

Minimum Standards for Iowa Law Enforcement Officers

The applicant must:

1. Be a U.S. Citizen and a resident of Iowa, or intend to become a resident upon being employed
2. Be 18 years of age at time of appointment
3. Hold a valid Iowa driver's license
4. Not be addicted to drugs or alcohol [modified for Chapter 400 civil service positions by §400.17 of the Code of Iowa]
5. Be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude
6. Successfully pass physical fitness test(s)
7. Not be opposed to use of force to fulfill duties
8. Be a high school graduate or hold a GED certificate
9. Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement
10. Have normal hearing in each ear
11. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer
12. Undergo psychological testing
13. Undergo cognitive (Basic Skills) testing

JOB DESCRIPTION / DEPUTY SHERIFF

JOB SUMMARY:

Under general supervision of the Sheriff, Chief Deputy, Lieutenant and Sergeants, performs general duty law enforcement work with various divisions of the Sioux County Sheriff's Office involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community.

ESSENTIAL FUNCTIONS:

1. Get along well with others and demonstrate sound leadership.
2. Have regular and predictable attendance.
3. Exercise rational judgment, control of emotions and leadership when responding to emergencies.
4. Self-initiate work priorities and work independent of direct supervision.
5. Protect the general safety of the public.
6. Drive emergency vehicles under stressful conditions.
7. Conduct physical apprehensions and arrests of resistive and/or fleeing, and often, dangerous suspects.
8. Be loyal by affirmatively promoting the mission, goals, objectives, and directives of the Sioux County Sheriff's Office as defined by the Sheriff.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Operate the assigned patrol vehicle in accordance with all applicable laws, regulations and Sioux County Sheriff's Office policy and procedure.
2. Patrol assigned area to include all public and private businesses and residences, parking lots, surface streets and highways enforcing all federal, state and local laws. Respond to calls for service, perform preliminary investigations as assigned, investigate suspicious persons or circumstances, and provide assistance to persons who require it.
3. Direct vehicular traffic; enforce traffic laws; direct pedestrian traffic; investigate road damage; remove hazards from the roadway; conduct traffic stops to check operator's license, issue citations, check vehicle license plates, registration and other required documents.
4. Investigate traffic accidents; protect, process and store all physical evidence related to a specific incident; requests the necessary emergency equipment required at the scene, takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents.
5. Enforces all applicable, county, state and federal laws.
6. As a Detective, conducts criminal investigations; interrogates and obtains statements from victims, witnesses and suspects; obtains confessions from suspects; collects and processes evidence; performs crime scene investigations; compiles investigative findings and completes a wide variety of law enforcement reports.
7. Secures and protects the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed.
8. Reviews all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony.
9. Obtains arrest warrants from judicial authority by reviewing facts and evidence as basis for obtaining warrant resulting from the investigation of a criminal incident.
10. Makes arrests of persons observed or suspected of committing crimes, based on probable cause.
11. Confiscates property for evidence resulting from an arrest for safekeeping by physically taking property to the Evidence Processing Room and completing necessary paperwork.

12. Works in conjunction with school teachers, counselors, and principals by coordinating and instructing and participating in the School Resource Officer programs in the public schools.
13. Maintains and inspects all duty related personal and Sioux County Sheriff's Office equipment, to include: vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlights, cellular phones, laptop computers, video and radar equipment, and other specialized equipment.
14. Demonstrates a proficiency in the use of all issued equipment.
15. Communicates over and listens to law enforcement radio in a professional manner.
16. Orally communicates with the public, public safety personnel and supervisors to a degree that complete understanding is accomplished.
17. Assists in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods, tornados and other natural or manmade disasters.
18. Provides victims of crime with information, referral, and other assistance as provided in Iowa law and Sioux County Sheriff's Office policy or regulations.
19. Speaks with and refers citizens in need to appropriate public and social services.
20. Speaks with and interacts with citizens on the beat to establish rapport and trust.
21. Maintains and organizes field notes and other information to complete comprehensive Sioux County Sheriff's Office reports.
22. Fills out all required paperwork in a timely manner.
23. Attends in-service and specialized training as required.
24. Performs highly specialized duties and tasks associated with specialized assignments such as Detective, K-9 Unit, Traffic, Crime Prevention, SRO, Crisis Negotiator, and instructor.

