
Recruitment, Selection & Job Description

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the North Liberty Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the North Liberty Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Chief of Police should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Chief of Police shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

The Department will provide veteran preference as required by state law (Iowa Code § 35C.1; Iowa Code § 400.10).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the North Liberty Police Department.

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

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1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the investigator should not require candidates to provide passwords, account information or access to password-protected social media accounts.

Investigations should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the investigator should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

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A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the following minimum standards (501 IAC 2.2(80B)):

- (a) Citizen of the United States
- (b) Be a resident of Iowa or intend to become a resident of the state upon employment, unless a lawful exception applies
- (c) At least 18 years of age
- (d) Possess a valid driver's license
- (e) Free from any addiction to drugs or alcohol
- (f) Free from any felony or any crime involving moral turpitude
- (g) Fingerprinted for local, state and national fingerprint check
- (h) Good moral character as determined by a thorough background investigation
- (i) High School graduate with a diploma or possess a GED equivalency certificate
- (j) Free from any physical, emotional or mental condition which might adversely affect the exercise of police powers (Iowa Code § 80B.11; Iowa Code § 400.8; Iowa Code § 411.5)
- (k) Candidates must also satisfy the Iowa Law Enforcement Academy (ILEA) selection requirements (Iowa Code § 80B.11)
- (l) Candidates must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill that person's duties

In addition to the above minimum ILEA required standards, candidates should be subjected to additional evaluations including physical ability testing and hearing testing (501 IAC 2. (80B)).

1000.8 JOB DESCRIPTIONS

The Chief of Police should ensure that a current job description is maintained for each position in the Department.

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See attachment: [Police Chief.pdf](#)

See attachment: [Lieutenant.pdf](#)

See attachment: [Sergeant.pdf](#)

See attachment: [Police Officer II.pdf](#)

See attachment: [Police officer I probationary.pdf](#)

See attachment: [Administrative Assistant II. Supervisor-Police.pdf](#)

See attachment: [Administrative Assistant I records clerk-Police.pdf](#)

1000.8 PROBATIONARY PERIODS

The Chief of Police should coordinate with the North Liberty Human Resources Department to identify positions subject to probationary periods and procedures for:

- (a) Establishing the time period of probation (Iowa Code § 400.8).
- (b) Appraising performance during probation.
- (c) Assessing the level of performance required to complete probation.
- (d) Extending probation.
- (e) Documenting successful or unsuccessful completion of probation.

Attachments

Police Chief.pdf



Police Chief

Department:	Police
Supervisor:	City Administrator
Pay Grade:	27
Last Revised:	July 2018

Overview

Under general direction of the City Administrator, this position is responsible for planning, organizing and directing the activities of the Police Department as well as the selection, placement, promotion, training, development, safety, appraisal and discipline of all department personnel. The work of this position is performed with considerable latitude for independent judgment and initiative within the framework of delegated authority and responsibility. The work requires a thorough familiarity with modern police equipment, techniques, methods and practices as applied to traffic control, repression of criminal activity, crime detection, investigation and apprehension of criminals, general patrol functions, and a thorough knowledge of local, state and federal laws and is performed within the general framework of established policies and regulations.

Essential Functions & Duties

- Manage the primary police tasks which include repression of criminal activity; regulation of conduct; prevention of accidents and congestion; apprehension of criminals; recovery of stolen property; gathering and preparation of evidence for the prosecution of criminals; investigation of conditions affecting health and moral welfare of the community; and, the prevention of crimes committed by juveniles.
- Develop and implement department policies and procedures, thoroughly explaining the content that affects the responsibilities of department personnel; conduct periodic reviews of such policies and procedures making changes as needed in order to improve such policies and procedures.
- Supervise maintenance of all records and materials associated with law enforcement activities or administration.
- Responsible for the selection, placement, promotion, training, development, safety, appraisal and discipline of department personnel. Accountable for the proficiency, morale, conduct, appearance and strict attention to duty of all department personnel.
- Assume full responsibility for the actions or omissions of department personnel which are contrary to departmental regulation or policy.
- Communicate regularly with all department personnel and work to improve/maintain morale.
- Conduct regularly scheduled meetings with command staff of the department.
- Prepare and present or facilitate and participate in department training on a routine basis.
- Conduct performance evaluations of personnel under the Chief's direct supervision; review performance evaluations of all other department personnel.
- Review, approve and execute department work performance and safety standards.
- Prepare an annual budget for consideration by the City Administrator.

