

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TROOPER 1

DEFINITION

Performs community policing, service and law enforcement duties including the regulation of the orderly flow of traffic and preserving the peace in and around the Capitol Complex and at Terrace Hill as a Department of Public Safety certified peace officer; 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

Provides around-the-clock service in, on and around the Capitol Complex and Terrace Hill to promote the safety, security and well-being of the community.

Conducts preliminary investigations and reports on threats of extortion, bomb threats, thefts, assaults or other criminal activity.

Patrols assigned areas on foot, bicycle and by vehicle for criminal activity, security, fires, and safety hazards; escorts persons carrying funds for agencies.

Responds to and controls civil disorders, disturbances and riots; restores order, and protects property and personal safety according to established procedures; provides security and crowd patrol while maintaining self-discipline and objectivity under stressful situations; assists in building evacuations and other safety precautions such as tornado warnings and disaster drills.

Enforces criminal laws; identifies, detains, and processes wanted individuals; advises the Miranda Warning when applicable, questions and observes suspects and witnesses; accurately records the information obtained; serves arrest warrants and takes individuals into custody as required by the courts or the Iowa Code.

Provides protection and service to Governor and first family and guests while at Terrace Hill complex; provides security for dignitaries and/or other government officials.

Completes required written and investigative reports documenting activity and or incidents in compliance with departmental rules, divisional regulations and procedures; reviews security and surveillance reports as to content, and to determine the need for dissemination to internal and external personnel.

Obtains and serves search warrants in accordance with law and department policy; collects and retains contraband and evidence in order to seize illegal items of evidence in criminal and civil cases; returns seized evidence to owners or proper authority when ordered by court; destroys seized property when required in accordance with department policy.

Investigates accidents, incidents and complaints; interviews complainants, witnesses and suspects; determines location and severity of accidents by evaluating information given and observing accident scene; protects and secures accident, disaster and crime scenes in order to preserve evidence; protects persons and property by using techniques such as requesting additional personnel, sealing off the area, barricading, locking and guarding buildings, properly placing patrol vehicle, red/blue lights, flags and rerouting traffic.

Provides assistance or liaison services to other law enforcement agencies as directed or required.

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

Provides assistance and/or direction in the control of emotionally disturbed and possibly dangerous subjects.

Administers medical aid to preserve life, alleviate suffering, minimize injuries, prevent shock, and prepare for transportation to a medical facility.

Attempts to locate next of kin to notify of death, serious injury or illness notices; provides emotional support in personal or telephone contacts.

Enforces motor vehicle laws to promote safety and reduce accidents, expedite traffic flow, and enforce state statutes.

Regulates traffic and parking with use of citations, warnings and verbal directions; assists motorists with vehicular problems; visually inspects vehicles to determine equipment safety, proper registration, licenses and permits.

Completes required written investigative reports to comply with department rules, division regulations and procedures.

COMPETENCIES REQUIRED

Knowledge of the Iowa Department of Public Safety's values, vision, mission statement and rules/regulations/procedures.

Knowledge of community policing techniques.

Knowledge of evidence and contraband, and how it is preserved, identified, transported and recorded, including criminal laboratory procedures.

Knowledge of search and seizure procedures.

Knowledge of the Code of Iowa, especially those sections pertaining to Motor Vehicle Law, Criminal Law and laws pertaining to consumption and sale of alcoholic liquor and beer.

Knowledge of the basic functions of state agencies/departments.

Knowledge of the location of various state offices, including geographic features of the Capitol Complex and Terrace Hill, including all roadways and detours, local landmarks and points of interest.

Knowledge of basic security principles concerning property and individuals.

Knowledge of applicable sections of federal law and amendments to the constitution of the United States.

Knowledge of combustible, explosive and radiological materials.

Knowledge of arrest and warrant procedures.

Knowledge of abandoned vehicle identification and procedures.

Knowledge of police radio procedures.

Knowledge of court procedures and ability to testify in a professional and factual manner.

Ability to maintain and demonstrate proficiency in defensive tactics to defend oneself and protect others from injury or harm.

Ability to meet and maintain the department's physical fitness requirements.

Ability to run, climb and jump over obstacles; drag, pull or lift heavy objects.

Ability to recognize a traffic hazard and take appropriate remedial action.

Ability to operate vehicles under emergency conditions and under all types of weather and road conditions.

Ability to acquire and maintain proficiency in first aid techniques including Cardiac/Pulmonary Resuscitation (CPR) and other emergency medical care; lift, pull or carry persons to safety as required.

Ability to use, maintain and insure safety of firearms and other approved weapons.

Ability to use deadly force if necessary.

Ability to deal effectively with people from all socio-economic backgrounds.

Ability to control emotionally charged situations whether cooperation of individuals can or cannot be obtained.

Ability to operate issued radio equipment and to follow operational procedures.

Ability to work in adverse weather conditions and to recognize and report hazardous weather and road conditions.

Ability to use discretion during job performance.

Ability to interpret and enforce laws and regulations impartially and tactfully.

Ability to detect vehicle equipment, registration and licensing violations.

Ability to detect through visual sighting and use of testing procedures and equipment, a person under the influence of alcohol and/or other drugs.

Ability to closely observe people and/or property and recall observations.

Ability to plan, organize and complete work assignments in allotted amount of time.

Ability to fire standard issue weapons with a minimum score of 80% on an approved course.

Ability to provide security for dignitaries and/or government officials.

Ability to respond to civil disorders, make appropriate decisions and restore order and protect life and property, while maintaining self-discipline and objectivity under physical and verbal abuse, and in emotionally stressful and/or dangerous situations.

Ability to physically restrain individuals taken into custody.

Ability to recognize appropriate level of force and to utilize verbal judo and other de-escalation techniques to take control of a situation.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to work cooperatively with others as part of a team.

Ability to assess the severity of accidents in order to summon appropriate emergency equipment and personnel.

Ability to perform emergency medical techniques in accordance with department standards and training.

Ability to apply investigative techniques to vehicle accidents and criminal activity.

Ability to conduct a lawful search following search and seizure procedures.

Ability to compute speed using speed analysis techniques, and determine violations of motor vehicle laws.

Ability to identify stolen vehicles and property.

Ability to understand behavior patterns of people with whom law enforcement personnel comes in contact, and to identify suspicious behavior.

Ability to communicate verbally and non-verbally in a professional and confident manner.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation and certification from the Department of Public Safety Academy and the Iowa Law Enforcement Academy and be at least 18 years old.

NOTE

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

NOTE

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

Effective Date: 06/09 SP