

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

## Trooper 3

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### Definition

Performs enforcement, service, and other specific objectives of the Iowa State Patrol as a state peace officer as defined in the Code of Iowa. Positions assigned to Capitol Complex perform community policing, service, and law enforcement duties including security, the regulation of the orderly flow of traffic and preserving the peace in and around 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

Collects and retains contraband and evidence in order to seize illegal items and items of evidence in criminal and civil cases, and documents charges filed by following search and seizure procedures, returning materials to the owner or proper authority, or destroying when required.

Protects and secures accident, disaster and crime scenes in order to preserve evidence, and protects persons and property by using techniques such as additional manpower, sealing off the area, barricades, locking and guarding establishments, properly placed patrol car, red lights, flags and re-routing traffic; administers medical aid to preserve life, alleviate suffering, minimize injuries, prevent shock and prepare for transportation to medical facility.

Obtains and serves arrest warrants and takes individuals into custody as required by the court and/or Iowa Code; conducts interviews and interrogations to obtain evidence, confessions and admissions of criminal acts, and determines cause and contributing factors; advises the Miranda Warning when applicable, questions and observes suspects, drivers, occupants, and witnesses; records the information obtained.

Notifies the next of kin and attempts to locate persons in order to convey death, serious injury or illness message; gives emotional and physical support through personal or telephone contact, by utilizing friends, relatives or clergy and applying human relations skills.

Maintains public relations, and disseminates information in order to make the public and law enforcement more knowledgeable and proficient in safety, accident prevention, and motor vehicle law by conducting seminars, giving lectures, guiding group discussions and conducting on-the-job training.

Enforces motor vehicle laws to promote safety and reduce accidents, expedite traffic flow, enforce state statutes; regulates traffic and parking with the use of citations, warnings and verbal direction; assists motorists with vehicular problems; determines severity and location of accidents by evaluating information given and observing accident scene; visually inspects all types of vehicles in order to determine equipment safety, proper registration, licenses, permits, and driver condition.

Prepares and testifies in court to present the facts surrounding any civil, criminal or departmental action.

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Responds to and controls civil disorders, disturbances and riots, restores order and protects property and personal safety according to established Patrol procedures; provides security and crowd control while maintaining self-discipline and objectivity under stressful situations.

Provides around-the-clock service to the public and other law enforcement agencies.

Cares for and takes custody of emotionally disturbed persons to protect them from injury to themselves, others or property.

Completes required written and investigative reports to comply with departmental rules, division regulations and procedures, to establish permanent records for statistical and "factual" reporting and evaluation of Trooper performance.

CAPITOL COMPLEX POSITIONS:

In addition to the work examples above, Capitol Complex Trooper 3 positions will also include the following:

Reviews security and surveillance reports as to content and to determine the need for dissemination to internal and external personnel.

Assists Governor's Security Detail with protection and transportation of the Governor, Lieutenant Governor, and the First Lady when necessary; provides security for dignitaries and/or government officials; provides around-the-clock service on and around the Capitol Complex and Terrance Hill.

Receives preliminary investigative reports of criminal activity on the Capitol Complex and/or Terrace Hill from State Patrol Officers. Serves as lead investigator for threats of extortion, bomb threats, thefts, assaults, and other criminal activity occurring on the Capitol Complex and/or Terrace Hill. Contacts the Division of Criminal Investigation for assistance when investigating serious criminal activity.

Serves as lead worker as necessary to assist supervisory personnel.

Assists Iowa State Patrol Post 1 with Patrol duties when approved by supervisory personnel and as staffing permits.

Patrols on foot and by vehicle assigned areas for criminal activity, security, fires, and safety hazards.

Escorts persons carrying funds for government agencies.

Assists in building evacuations and other safety precautions such as tornado warnings and disaster drills.

Assists supervisors with developing and implementing emergency preparedness and response plans and ensuring training requirements of Capitol Complex officers are maintained.

SPECIAL ASSIGNMENTS:

After a minimum period of service as a trooper has been completed, the following assignments are available:

**Community Services Officer** (Minimum 3 years)

Presents safety programs as assigned.

Promotes and presents programs for civic, fraternal, and business organizations.

Creates and maintains safety displays at conferences, training, etc.

Participates in recruitment activities to effectively market the Department of Public Safety and employment opportunities within the department.

**Trooper Pilot** - See job class description

**Vehicle Theft Officer**

Conducts special investigations into vehicle thefts.

Inspects recovered stolen vehicles for fingerprints, collects other evidence.

**Technical Investigator/Accident Reconstructionist**

Initiates critical accident scene measurements.

Prepares accident situation maps and determines speed calculations.

Prepares reports and documents evidence for use as expert testimony.

## Competencies Required

### Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 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.
- Telecommunications – Transmission, broadcasting, switching, control, and operation of telecommunications systems.

### Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

### 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.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking – Talking to others to convey information effectively.

- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.
- Coordination – Adjusting actions in relation to others’ actions.
- Service Orientation – Actively looking for ways to help people.

### **Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to eleven years of full-time work as a peace officer in the department.
- 2) Graduation from an accredited college or university with an associate’s degree in any field, and experience equal to thirteen years of full-time work as a peace officer in the department.
- 3) Current, continuous experience in the state executive branch that includes fifteen years of full-time work as a peace officer in the department.

### **Notes**

This position is only available by promotion from the position of Iowa State Trooper.

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

*Effective date: 5/23 KC*