- Analyze budgetary matters within the department and control expenditures of all departmental funds.
- Establish and maintain harmonious working relationships with city staff, federal, state, county and other municipal law enforcement agencies.
- Confer on a regular basis with administrative heads of area law enforcement agencies and coordinate investigations and other cooperative ventures that are mutually beneficial.
- Determine and enforce policies to be followed by department personnel with respect to public relations in order to insure that the public maintains a positive image of the department.
- Present periodic public addresses and meet with the news media for interviews.
- Conduct investigations into citizen complaints, responding appropriately; conduct internal investigations as required.
- Assist in the development of regulatory ordinances and laws regarding public safety.
- Apprise the City Administrator of all serious or unusual occurrences or significant developments within the city or department.
- Make recommendations to the City Administrator and City Council on issuance of various licenses and permits.
- Attend City Council, staff and other meetings as required; serve on committees, boards, and agencies related to promoting crime prevention and improving law enforcement.
- Other duties as assigned.

Qualifications

Position requires a Bachelor's Degree and a minimum of five (5) years law enforcement supervisory experience. Must possess a valid Iowa Driver's License, meet the licensing standards established by the Iowa Law Enforcement Academy and maintain firearm certification under all state and federal laws. Position requires extensive knowledge of the following: contemporary law enforcement principles, practices, procedures, equipment and techniques, including community policing practices; pertinent federal, state and city laws and ordinances, particularly with reference to the apprehension, arrest and prosecution of persons, rules of search, seizure, evidence, agency rules and regulations and limitations of statutory authority; a thorough knowledge of the methods and practices of police administration and organization. Must possess the ability to analyze complex police problems; to delegate responsibilities and authorities to subordinate supervisory personnel; to communicate clearly, firmly and courteously to the public, department personnel and city staff while establishing and maintaining effective working relationships. Must possess exceptional oral and written communication skills, time management and organizational skills. Must possess initiative and creative thinking. Must maintain a high level of proficiency in effectively managing others for high performance and must demonstrate acceptable levels of attendance, strong work ethic, high level of customer service and positive attitude toward constituents and city staff. Must foster relationships that encourage openness, candor and trust, both internally and outside the organization.

Physical, Mental and Environmental Requirements

This position requires non-regular working hours and shall generally be available for all off-hour emergencies. Must be functionally literate in written and spoken English and have the ability to interpret government and department related information; must possess the ability to hear speech and other sounds effectively; must possess visual perception and full physical agility; possess mental

functions free from significant aberration; possess psychological and emotional stability; possess the capability to function and make decisions in high stress situations; possess the intellectual ability, judgment, stamina and coordination necessary to complete daily tasks; possess the ability to manage, mentor and lead others in the performance of their duties; must possess the ability to operate a motor vehicle, handgun and other weapons as required; must keep abreast of current technology in order to operate necessary police equipment and office equipment such as telephone, computer, copier, fax. Position may require exposure to possibly dangerous criminals, potentially hazardous chemicals and diseases and seasonal temperatures.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.

Lieutenant.pdf



Police Lieutenant

Department:	Police
Supervisor:	Police Chief
Pay Grade:	24
FLSA Status:	Exempt
Last Revised:	July 2018

Overview

Under general direction of the Police Chief, supervise, inspect, instruct and participate in patrol, traffic and criminal investigations. Directly supervise the work of assigned staff in carrying out assigned duties and the mission of the North Liberty Police Department. Responsible for the daily operation of the department.

