



City of Council Bluffs

Job Description

Police Officer

Department: Police Department

Supervisor: Police Captain

Location: Police Station

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2021

Union: Police

Pay Grade: 01

Summary: The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments.

Essential Duties and Responsibilities:

- Patrols city streets for crime suppression and provides public service:
 - Reviews reports, statistics, and other compiled information to determine areas in need of selective enforcement
 - Transmits messages over the police radio
 - Arranges for the removal of abandoned and/or disabled vehicles
 - Provides security checks for businesses and residences
 - Engages in pursuit driving
 - Participates in large scale area search parties for persons or evidence
 - Engages in stake-out assignments for criminal suspect apprehension
 - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence
 - Provides assistance to crimes in progress
 - Provides assistance and traffic control at motor vehicle accidents
 - Administers first aid to sick, injured, or wounded persons
 - Protects accident and crime scenes
 - Transports prisoners and individuals with mental illness
 - Handcuffs prisoners during transportation
 - Searches prisoners
 - Participates in pre-planned raids
 - Requests record checks
 - Re-stocks patrol vehicle with emergency supplies
 - Evacuates buildings or other areas to remove persons in danger

- Provides inspection services through patrol activities:
 - Investigates suspicious persons and vehicles
 - Patrols locations known to be dangerous or hazardous to the public
 - Physically examines abandoned vehicles, locates rightful owners
 - Establishes and notifies owners of impounded vehicles
 - Searches vehicle for contraband and evidence
 - Completes bar checks
 - Searches for missing, lost, or wanted persons to include juveniles
 - Searches buildings, properties, and vehicles for bombs or other hazardous devices
 - Searches buildings, properties, or other structures for contraband, evidence, or wanted persons
 - Investigates suspicious smells which may be evidence of criminal activity
 - Conducts investigations of lost or stolen bicycles
- Provides contact with the public during routine patrol engagement:
 - Stops vehicles to effect felony arrest
 - Checks out lost or confused citizens
 - Delivers death messages
 - Informally counsels juveniles and their families
 - Mediates family disputes
 - Provides security for labor disputes
 - Issues citations for non-traffic offenses
 - Serves arrest warrants
 - Controls crowds, groups of spectators, etc.
 - Makes arrests with and without warrants
 - Interviews witnesses and suspects
 - Refers persons to other agencies
 - Takes juveniles into custody
- Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol:
 - Responds to activated alarms
 - Provides assistance to animal control personnel
 - Investigates crimes in progress, reported crimes, and complaints
 - Provides traffic direction and control for malfunctioning traffic control devices and other public safety hazards such as fires, explosions, etc.
 - Provides assistance to other law enforcement agencies
 - Enforces parking regulations
 - Investigates traffic accidents
- Provides traffic supervision as called for service or comes to his/her attention while on patrol:
 - Removes hazards from the roadway
 - Advises appropriate agencies of traffic engineering needs
 - Monitors drivers for violations at traffic control devices
 - Monitors actions of pedestrians for violations
 - Monitors speed of vehicles using radar, visual observation, or estimation
 - Enforces motor vehicle laws of the road, including OWI with applicable procedures for processing
 - Arrests and books traffic law violators

- Inspects vehicles for licensing, registration, and mechanical defects
- Issues warning violation citations for minor infractions
- Escorts parades, emergency vehicles, dignitaries, and oversize loads
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents
- Takes appropriate enforcement action at accident scenes
- Interviews victims, complainants, and witnesses regarding accidents
- Interrogates suspects in regard to accident investigation
- Conducts criminal investigations for case clearance and/or solution:
 - Interrogates suspects and prepares written statements
 - Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required
 - Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
 - Locates and interviews witnesses
 - Summarizes in writing statements of witnesses, complainants, etc.
 - Inquires into incidents to determine if they are criminal or civil in nature
 - Organizes and conducts photo line-ups
 - Personally reviews records and pictures to identify suspects
 - Contacts various sources, such as employers, utility companies, schools, to help locate suspects and/or witnesses
 - Participates in formal or informal surveillance of individuals or locations
 - Photographs crime scenes
 - Sketches or diagrams crime scenes
 - Coordinates investigations with other law enforcement agencies
 - Presents facts of cases for criminal prosecution
 - Appears and testifies in court proceedings
 - Prepares information and obtains search and arrest warrants
 - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death
 - Conducts follow-up investigations to completion
- Collects, handles, stores, preserves, & examines evidence of all types:
 - Uses chemical test kit to test for controlled substances
 - Thoroughly searches crime scenes for physical evidence
 - Collects and examines evidence and personal property from crime scenes
 - Reviews crime lab reports
- Participates in the training program of the department:
 - Attends in-service training, outside conferences, or training programs and/or seminars
- Engages in Community Relations activities:
 - Talks with individuals on the street to obtain information
 - Talks with people on the street in patrol area to establish rapport
 - Instructs members of the community on crime prevention
 - Requests help from news media in crime prevention or solving

- Prepares official police documents:
 - Prepares official police reports for both internal and external use
 - Prepares all official reports or documents as required in a neat, concise, and factual manner
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- United States Citizen
- Must be age 21 by the test date
- Must be able to obtain a Driver's License from state of residence

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Must meet minimum standards as required by the Iowa Law Enforcement Academy and MFPRSI (Municipal Fire and Police Retirement System)
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, and for long periods of time.

Other Skills and Abilities:

- Considerable working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly in emergency situations
- Ability to develop skill in the use and care of firearms and other weapons
- Must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties
- Ability to drive a vehicle safely and efficiently
- Must not be addicted to drugs or alcohol
- Must be able to successfully pass a physical ability/agility test

- Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude