

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

## Trooper 1

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### 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 below 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:

- 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.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- 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.
- 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.
- 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 (includes finding a relationship among seemingly unrelated events).

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- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
  - Oral Expression – Communicate information and ideas in speaking so others will understand.

**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.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Speaking – Talking to others to convey information effectively.
- Coordination – Adjusting actions in relation to others' actions.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

**Minimum Qualification Requirements**

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

- 1) Graduation and certification from the Department of Public Safety Academy.
- 2) Graduation and certification from the Iowa Law Enforcement Academy.
- 3) At least 18 years old.

**Notes**

Some positions in this class may require work on all shifts, extended hours, holidays, and weekends.

*Effective date: 05/23 KC*