Essential Functions & Duties

- Assign and supervise the work of sergeants and police officers engaged in patrolling and enforcement of the law and the prevention of crime or disorder.
- Manage the day to day operations of the department; visit the scenes of crimes, respond to emergencies or accidents, and supervise and assist police officers and sergeants.
- Receive or prepare and transmit communications, instructions and policy to officers as directed; assist and instruct subordinate officers in the resolution of difficult problems and situations; instruct sergeants in police work and related law enforcement problems.
- Supervise and participate in investigations of violations in federal, state and local laws.
- Receive complaints against officers or reports of public safety emergencies and determine the need for police action; responsible for the supervision of sergeants and assist in reviewing the activities of officers and the resulting reports; assist in the annual evaluations of subordinate officers.
- Implement departmental training programs and policy among the police officers and guide sergeants in creating new programs.
- Assist in the planning and development of future programs and policies in the police department, build a strong leadership team, monitor and analyze crime trends and crime reductions techniques, implement community-policing programs and develop training and evaluation aspects of the initiatives.
- Interrogate witnesses and prisoners; collect and preserve evidence; apprehend and arrest law violators; assist in preparing complaints and warrants; handle correspondence for assigned cases; appear in court, render credible testimony and present evidence.
- Attend regularly scheduled command staff meetings with the Chief and or sergeants; provide input and information in the development of departmental policy.
- Review and create records of time worked for police officers; prepare payroll worksheets; assist in assignment of work schedule for each shift and or granting leave.

- Under general direction, develop and maintain a positive relationship with the public, city staff, sergeants and police officers.
- Develop and maintain a good working relationship with members of other local law enforcement agencies on corresponding shifts or in mutual benefit.
- Second in command of the Police Department and in the absence of the Chief and will assume the same authority as issued to the Chief.
- May be assigned specialized tasks or responsibilities.

Qualifications

The position requires a minimum of seven (7) years experience as a sworn law enforcement officer, with a minimum of two (2) years as a sergeant with the City of North Liberty Police Department. The position requires a Bachelor's Degree within three (3) years of appointment, if not already obtained. Must possess knowledge of criminal law, investigation and crime prevention methods; knowledge of rules of evidence and the laws governing custody of persons; knowledge of the capabilities and limitations of operating units in the department and the ability to deploy personnel effectively, direct them in their work and advise on technical police problems of investigation and arrest; knowledge of police records; ability to analyze law enforcement problems and to adopt effective programs for action; ability to plan, motivate and coordinate work of subordinates; ability to prepare accurate and comprehensive reports; ability to operate a motor vehicle safely and efficiently. Must have excellent problem solving, critical thinking, and effective communication skills for internal and external department operations. Willing to carry out the mission of the North Liberty Police Department focusing on the department's values in all interactions. Willing to attend additional training, professional development, and schools assigned by the Chief.

Licenses and Certifications: Must possess a valid Iowa driver's license, be certified by the Iowa Law Enforcement Academy and maintain firearm certification under all state and federal laws.

Physical, mental and environmental requirements

Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction.

Reactive emergency, natural or man-made disaster and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends and may be required to travel outside City boundaries to attend meetings/trainings.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.

Sergeant.pdf



Police Sergeant

Department:	Police
Supervisor:	Police Lieutenant
Pay Grade:	22
FLSA Status:	Exempt
Last Revised:	July 2018

Overview

Under general direction of the Police Lieutenant, the Police Sergeant is responsible for fulfilling the mission of the Police Department and first-line supervision of the officers engaged in patrol activities. The Sergeant has the responsibility to ensure fellow officers' conduct is in the best interest of the citizens of North Liberty and to ensure that officers are adhering to organizational policies and working within the authority allowed by law. The Sergeant must communicate department procedures and expectations and make certain that officers under his/her command are properly trained in public safety. The Sergeant must be available and approachable, possess integrity, great judgment and the ability to communicate with others in a respectful and professional manner. Sergeants must put the well-being of fellow officers as a top priority while maintaining the integrity of the Police Department. The Sergeant must also be competent in the technical aspects of law enforcement and perform patrol duties.

