

TITLE: Police Officer 32-hour full time

JOB FUNCTIONS: Peace Keeping

JOB RESPONSIBILITIES:

This position has the responsibility for enforcing law and ordinances with honesty and integrity.

General:

- Promptly obey and support all valid directives and policies
- Familiarize self with working knowledge of state laws and City ordinances
- Take appropriate action and render assistance in any instance coming to their attention
- Make only arrests, searches and seizures which are known or should know are legal
- Preserve public peace
- Prevent crime
- Detect and arrest violators of the law
- Attend court sessions when needed
- Code enforcement of all City ordinances and state law

Customer Service & Communication:

- Wait on customers and provide information
- Respond to email/mail inquiries
- Keep Council and Mayor informed
- Send monthly guide/schedule to Sheriff's office and City Hall

Meeting:

- Prepare quarterly police report for city council meetings
- Attend when needed to council meetings

Documentation:

- Manage paper and electronic files for the police department
- Record Keeping of all complaints, tickets, warnings and other important information

Other Duties:

- Attend training sessions to keep current with regulations
- Operate office equipment
- Keep equipment, truck, uniform and firearms clean and in working order

EQUIPMENT USED: Automobile, computers, multi-function printers, radio, firearms, emergency equipment

QUALIFICATIONS:

- Education – High School Graduate or equivalent required
- Be able to pass Cooper Standers
- Be able to pass a background check and drug test
- Law Enforcement Card
- CPR

BENEFITS:

- 9 paid holidays
- Sick pay – earned at 6.5 hours per month after the 2nd month of employment
- Vacation 4.5 hours per month from hire to 2nd anniversary
 - 83 hours – years 3 to 8
 - 115 hours – years 9 to 14
 - 160 hours – years 15 and forward
- IPERS
- Health insurance – 80% paid by City, 20% employee responsible
\$780 allowance for eligible dependents
- Life insurance - \$20,000 paid by the City
- Dental insurance – 50% paid
- Clothing allowance

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other responsible instructions and perform any other responsible duties requested by City Management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in the job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not functionally change the basic requirements, purpose or intent of the position.