

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Police Officer I

Class Code: 7512

Pay Grade: 314

GENERAL CLASS DESCRIPTION:

This is the entry level classification for becoming a fully certified police officer who can perform the full range of officer duties. The description, responsibilities, knowledge, skills and abilities are for a certified police officer who has completed Board of Regents Field Training. It is the expectation that a Police Officer I will promote to a Police Officer II and then to a Police Officer III and at that time will fit the full Police Officer III description.

Under general supervision, patrols the university campus and outlying property in order to protect life and property. Responds to calls while on foot, on bicycle, or in a motor vehicle in order to prevent and detect law violations and apprehend violators. Maintains order in the university community through enforcement of policies of the Board of Regents and the universities. Exercises judgment in interpreting laws, ordinances, policies, and procedures. Promotes and maintains favorable university-community relations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Patrols assigned zone by motor vehicle, bicycle, or on foot to prevent, discover, and deter the commission of crime; to enforce criminal and traffic laws and university rules and regulations; and to check the security of buildings, functioning of outdoor lighting and traffic signals, and road conditions. Monitors and directs vehicular and pedestrian traffic as required.
2. Responds to radio dispatched calls for a variety of services including investigation of alarms, animal control, assistance to motorists, building maintenance problems, domestic problems, thefts, and other acts against persons or property.
3. Investigates, reports, and records traffic violations and accidents by interviewing witnesses, measuring distances, sketching diagrams, taking photographs and conducting field sobriety tests to determine cause and fault.
4. Investigates harm, damage or threats of potential harm, or damage to persons or property by interviewing witnesses and conducting visual or audio surveillance or searches; detects and collects evidence; travels to other jurisdictions to investigate crimes that occurred on university property as necessary.

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.

Class Title: Police Officer I

Class Code: 7512

Pay Grade: 314

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.

Class Title: Police Officer I

Class Code: 7512

Pay Grade: 314

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:

Class Title: Police Officer I

Class Code: 7512

Pay Grade: 314

Eligible to enroll in the Iowa Law Enforcement Academy and eligible to complete the required field training program.

H:(hr/classdes)7512

REVISION EFFECTIVE: August 1, 2015