Essential Functions & Duties

- Assign, direct, review, oversee and evaluate the work of subordinate officers engaged in the enforcement of the law, the prevention of crime and/or disorder, the investigation of crimes, criminal activity and missing persons.
- Participate in investigations, enforcement and education of violations of federal, state and local laws.
- Go to crime scenes, crash sites and emergency locations to assist and supervise subordinate officers; take charge of difficult situations or complaints and consult with the County Attorney on serious charges.
- Interrogate witnesses and prisoners; collect and preserve evidence; apprehend and arrest law violators; assist in preparing complaints and warrants; handle correspondence for assigned cases; appear in court, render credible testimony and present evidence.
- Ensure that police officers are in compliance with state regulations for certification and fulfill reporting requirements for such certifications.
- Encourage, emulate, and promote officer compliance with safety rules and regulations and departmental policies and procedures.
- Receive or prepare and transmit communication, instructions and policies to subordinate officers as directed; assist and instruct said officers in the resolution of difficult problems and situations; instruct officers in police work and related law enforcement problems and hold self and officers accountable to the policy and purpose of policing.
- Take complaints or reports of emergency situations and determine the need for police interaction.

- Investigate citizen complaints against individual officers or the department.
- Complete officer schedules on a monthly basis; review, approve and verify officers' time sheets on a monthly basis; approve overtime and leave requests as required; and, complete annual evaluations of subordinate officers.
- Evaluate programs and program activities including implementation of goals and objectives; evaluate operations and make recommendations for improvement or change; and, coordinate activities with other departments and agencies.
- Develop and maintain good working relationships with the public and other local law enforcement agencies.
- Assist with planning for special events requiring police assistance and other public relations issues.
- Update supervisors and co-workers on patrol activities noting specific areas of concern, quality of life issues, and community policing initiatives.
- Attend regularly scheduled command staff meetings with the Chief and/or Lieutenant; provide input and information in the development of departmental policy.
- Develop, implement and evaluate departmental training programs and mentor each officer to overcome work problems and reach their full potential.
- Effectively communicate Mission, Vision and Values of the department to officers, role model professional behavior and be accountable for subordinate's activities.
- In the absence of the Chief and Lieutenant, and as designated, assume the same authority as issued to the Chief.
- Perform patrol duties.
- Arrest violators of the law in compliance with local, state and federal regulations.
- Meet with persons reporting incidents and making complaints to the department; interview witnesses and suspects to obtain statements and submit proper reports; collect and preserve evidence; appear in court to present evidence and provide credible testimony.
- Mediate situations where persons are in dispute or disagreement.
- Serve as the animal control officer for stray, abandoned animals or dangerous animals.
- Assist other City departments as directed.
- Other duties as assigned.

Qualifications

This position requires a minimum of five (5) years' experience as a sworn law enforcement officer. Must possess a valid Iowa Driver's License, meet the licensing standards established by the Iowa Law Enforcement Academy and maintain firearm certification under all state and federal laws. Must possess knowledge of criminal law, investigation and crime prevention methods, rules of evidence and the laws governing custody of persons. Must have the ability to prepare accurate and comprehensive reports. Must possess the ability to deploy personnel effectively, direct them in their work and advise on technical police problems of investigation and arrest. Must have the ability to analyze law enforcement problems and to adopt effective programs for action. Must have the ability to plan, motivate and coordinate the work of subordinates. Must have excellent problem solving and communication skills.

Physical, Mental and Environmental Requirements

Physical/Mental: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction.

Environmental: Reactive emergency, natural or man-made disaster and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends and may be required to travel outside City boundaries to attend meetings/trainings.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.

