

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: PL005 Police Officer
POSITION #/TITLE: ALL Police Officer	Adopted: 07-97
	Revised: 02-16

POSITION DESCRIPTION

Dept: Police	Manager Level: Non-Manager
Salary Plan/Description: POL/Police Bargaining	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: NB127/Police Captain; NB132/Police Lieutenant; NB133/Police Sergeant	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position)
Personal Protective Equipment: Eye, Hand, Head, Foot, Protective Clothing	

General Statement of Duties

Provides direct services in the enforcement of the law, maintenance of public order, control of traffic in City streets by the performance of surveillance, intervention, arrest, direction of emergency activities or a variety of related acts.

Distinguishing Features of the Class

Works under the supervision of a Police Sergeant assigned to patrol, investigative, administrative and support services operation, activities and programs.

Examples of Essential Work (Illustrative Only)

Patrols City streets;
 Responds to calls for police assistance or service;
 Directs traffic where needed;
 Provides emergency assistance to ill or injured citizens;
 Arrests law violators; testifies in judicial proceedings;
 Maintains custody of prisoners;
 Makes reports;
 Conducts initial investigation of alleged criminal conduct;
 Maintains order in crowds;
 Advises public on laws in force;
 Enforces traffic laws, issues citations where indicated;
 Investigates suspicious persons or activities;
 Records, stores, and is responsible for evidence for future court cases, and lost items that have been found and turned in by members of the general public;
 Attends roll-calls;
 Attends training sessions;
 Other duties as assigned;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of the laws of the State, County, and City as applied and enforced in this jurisdiction;
Knowledge of department regulations and procedures;
Knowledge of proper police actions and responses in a variety of settings and situations;
Knowledge of methods and techniques appropriately employed by police in a variety of circumstances;
Job-specific knowledge of the City geography, persons and places with which the officer must deal on a daily basis;
Skill in carrying out a variety of police procedures used in crowd control, traffic direction, arrest and detention, preservation of evidence, first aid to ill and injured, operating a motor vehicle in a variety of conditions, questioning suspects and witnesses, and others as developed through training and experience;
Ability to operate the following equipment and tools: automobile, firearms, nightstick, handcuffs, two-way radio, emergency and first aid equipment and other police equipment;
Ability to work under general supervision from field supervisor, but covers beat for patrol singly or with other officer; exercises considerable discretion and independent judgment in serious life situations within limits established by law and policy;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Training and experience as prescribed by the Civil Service Commission.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity and personal mobility which permits the employee to operate equipment and respond in emergency situations.