

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Peace Officer Candidate

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### Definition

Attends the Iowa Law Enforcement Academy; learns to perform a variety of law enforcement duties and performs security work protecting state property/maintaining the security in the Capitol Complex and Terrace Hill; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Attends classes/lectures at the Iowa Law Enforcement Academy to learn modern law enforcement techniques and practices.

Learns the proper usage, handling, and maintenance of firearms and other specialized law enforcement officer equipment (e.g., portable radios, scanners, magnetometers, and computers).

Learns the proper methods of dealing with persons or situations that may be unstable or volatile.

Learns the proper methods of self-defense.

Learns methods of subduing unruly persons without causing physical harm to the suspect or themselves.

Learns to prepare written records/reports documenting activities or incidents.

Inspects assigned area/buildings on the Capitol Complex or Terrace Hill for prowlers, fire, water leaks, or other unusual occurrences; checks that doors/gates are locked and turns off necessary lights, office machines, unit air conditioners, and other electrical appliances; ensures that only authorized vehicles/persons are admitted to assigned areas or buildings.

Assists in building evacuations and other safety precautions (e.g., tornado warnings, disaster drills, etc.).

### Competencies Required

#### Knowledge:

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

#### Abilities:

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.

- Written Comprehension – Read and understand information and ideas presented in writing.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong.
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

**Minimum Qualification Requirements**

Graduation from high school, GED, or equivalency.

**Notes**

All applicants must be eligible for enrollment in the Iowa Law Enforcement Academy training program. Screening for the Academy includes:

- a) Thorough background investigation and evaluation (including fingerprint searches) for substance abuse, or arrest and conviction records that indicate an individual could not serve effectively as a peace officer.
- b) Physical examination and agility test to assure that an individual is free from conditions which might adversely affect the performance of duties (drug screens included).
- c) Vision exam requiring uncorrected vision of not less than 20/100 correctable to 20/20 with normal color vision.
- d) Hearing exam with a loss not exceeding a 25-decibel average in either ear at 1,000, 2,000 and 3,000 cycles.
- e) Battery of psychological exams to determine that the individual meets the minimum standards for mental fitness required for a law enforcement officer.
- f) Oral Board and Polygraph review.
- g) Age - applicants must be at least 18 years of age. All applicants must be United States citizens but need not be Iowa residents at the time of application.

Applicants must successfully complete and graduate from the Departmental Academy.

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Interested parties should apply directly to the Department of Public Safety.

Applicants must possess the ability and be willing to work on all shifts, extended hours, holidays, and weekends.

*Effective date: 07/21 SA*