Police Officer II.pdf



Police Officer II

Department: Police
Supervisor: Police Sergeant
Pay Grade: Union Scale
Last Revised: April 2018

Overview

Under general direction provides law enforcement duties to the City of North Liberty.

General Duties

Include but are not limited to the following:

- A. Perform duties of police officer engaged in patrolling in the enforcement of law and the prevention of crime and disorder.
- B. Respond to the scenes of crime, emergencies or accidents to provide assistance to the public.
- C. Inform supervisor of difficult problems and situations that arise during tour of duty if assistance is required.
- D. Participate in investigations of violations of federal, state and local laws.
- E. Receive complaints or reports of emergencies and determine need for police action based on emergency of call and number of complaints received.
- F. Responsible for understanding Departmental Policy and following said policy. If unsure of policy or law in certain situations, will contact supervisor for clarification.
- G. Assist in departmental training programs and policy development.
- H. Interrogate witnesses and prisoners; collect and preserve evidence; apprehend and arrest law violators; assist in preparing complaints and warrants; handle correspondence for assigned cases; appear in court, render credible testimony and present evidence.
- I. Attend scheduled training or staff meetings held by department.
- J. Report activity of work and time worked on shift or special assignment.
- K. May be assigned specialized tasks/assignments or responsibilities by supervisors while maintaining the rank of Police Officer.
- L. Responsible for developing and maintaining a positive working relationship with the public and officers of the Police Department.
- M. Responsible for developing and maintaining a good working relationship with members of other local law enforcement agencies.

Related Duties

Other duties may be assigned by supervisor as needed.

Qualifications

Education, Experience, Knowledge and Skills: Must complete the minimal probationary period of one (1) year as Police Officer I, and receive satisfactory reviews to obtain Police Officer II status. He/she will keep current on their training for the position as required by Federal, State or Department policies.

Licenses and Certifications: Must possess a valid Iowa driver's license, be certified by the Iowa Law Enforcement Academy and maintain firearm certification under all state and federal laws.

Physical, mental and environmental requirements: Position requires physical strength and stamina to bend, run, lift, and crawl into small spaces and to restrain suspects. Must be functionally literate in written and spoken English. Position requires exposure to possibly dangerous criminals on a daily basis; exposure to seasonal temperatures; exposure to potentially hazardous chemicals and diseases.

Police officer I probationary.pdf



Police Officer I

Department: Police
Supervisor: Police Sergeant
Pay Grade: Union Scale
Last Revised: April 2018

Overview

Under general direction provides law enforcement duties to the City of North Liberty.

General Duties

Include but are not limited to the following:

- A. Perform duties of police officer engaged in patrolling in the enforcement of law and the prevention of crime and disorder.
- B. Respond to the scenes of crime, emergencies or accidents to provide assistance to the public.
- C. Inform supervisor of difficult problems and situations that arise during tour of duty if assistance is required.
- D. Participate in investigations of violations of federal, state and local laws.
- E. Receive complaints or reports of emergencies and determine need for police action based on emergency of call and number of complaints received.
- F. Responsible for understanding Departmental Policy and following said policy. If unsure of policy or law in certain situations, will contact supervisor for clarification.
- G. Assist in departmental training programs and policy development.
- H. Interrogate witnesses and prisoners; collect and preserve evidence; apprehend and arrest law violators; assist in preparing complaints and warrants; handle correspondence for assigned cases; appear in court, render credible testimony and present evidence.
- I. Attend scheduled training or staff meetings held by department.
- J. Report activity of work and time worked on shift or special assignment.
- K. May be assigned specialized tasks or responsibilities by supervisors while maintaining the rank of Police Officer.
- L. Responsible for developing and maintaining a positive working relationship with the public and officers of the Police Department.
- M. Responsible for developing and maintaining a good working relationship with members of other local law enforcement agencies.

Related Duties

Other duties may be assigned as needed.