MINIMUM QUALIFICATIONS:

1. Be a United States citizen
2. **Be a resident of State of Iowa, Sioux County, or become a resident within ninety [90] days of employment**
3. Be at least twenty-one [21] years of age
4. Possess a valid Iowa Driver's License
5. Have a high school diploma or GED; or
6. Be at least eighteen [18] years of age if the applicant has received an associate's degree of sixty [60] semester hours of credit from an accredited college or university;
7. Successfully complete the minimum training required for licensure within the State of Iowa within one year of employment
8. Never have been convicted of a *felony* or *misdemeanor involving moral turpitude* or is not currently under indictment for any criminal offense
9. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*
10. Never been convicted of any family violence offense
11. Not be prohibited by state or federal law from operating a motor vehicle
12. Not be prohibited by state or federal law from possessing firearms or ammunition
13. Be subject to a thorough background investigation and personal interviews by Sioux County Sheriff's Office personnel
14. If served in the armed forces of any country, demonstrate stability, reliability, & integrity, by having an Honorable Discharge [*Dishonorable, General, or Medical* discharges are not acceptable]
15. Have never had a commission or peace officer license denied by final order or revoked
16. Not be currently on suspension, or have a voluntary surrender of a job-related license currently in effect
17. Demonstrate having a *good* financial credit rating for the last five [5] years
18. Demonstrate reading and comprehension skills in the English language to at least the 10th grade

- level through interviews and written testing
19. Demonstrate honesty and integrity, by successfully completing pre-employment interviews and drug testing
 20. Demonstrate good general medical health as determined by a medical doctor, who is licensed by the State of Iowa, and physical performance testing
 21. Free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or other testing
 22. Be declared in satisfactory psychological and emotional health by a State of Iowa psychiatrist who is licensed by the State of Iowa
 23. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files.
 24. Continually demonstrate the ability to perform physical and mental tasks under stressful and often confusing circumstances. At time of application and periodically thereafter officers may be required to demonstrate these abilities without assistance. Minimum demonstrations of ability are those set by the Iowa Law Enforcement Academy which all applicants are required to perform at a passing level at their Civil Service Test.

PHYSICAL ABILITIES:

1. Ability to see and accurately identify and distinguish between colors,
2. Ability to accurately identify and distinguish between the smell of different materials, or chemicals,
3. Possess good hearing in order to hear sirens, alarms, the human voice, and to accurately identify and distinguish between inputs from short or long ranges, and clearly hear radio messages,
4. Possess an audible voice for in-person and radio communications,
5. Possess sufficient body strength in order to perform normal duties of the position,
6. Ability to sit, stand, stoop, bend, and walk about.

REQUIRED JOB KNOWLEDGE:

1. Local, state, and federal laws and current Sioux County ordinances.
2. Judicial system, operation, and procedures for criminal prosecution.
3. Laws pertaining to citizen disputes and domestic violence.
4. Laws pertaining to arrest, search, and seizure.
5. Legal limitations, authority, limits, and requirements in the use of force.
6. First Aid procedures and equipment at the first respondent level.
7. Suspect/victim/witness interview and interrogation concepts, principles, and practices.
8. Sioux County Sheriff's Office policies and standard operating procedures.
9. Public relations techniques for handling calls for service or complaints.
10. Crime scene processing procedures and the security and protection of a crime scene.
11. Basic crime prevention techniques.
12. Defensive tactics to protect self and others.
13. Proper arrest and suspect apprehension techniques.
14. Crime patterns, potential problem areas, and prior offenders within patrol area.
15. Jail and Communications Operations.
16. Record keeping, report preparation, filing methods and record management techniques.
17. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
18. Standard business arithmetic, including percentages and decimals.
19. Applicable state, federal and local laws, rules, and regulations.
20. Computer applications related to the work.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.