The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
5. Arrests violators or suspects by using minimum force. Processes arrested persons by taking photographs, obtaining fingerprints, and writing arrest reports; transports violators to jail.

6. Determines appropriate action to be taken by weighing evidence and applying knowledge of law to solve the problem and administer justice; prepares and processes documents such as citations, complaints, affidavits, and warrants.

7. Records information at scene of crime or accident by sketching diagrams, taking photographs, or taking notes. Prepares reports for use by department, university or social service agency, in court testimony or for insurance claims.

8. Testifies in court or by deposition to present information accumulated at scene and to give professional opinions for criminal justice and insurance purposes.

9. Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering first responder level service at the medical model level; lifting, dragging, and carrying people away from dangerous situations; and securing buildings and evacuating occupants.

10. Responds to fire and ambulance calls to direct traffic, escort fire and ambulance vehicles, and prevent crime.

11. Inspects and maintains law enforcement equipment by observing and cleaning to keep the equipment in reliable operating condition.

12. Transfers deposits between the university and banks by personal pick up and delivery to maintain security of funds.

13. Determines content for various public safety programs such as crime prevention, personal safety, playground safety, bike safety, and provides delivery to the university or community.

14. Assists other agencies in serving warrants by delivering and serving in person for timely disposition of cases, and any other assigned duties.

15. Provides advice and general information to students, staff, and campus visitors.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of state criminal and traffic code and city ordinances; and university and departmental policy and operating procedures.

2. Knowledge of patrol, investigative, and arrest procedures.

3. Knowledge of the location of buildings and facilities, including fire and environmental emergency panels of the university and city.
4. Knowledge of location and services of various university departments and community agencies.

5. Knowledge of legal documents and processing procedures.

6. Skill in oral communications as demonstrated by effective ability to provide general information and directions, mediate disputes, interview witnesses and suspects, testify as a witness in court, and make program presentations.

7. Skill in written communications to produce reports and documents in the English language with clearly organized thoughts using proper sentence structure, format, punctuation, and grammar.

8. Skill in administering first aid and cardiopulmonary resuscitation.

9. Skill in reconstructing accidents from interviews and physical evidence.

10. Skill in operating vehicles both day and night in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe conditions due to such factors as fog, smoke, rain, ice, and snow.

11. Skill in operating radios and other law enforcement equipment.

12. Skill in analyzing situations and using judgment to make appropriate decisions.

13. Ability to communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

14. Ability to patrol on foot or bicycle; remain in standing or sitting position for long periods of time; pursue fleeing suspects; and perform rescue operations which may involve entering and exiting vehicles quickly, lifting, carrying or dragging heavy objects, climbing over and pulling oneself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, ditches and streams, crawling in confined areas, balancing on uneven or narrow surfaces, and using bodily force to gain entrance through barriers.

15. Ability to use sufficient physical force in apprehension of law violators.

16. Ability to work and remain calm in stressful situations.

17. Ability to work outside in extreme weather conditions.

18. Ability to hear and see acutely during day and night time conditions.

19. Ability to enter and retrieve data from a computer terminal, personal computer or other keyboard device.

MINIMUM ELIGIBILITY REQUIREMENTS:
1. Possession of certification from the Iowa Law Enforcement Academy as a Law Enforcement Officer, or

2. Possession of law enforcement certification in another state and successful completion of all application and examination requirements as outlined in Iowa Administrative Code 501-3.8(80B).

REVISION EFFECTIVE: August 1, 2015