

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
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 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; insures 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**

Ability to follow written and oral instructions to complete work as assigned.

Ability to maintain simple records.

Ability to understand behavior patterns of people and to identify suspicious behavior.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school or GED.

**NOTES**

1. 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 18 years of age. All applicants must be United States citizens but need not be Iowa residents at the time of application.
2. Applicants must successfully complete and graduate from the Departmental Academy.
3. 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.
4. Applicants must possess the ability and be willing to work on all shifts, extended hours, holidays and weekends.

Effective Date: 05/10 CH