Qualifications

Education, Experience, Knowledge and Skills: College degree and previous experience preferred. Must possess the ability to acquire, within the probationary period, the knowledge of criminal law, investigations and crime prevention methods; knowledge of rules of evidence and the laws governing custody of persons; knowledge of the capabilities and limitations of operating units in the department;

knowledge of police records; the ability to analyze law enforcement problems and adapt to current situations; ability to plan and coordinate with other law enforcement officers; ability to prepare accurate and comprehensive reports; ability to operate a motor vehicle safely and efficiently.

Licenses and Certifications: Must possess a valid Iowa driver's license, be certified by the Iowa Law Enforcement Academy and maintain firearm certification under all state and federal laws.

Physical, mental and environmental requirements: Position requires physical strength and stamina to bend, run, lift, and crawl into small spaces and to restrain suspects. Must be functionally literate in written and spoken English. Position requires exposure to possibly dangerous criminals on a daily basis; exposure to seasonal temperatures; exposure to potentially hazardous chemicals and diseases.

Administrative Assistant II. Supervisor-Police.pdf



Administrative Assistant II

Department:	Police
Supervisor:	Chief of Police
Pay Grade:	16
FLSA Status:	Non-Exempt
Last Revised:	July 2018

Overview

Under general direction of the Chief of Police, this position provides excellent customer service, both in person and via the telephone, to citizens, staff, vendors and the general public, occasionally under stressful situations. This position is responsible for the organization and general administration of clerical duties of a responsible nature within the Police Department and serves as the custodian of records for the Department. Duties require confidentiality and the use of independent judgment. This position also provides assistance to the Chief of Police and Police Officers by providing administrative support for special projects and assignments and responsible for the supervision of the Administrative Assistant I.

Essential Functions and Duties

- Supervise, guide and direct the Administrative Assistant I staff in assigned duties; complete annual evaluation, schedule for best availability for public hours/records needs, and discipline as necessary.
- Provide excellent customer service to the public by greeting and assisting walk-in customers in a friendly and courteous manner.
- Provide excellent customer service to the public by phone in a professional manner, providing requested information or transferring the caller to the appropriate staff member.
- Compose and type letters and special project materials; type confidential correspondence and sensitive reports, forms and statements, working from rough drafts, notes and/or verbal instructions.
- Custodian of Records- Manage all correspondence and department requested records and be sure they are processed in a timely manner.
- Prepare and distribute working copies of case reports to officers for follow up investigation.
- Provide criminal history data to the County Attorney's office and maintain a log of such information.
- Manage copies of videos that correspond with cases for the Johnson County Attorney's office and defense attorneys, and all back-ups.
- Inform officers of subpoenas and court dates; and log and update such appearances on the schedule.
- Prepare monthly invoices for a variety of services and track for payment; i.e., copy fees for defense attorneys, fingerprinting, area agencies/organizations for hours NLPD worked special events, etc.
- Prepare documents for processing and owner recovery of impounded vehicles.

- Maintain traffic citation files and monthly statistics
- Maintain parking ticket information and update payment records as needed; assist citizens wanting to appeal such tickets; run periodic reports on unpaid tickets.
- Develop and maintain a variety of logs and reports of a statistical nature, distributing to appropriate staff and/or local agencies as requested.
- Process property items for release as directed by the Chief of Police.
- Develop and maintain filing systems for case files, tickets, warnings, etc.
- Manage and complete the Uniform Crime Report (UCR), and National Incident Crime Reporting System (NIBRS) for criminal offenses.
- Provide finger printing services to the general public; track on a monthly basis.
- Maintain vehicle inspection schedules, rescheduling if necessary; run VINs after inspection to verify vehicle has not been stolen, and verify electronic payment is made.
- Run driver's license numbers, license plate numbers, VINs and citizen names for officers as requested.
- Schedule golf cart inspections, process forms and payments and issue permits.
- Schedule officers' public relations visits to local schools, clubs and organizations.
- Assist with the Background Check process for local citizens.
- Serve as a Certified Proctor for MMPIs and Post-Tests for new hire candidates.
- Verify and validate NCIC records of items that are reported as missing or stolen
- Log extra patrol requests, vacation house checks and speed trailer locations for officer briefing log.
- Manage, inventory, organize and order office supplies and office needs.
- Support staff in assigned project based work.
- Other duties as assigned.

