

To: Bloomfield City Council
From: Chief Chase Johnson #21
Date: 10/14/2025
Re: Job title change

Council Members,

Since I took over this department officially on January 2nd of this year I have tried to make changes to move the department in a forward direction and catch us up to policing standards in 2025. We still have a way to go, but a huge credit goes to you for supporting this department the way you have especially as of late. I feel as Chief I have been able to make our department more visible to the public. Our community engagement is greater than it's been previously. We have the support of the community. For that I am extremely grateful.

Considering all the progress we've made it's extremely important to me that we classify our employees correctly. I feel we are not doing this with regard to Sabrina Yahnke and her position. She is currently classified as a Secretary. She should be classified as a Civil Officer. I am requesting we make this change. She does far more than a secretary and handles sensitive documents that go to our local county attorney, state officials, federal officials (i.e. background checks for locals looking to join the military) and much more. The level of responsibility is such that extra scrutiny should be placed upon anyone filling this position.

Thank you for taking the time to consider this change. I'd also like to personally thank you for the support you have shown me during my 1st year as Chief. I am very grateful for you all.



Chase William Johnson #21
Chief of Police
Bloomfield Police Department

Job Description

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|-----------------------|-------------------|
| Position Title | Civil Officer |
| Department | Police Department |
| Reports To | Police Chief |
| FLSA Status | Nonexempt |
| Reviewed Date | 10/14/2025 |

Job Summary

The Civil Officer supports the efficient operation of the Bloomfield Police Department by performing a variety of administrative, clerical, and organizational tasks. This position requires attention to detail, discretion when handling sensitive or confidential information, and the ability to work effectively with the public, law enforcement staff, and partner agencies.

Essential Job Functions

Records and Reporting

- Conduct background checks for the Defense Counterintelligence and Security Agency (DCSA) and FBI.
- Verify criminal history for individuals under 21 seeking firearm transfers through the FBI's National Instant Criminal Background Check System (NICS).
- Transfer juvenile records to Juvenile Court Officers.
- Submit implied consent forms for OWI charges to the Iowa Department of Transportation.
- Verify and enroll criminal fingerprints into the Department of Criminal Investigation (DCI) system.
- Distribute accident reports to private citizens and insurance companies.
- Mail evidence packages and manage documentation of shipped materials.
- Prepare and distribute weekly press releases and monthly Governor's Traffic Safety Bureau updates.

Community and Public Relations

- Manage two official social media accounts (Shop with a Cop & Bloomfield Police Department).

- Draft and post content to engage the community and promote department events.
- Coordinate with city departments, local businesses, and outside agencies for community outreach.

Program Coordination and Event Support

- **Shop with a Cop:**
 - Manage donations, receipts, and spreadsheets.
 - Prepare letters, family applications, officer participation lists, and release forms.
 - Coordinate logistics, scheduling, and event setup/cleanup.
- **National Night Out:**
 - Coordinate with Main Street Bloomfield for event scheduling, setup, and teardown.
- **Halloween Events:**
 - Coordinate with Davis County Schools and community partners; order and distribute supplies.
- **Cops, Kids & Kindness:**
 - Distribute applications, order attire, coordinate with schools, and purchase prizes.

Administrative and Clerical Support

- Serve as the first point of contact for visitors to the Law Center; greet and assist visitors and callers in a professional manner.
- Screen all visitors and incoming calls; respond to non-emergency complaints and inquiries.
- Assist with scheduling and coordinating appointments with probation and parole officers.
- Organize and maintain filing systems for criminal cases, confidential reports, and departmental records.
- Prepare purchase orders and maintain inventory of office supplies, officer uniforms, evidence materials, drug testing kits, and ammunition.
- Manage petty cash and oversee collection and distribution of funds for bad check collections.
- Process reimbursements and coordinate travel arrangements for department staff.
- Maintain departmental calendars, meetings, and event schedules.
- Notarize citations and documents for the Bloomfield Police Department, Iowa State Patrol, and Davis County Sheriff's Department.

Additional Responsibilities

- Manage golf cart and dog tag registrations.

