CITY OF WAUKEE
invites applications for the position of:

Police Officer

**SALARY:**
$24.82 - $27.92 Hourly
$51,625.60 - $58,073.60 Annually

**DEPARTMENT:** Police

**OPENING DATE:** 02/18/20

**CLOSING DATE:** 03/25/20 11:59 PM

**JOB PURPOSE:**
A Waukee Police Officer performs law enforcement and crime prevention for the safety and protection of life and property in the City of Waukee. The City of Waukee is recognized as one of the fastest-growing cities in Iowa and is located in Dallas County - one of the fastest-growing counties in the US. Waukee offers a family-friendly environment featuring quality parks, schools, and trails. There will be opportunities for career advancement with the addition of a second High School and a new Public Safety building. The Waukee Police Department is very team-oriented and has a culture of success.

[Waukee Police Department Recruitment Video]

The City of Waukee will be conducting physical agility testing and a written examination for the position of Police Officer on April 18, 2020. This testing date is mandatory. You will receive an email with the testing information.

**TENTATIVE HIRING SCHEDULE:**
February 18, 2020 - March 25, 2020 - Applications Accepted
April 18, 2020 - Physical & Written Tests Conducted
May, 2020 - Structured Interviews (selected candidates only)
June, 2020 - Comprehensive Background Investigations Conducted (selected candidates only)
July, 2020 - Selected candidates hired.

Certified Officers will start at $26.85 ($55,848) - $27.92 ($58,073)
Non-Certified Police Officers will start at $26.85 ($55,848). After successful completion of the police academy, wages may increase.

We offer an excellent benefit package: Health/Dental/Vision, Life Insurance, Long Term Disability, Vacation, Sick Leave, Holidays and IPERS.

**ESSENTIAL FUNCTIONS & SUCCESS FACTORS:**

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(Order of Essential Functions does not indicate importance of functions.)

- Patrols the city and responds to calls for service to control traffic, protect life and property, prevent crime and provide for the safeguarding of citizens.
- Completes all written reports as required.
- Conducts preliminary investigations including interviewing witnesses, victims and suspects of complaints, accident/crime scenes and other assigned cases to apprehend violators, to enforce laws and to determine if charges should be filed.
- Secures and preserves evidence. Appears in court to present evidence and give testimony.
- Writes citations, arrests violators of the law and processes arrested subject.
- Establishes and maintains effective working relationships with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Complies with and has excellent knowledge of all departmental Standard Operating Procedures (SOPs).
Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Create and participate in a team environment.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members and the community.
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Attend administrative, department, and team meetings as scheduled.
- Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in the course of performing specific job duties.
- Continually seek and accept opportunities for personal and professional growth including practicing the use of firearms.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Attentive to the City's and Department's standards for customer service, accuracy, quality, efficiency and all City and Department policies and procedure ensuring that all work performed meets those standards.

QUALIFICATIONS:

- High School graduate. AA/BA/BS preferred.
- Experience in law enforcement preferred.
- Bi-lingual and bi-cultural understanding preferred.
- Complies with and has excellent knowledge of all departmental Standard Operating Procedures (SOPs).
- Excellent knowledge of current municipal, state, and federal codes, laws and ordinances, interpreting and enforcing the same.
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.
- Must be able to obtain an Iowa Professional Permit to carry weapons.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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- Must meet all minimum standards for Iowa Law Enforcement Officers per ILEA.
- Able to perform all essential functions of the position while wearing required protective equipment.
- Able to lift, pull, push up to 100 pounds unassisted when necessary.
- Be responsive to verbal and visible signs of distress and alarms.
- Able to remember names, faces and details of incidents.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, vendors and the community.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Will be exposed to emergencies, stressful situations, and significant workplace pressure.
- Standard work hours must be flexible, will include days, evenings, over nights and weekends, may be greater than 40 hours per week, and may be called to report to duty at any time.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee Public Safety building.
- There is no residency requirement for this position.

APPLICATIONS MAY BE FILED ONLINE AT:  Position #Police Officer 2020