Qualifications

Position requires a high school degree or equivalent and three years previous administrative support experience.

Position requires a valid Iowa driver's license upon employment and a notary public certification and NCIC certification within six months of employment.

Position requires excellent communication skills, strong organizational skills, customer service skills and the ability to multi-task.

Must possess the ability to establish and maintain effective working relationships with city staff and the general public.

Must be proficient with PCs and computer software applications and have general knowledge of office equipment, including telephone, calculator, facsimile, photo copier/scanner, shredder and others.

Must be self-motivated, have a high energy level and a commitment to the North Liberty community.

Physical, Mental and Environmental Requirements

Position requires light work, exerting up to 20 pounds of force, occasionally using arm and leg controls, and occasional climbing, bending, stooping and reaching; hearing, walking and talking are required on a regular basis. Visual perception range includes working at distances close to the eyes. Must be able to follow oral and written instructions. Position requires no exposure to adverse environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.

Administrative Assistant I records clerk-Police.pdf



Administrative Assistant I

Department: Police
Supervisor: Administrative Assistant II
Pay Grade: 13
FLSA Status: Non-Exempt
Last Revised: July 2018

Overview

Under general direction of the Administrative Assistant II, this position provides excellent customer service, both in person and via the telephone, to citizens, staff, vendors and the general public, occasionally under stressful situations. This position is responsible for the organization and general administration of clerical duties of a responsible nature within the Police Department and serves as the assistant custodian of records for the Department. Duties require confidentiality and the use of independent judgment. This position also provides assistance to the Chief of Police and Police Officers by providing administrative support for special projects and assignments.

Essential Functions and Duties

- Provide excellent customer service to the public by greeting and assisting walk-in customers in a friendly and courteous manner.
- Provide excellent customer service to the public by phone in a professional manner, providing requested information or transferring the caller to the appropriate staff member.
- Compose and type letters and special project materials; type confidential correspondence and sensitive reports, forms and statements, working from rough drafts, notes and/or verbal instructions.
- Assist the Custodian of Records in processing documents for public release and storage.
- Prepare and distribute working copies of case reports to officers for follow up investigation.
- Provide criminal history data to the County Attorney's office and maintain a log of such information.
- Make copies of videos that correspond with cases for the Johnson County Attorney's office and defense attorneys; maintain back-up copies of all video evidence
- Inform officers of subpoenas and court dates and log and update such appearances on schedule.
- Prepare monthly invoices for a variety of services and track payment; i.e., copy fees for defense attorneys, fingerprinting, area agencies/organizations for hours NLPD worked special events, etc.
- Process insurance verification requests regarding loss reports.
- Prepare all necessary documents for processing of impounded vehicles.
- Maintain traffic citation files and keep monthly statistics on such cases.

- Maintain parking ticket information and update payment records as needed; assist citizens wanting to appeal such tickets; run periodic reports on unpaid tickets.
- Develop and maintain a variety of logs and reports of a statistical nature, distributing to appropriate staff and/or local agencies as requested.
- Process items in evidence for release to the public; maintain chain of custody; send/receive property to the lab as directed by the Evidence Supervisor.
- Maintain filing systems for case files, tickets, warnings, etc.
- Provide finger printing services to the general public; track on a monthly basis.
- Download the videos from the body cameras
- Assist with the Background Check process for local citizens.
- Maintain the lost and found items; tag and log items as they come in; make contact with the owners who can be identified by phone or mail.
- Log extra patrol requests, vacation house checks and speed trailer locations for officer briefing log.
- Inventory and organize office supplies and office
- Enter training records for staff.
- Support staff in assigned project based work.
- Other duties as assigned.

Qualifications

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