- Coordinate vehicle inspections and squad car maintenance.
 - Respond to Iowa DOT inquiries regarding vehicle salvage theft affidavits.
 - Serve as the initial point of contact for employment fingerprint cards; verify identities and proofread forms before officer fingerprinting.
 - Transfer fire reports to the Bloomfield Fire Chief.
 - Create and maintain digital forms and applications for City Hall, including employment and code enforcement documents.
 - Administer Narcan in emergencies when required.
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Qualifications

Education and Experience:

- High school diploma or equivalent required; associate's degree in administrative studies, criminal justice, or related field preferred.
 - Two (2) or more years of clerical, administrative, or office management experience, preferably in a government, law enforcement, or legal environment.
 - Experience with Microsoft Word, Google Drive, Excel, Outlook, PowerPoint) required; familiarity with law enforcement software or record management systems preferred.
 - Notary Public certification (or ability to obtain within six months of hire).
 - Must successfully pass a background check and maintain confidentiality standards consistent with law enforcement operations.
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Knowledge, Skills, and Abilities

Knowledge of:

- Office administration procedures and standard recordkeeping practices.
- Principles of customer service and public relations.
- Basic accounting, purchasing, and cash handling methods.
- Federal, state, and local law enforcement documentation and reporting requirements.
- Proper handling of confidential and sensitive information.

Skill in:

- Verbal and written communication, including professional correspondence and report preparation.

- Managing multiple priorities with accuracy and attention to detail.
- Operation of office equipment and software applications.
- Time management, organization, and maintaining detailed records.

Ability to:

- Exercise discretion and sound judgment when handling confidential or sensitive information.
 - Interact effectively and professionally with law enforcement staff, city employees, and the public.
 - Adapt to changing priorities and work independently with minimal supervision.
 - Learn and follow department policies, state regulations, and established procedures.
 - Represent the department in a positive and professional manner at all times.
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Physical Requirements & Working Conditions

- Work is performed primarily in an office setting within a law enforcement environment.
- Duties are typically performed while sitting, standing, walking, bending, or reaching.
- Must be able to lift and carry objects up to **25 pounds** occasionally (such as files, boxes, or event materials).
- Frequent use of computers, telephones, and standard office equipment.
- Occasional exposure to emotionally charged or sensitive situations related to law enforcement activity.
- May be required to attend community events outside regular business hours.
- Must be able to maintain professional composure when dealing with the public, staff, or confidential matters.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing:

- Pre-Employment Physical, Drug and Functionality Testing

PHYSICAL DEMANDS

“X” indicates the amount of time the employee spends performing job functions:

N = None or 0%

F = Frequently or 34-66% (3-6 hours)

S = Seldom or 1-6% (up to ½ hour)

C = Constantly or 67-100% (6-8+ hours)

O = Occasionally or 7-33% (up to 3 hours)

| | N | S | O | F | C | | N | S | O | F | C |
|---------------------------|---|---|---|---|---|--------------------------------|---|---|---|---|---|
| BODY POSITIONS | | | | | | ENVIRONMENTAL | | | | | |
| Standing | | | X | | | Dust | | X | | | |
| Sitting | | | | X | | Noise | | X | | | |
| Walking | | | X | | | Vibrations | | X | | | |
| Kneeling | | X | | | | Chemical Agents | X | | | | |
| MOVEMENTS | | | | | | Biological Agents | X | | | | |
| Bending/Stooping | | | | X | | Excessive Heat | X | | | | |
| Twisting | | | X | | | Excessive Cold | X | | | | |
| Crawling | X | | | | | Other | X | | | | |
| Squatting | | X | | | | Other | X | | | | |
| Balancing | | X | | | | Other | X | | | | |
| Reaching Overhead | | | X | | | JOB SPECIFIC | | | | | |
| Reaching Forward | | | | | X | Indoors | | | | | X |
| Climbing – Stairs, etc. | | X | | | | Outdoors | X | | | | |
| Neck Flexion/Extension | | | | X | | Driving – Vehicle/Equipment | | X | | | |
| USE OF HANDS | | | | | | Office Equipment | | | | | X |
| Grasping/Handing | | | | | X | Sight | | | | | X |
| Powerful Grasp | | X | | | | Hearing | | | | | X |
| Fine Manipulation | | | | | X | Talking | | | | | X |
| Keyboarding/VDT 6 hrs/day | | | | | X | Other | | | | | X |
| LIFT/CARRY | | | | | | PUSH/PULL | | | | | |
| 0-10 lbs. Carry 25 ft | | | | X | | 0-10 lbs opening doors/drawers | | | | X | |
| 11-25 lbs. Carry 25 ft | | | X | | | 11-25 lbs | | | X | | |
| 26-50 lbs. Carry 25 ft | X | | | | | 26-50 lbs | X | | | | |
| 51-75 lbs. Carry 25 ft | X | | | | | 51-75 lbs | X | | | | |
| 76-100 lbs. Carry 25 ft | X | | | | | 76-100 lbs | X | | | | |
| Over 100 lbs. Carry 25 ft | X | | | | | Over 100 lbs | X | | | | |

Required Personal Protective Equipment: None Required

The City of Bloomfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage employees and prospective employees to discuss needed accommodations with the appropriate City representatives.