

Police Officer- Part Time

City of Fairbank

Fairbank, IA

ILEA Certification preferred. This job will be approximately 20 hours each week. The officer will be required to work various nights and weekends.

The Police Officer protects life and property, prevents crime, apprehends criminals, and enforces laws and ordinances in a designated area on an assigned shift; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Police Officer reports directly to the Police Chief.

ESSENTIAL FUNCTIONS:

- Patrol the city on an assigned shift in a city police vehicle.
- Arrest violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
- Answer calls from citizens, conduct investigations gather evidence, locate and question suspects and witnesses, and submit proper reports.
- Enforce vehicle and traffic laws; establish traffic control and protection.
- Mediate and/or counsel persons in situations where these persons are in dispute or disagreement.
- Apprehend criminals and offenders.
- Appear in court to present evidence and testimony.
- Prevent and discover the commission of crimes.
- Establish and maintain a cooperative relationship with the community.
- Participate in meetings, conferences and training programs as assigned.
- Encourage and promote compliance with safety rules and the use of safety equipment.
- Assist other City departments as directed.
- Assist in planning for and working at special events requiring police assistance.
- Read incident reports, emails, and other assigned material each shift worked.
- Notify the Chief of Police of incidents of concern.

SKILLS AND ABILITIES (POSITION REQUIREMENTS UPON COMPLETION OF TRAINING):

Proficient skills in:

- Solving problems.
- Conducting investigations and interrogations.
- Gathering, preserving, handling and documenting evidence and crime scene photographs.
- Operating AED, radar, and other devices.
- Using computers and related software applications.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public etc., sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

The Fairbank Police Department is looking for a Iowa Certified Police Officer that is in good standing with their respective department, or a retired Officer that still holds certification.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require- climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a Part-time position. Days and hours of work are varied and dependent on the needs of the department. Some holidays will be worked.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.