

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

## Trooper 2

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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, regulation of the orderly flow of traffic, and preserving 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 by seizing illegal items and items of evidence in criminal and civil cases, documenting 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 to preserve evidence, and protects people and property by using techniques including additional manpower, sealing off the area, barricades, locking and guarding establishments, properly placing patrol car, red lights, and 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 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 information obtained.

Notifies next of kin and attempts to locate people to provide notification of death, serious injury, or illness; gives emotional and physical support through personal or telephone contact, by using friends, relatives, or clergy and applying human relations skills.

Maintains good public relations, and disseminates information to educate the public and law enforcement on 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 by using citations, warnings, and verbal direction; assists motorists with vehicle problems; determines severity and location of accidents by evaluating information and observing accident scene; visually inspects all types of vehicles to determine equipment safety, proper registration, licenses, permits, and driver conditions.

Prepares and testifies in court to present facts surrounding civil, criminal, or departmental actions.

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Responds to and controls civil disorders, disturbances, and riots, restores order, and protects property and personal safety in accordance with 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 people to protect them from self-harm, or damage to 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 positions will also include the following:

- Reviews security and surveillance reports and determines 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 Terrace 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 extortion threats, 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 assigned by supervisory personnel and as staffing permits.

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

- Escorts people carrying funds for government agencies.

- Assists in building evacuations and other safety precautions including tornado warnings and disaster drills.

- Assists supervisors to develop and implement emergency preparedness and response plans and ensure 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:

- 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.

## Abilities:

- 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).
- 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 22 years old.

**Notes**

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 Department of Public Safety.

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

*Effective date: 06/17 KF*