, objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

The duties listed here in are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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