

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TROOPER 3

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 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.

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 leadworker 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 class description

Vehicle Theft Officer

- * Conducts special investigations into area of vehicle theft.
- * 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 of department's values, vision, mission statement, and rules/regulations/procedures.

Knowledge of division's mission statement and rules/regulations/procedures.

Knowledge of police and CB radio operational procedures.

Knowledge of geographic features of the state and an in-depth knowledge of working areas, including all roadways and detours, local landmarks and points of interest.

Knowledge of techniques necessary to protect accident scene.

Knowledge of evidence and contraband, and how it should be preserved, identified, and transported.

Knowledge of the Code of Iowa, especially sections pertaining to Motor Vehicle Law and Criminal Law.

Knowledge of arrest and arrest warrant procedures.

Knowledge of driving while intoxicated (DWI) and implied consent procedures.

Knowledge of court procedures.

Knowledge of what constitutes a traffic hazard.

Knowledge of what constitutes an abandoned vehicle and procedures.

Knowledge of combustible, explosive and radiological materials.

Knowledge of Department of Public Safety Criminalistics Laboratory procedures.

Knowledge of use, mechanical operation, maintenance and safety of firearms.

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

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

Ability to perform emergency medical techniques approved for use by the Department of Public Safety.

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

Ability to recognize and report hazardous weather and road conditions.

Ability to detect equipment, registration, and licensing violations.

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

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

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

Ability to identify stolen vehicles and property.

Ability to fingerprint a person.

Ability to understand behavior patterns of people with whom the Trooper comes in contact, and to identify suspicious behavior.

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

Ability to maintain self-discipline, and remain objective and professional under physical and verbal abuse, and in emotionally stressful situations.

Ability to make decisions and react appropriately in a dangerous or stressful situation.

Ability to restrain individuals taken into custody.

Ability to defend oneself or others from injury or harm.

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 apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

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.

CAPITOL COMPLEX POSITIONS:

In addition to the general competencies listed above, Trooper 3 officers assigned to the Capitol Complex must possess the following competencies:

Knowledge of community policing techniques.

Knowledge of appropriate protocol when protecting and transporting the Governor, Lt. Governor, First Lady and when working with dignitaries and other state officials.

Knowledge of geographical features of the state Capitol Complex and Terrace Hill and of the areas surrounding the Capitol Complex and Terrace Hill, including all roadways and detours, local landmarks and points of interest.

Knowledge of the various state offices and surroundings.

Knowledge of the basic functions of the state agencies/departments.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Troopers in the Department of Public Safety qualify for promotion to Trooper 3 with:

a Bachelor's degree from an accredited college or university and experience equal to 11 years of full-time work as a peace officer in the department;

OR

an Associate's degree from an accredited college and experience equal to 13 years of full-time work as a peace officer in the department;

OR

experience equal to 15 years of full-time work as a peace officer in the department.

NOTE:

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

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 Department of Public Safety.

Effective Date: 06/09 SP