

FLSA STATUS	Exempt	CIVIL SERVICE	Yes
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Police	DEPARTMENT NUMBER	110
REPORTS TO (TITLE)	Police Chief	JOB FAMILY	Public Safety
PAY GRADE	12	DATE OF LAST REVIEW	November 2023

NATURE OF WORK
<p>The third level of the Public Safety series oversees the daily activities of the patrol, investigation and support services. Responsibilities may include: supervising staff; overseeing internal communications and operations to ensure compliance with rules, regulations, policies, division goals and objectives; interacting with community members, stakeholders and partnering agencies; coordinating programs by prioritizing needs, planning and scheduling tasks, researching laws, ordinances, policies, rules and regulations and improving current practices.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Plans, organizes, directs, coordinates, and evaluates the work of lower level employees; Develops and implements Professional Standards Division goals and monitors progress towards attainment
2.	Conducts inspections of Division personnel and equipment; Conducts the Department's inspectional process; reviews patrol division search warrants.
3.	Conducts Division staff meetings; participate in committees that further the goals of the department.
4.	Ensures compliance with all Department policies, procedures, rules, regulations, and General Orders.
5.	Receives and resolves citizen complaints and/or comments concerning Professional Standards Division activities;
6.	Prepares Professional Standards Division budget requests; Prepares the Department's annual budget; Monitors and supervises Departmental fiscal activities.
7.	Addresses citizen complaints and inquiries related to public safety.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
<p>Patrol</p> <ul style="list-style-type: none"> • Oversees, plans, supervises, and manages the department's patrol division • Coordinates and manages department's Field Training Officer (FTO) program and K9 program <p>Investigations</p> <ul style="list-style-type: none"> • Performs administrative duties for a Multi-Jurisdictional Drug Task Force to include coordination of multiple police departments, Task Force Grant Preparation • Facilitates monthly reimbursement requests in a State Grant Management System and financial reports <p>Services</p> <ul style="list-style-type: none"> • Monitors Capital Improvement Plans (CIP) for the department • Performs administrative duties for School Resource Officers, Dispatch, Records, Parking enforcement

DIRECTION PROVIDED

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular employees and/or part-time or contract employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree (A.S., A.A.) or two-year technical certificate Criminal Justice or Management or Business or related field.

AND

Be a sworn policer officer employed by the Ottumwa Police Department for at least 5 years.

AND

Five (5) years of Police Sergeant experience.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

A valid driver's license.

Certified police officer by the Iowa Law Enforcement Academy.

Be able to legally possess a firearm and ammunition.

SKILL/ABILITIES REQUIREMENTS

- Knowledge of constitutional, state, municipal, and case laws and the ability to interpret and explain the pertinent provisions;
- Knowledge of departmental policies, procedures, rules, regulations, and general orders and the ability to apply them;
- City and Departmental budgetary processes;
- Personnel management issues;
- Criminal statutes;
- Write comprehensive policies, procedures, and other types of documentation;
- Equipment policies and procedures;
- Local, state, and federal security operations;
- React quickly and calmly to emergency situations;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, reaching, standing, walking, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally. And/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Work space restricts movement
- Intense Noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
November 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.