

FLSA STATUS	Non-exempt	CIVIL SERVICE	Yes
UNION	No	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Police	DEPARTMENT NUMBER	110
REPORTS TO (TITLE)	Division Commander (Lieutenant)	JOB FAMILY	Public Safety
PAY GRADE	10	DATE OF LAST REVIEW	November 2023

NATURE OF WORK

The second level of the Public Safety series plans, assigns, and supervises the work of the officers. Responsibilities typically include supervising staff; scheduling and performing patrols; reviewing enforcement activities; coordinating investigations; ensuring civil and legal processes are followed in patrol and related activities; performing patrol and investigation responsibilities; and applying for available grants.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Plans, organizes, directs, coordinates, and evaluates the work of lower level employees; Ensures that subordinates accurately complete all required reports, forms, and records in a timely fashion; schedules shift personnel on a monthly basis; coordinates firearms training;
2. Responds to calls, conducts investigations, report writing, returns phone calls, makes arrests, evidence collection and processing, public relations activities
3. Informs the Operations Division Commander of patrol activities, developments, needs, and other pertinent information vital to the objectives of the Department and shift.
4. Assumes command of emergency situations to ensure that the assignment and coordination of personnel results in maximum efficiency and effectiveness.
5. Supervises communications personnel in the absence of Services Division supervisory personnel.
6. Provides liaison with ILEA; coordinates, supervises, and manages the FTO program.
7. Assists in the preparation of Division budget requests.
8. Maintains inventory records of Department property; ensures proper equipment maintenance and repairs are completed; obtains and issues property, clothing, and equipment.
9. Assumes the duties of the Field Sergeant in their absence; supervises the activities and evaluates the performance of the assigned Field Sergeant; serves as a relief Watch Commander when required.
10. Takes and reviews citizen concerns and complaints; Follows up on any outstanding issues; May provide discipline or coaching to employees as needed.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Drug Task Force

- Oversees the operations and investigations of the multi-jurisdictional drug task force
- Develops and handles confidential informants
- Seizures and forfeitures

Services Division

- Supervises Property & Evidence/DARE Officer, School Resources Officers, Community Service Officer and Parking Enforcement (civilian position)
- Supervises the Department's training functions
- Assists with departmental fleet management

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

Two (2) years as a certified police officer.

OR

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

LICENSING / SPECIAL REQUIREMENTS

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 supervisory techniques;
- Knowledge of Departmental rules, regulations, policies, procedures, and General Orders;
- Knowledge of city and Departmental budgetary processes;
- Extensive knowledge of training principles, techniques, and methods;
- Ability to make minor equipment repairs;
- Ability to retrieve and analyze computer data;
- Prioritize work;
- Ability to function in a patrol setting;
- 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: reaching, standing, fingering, walking, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds 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.