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DENISON POLICE DEPARTMENT
POLICE OFFICER APPLICANT INFORMATION PACKET

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MINIMUM EMPLOYMENT QUALIFICATIONS TO BE CONSIDERED FOR EMPLOYMENT AS A POLICE OFFICER WITH THE CITY OF DENISON POLICE DEPARTMENT

There shall be strict adherence to the following minimum qualifications. Applicants who do not meet or maintain these minimum standards throughout the entire selection process will not be considered for employment as a peace officer with the City of Denison Police Department.

1. **CITIZENSHIP** - An applicant must be a citizen of the United States and a resident of the state of Iowa or intends on becoming a resident upon being employed.
2. **AGE** - An applicant must be at least eighteen (18) years of age at the time application is made.
3. **EDUCATION** - All applicants must possess at least a high school diploma or GED equivalency diploma.
4. **DRIVERS LICENSE** - All applicants must possess or be able to obtain upon appointment, a valid Iowa Drivers License.
5. **GOOD MORAL CHARACTER** - Applicants must be of good moral character, which means that he or she can be trusted and is considered by those who know him or her to be a person of good reputation and good standing in the community. Many factors are relevant in this assessment. The Department seeks applicants whose histories show good judgment, maturity, a sense of responsibility, and the respect for and of others.

Applicants who have been convicted of a felony or a crime involving moral turpitude will not be invited to participate in the selection process. Moral turpitude is defined as an act of baseness, vileness, or depravity in the private and social duties which a person owes to another person, or to society in general, contrary to the accepted and customary rule of right and duty between person and person. It is conduct that is contrary to justice, honesty or good morals. The following nonexclusive list of acts has been held by the courts to involve moral turpitude: Income tax evasion, perjury, or its subornation, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales. Various factors, however, may cause an offense which is generally not regarded as constituting moral turpitude to be regarded as such. For example, a record of a number of convictions for simple assault would involve moral turpitude, whereas a singular act would not.

6. **PHYSICAL FITNESS REQUIREMENTS** - An applicant must be able to satisfactorily complete the following physical fitness tests as required by Iowa administrative rule.
 - a. **SIT AND REACH TEST** - This test is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks that involve range of motion and in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to an apparatus with 15 inches being at the toes and the 1 inch mark being closest to the body.
 - b. **1 MINUTE SIT UP TEST** - This test is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force, in maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups performed in one minute.

- c. 1 MINUTE PUSH UP TEST - This test requires the applicant to push their own weight off the floor. This test measures the amount of force the upper body can generate and is an important area for performing police tasks requiring upper body strength. The score is the number of push-ups performed in one minute.
- d. 1.5 MILE RUN - This test is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in the number of minutes and seconds taken to complete the run.

The following charts contain the minimum scores, dependent upon sex and age, that an applicant must obtain in each of the four testing areas to pass the physical fitness testing. Additional points are awarded to those applicants who are able to perform the tests in excess of the minimum standards.

| MALES | | | | | |
|-------------------|-------|-------|-------|-------|-------|
| AGE | 20-29 | 30-39 | 40-49 | 50-59 | 60 + |
| SIT & REACH | 16.5 | 15.5 | 14.3 | 13.3 | 12.5 |
| 1 MINUTE SIT-UPS | 38 | 35 | 29 | 24 | 19 |
| 1 MINUTE PUSH-UPS | 29 | 24 | 18 | 13 | 10 |
| 1.5 MILE RUN | 12:51 | 13:36 | 14:29 | 15:26 | 16:43 |

| FEMALES | | | | | |
|-------------------|-------|-------|-------|-------|-------|
| AGE | 20-29 | 30-39 | 40-49 | 50-59 | 60 + |
| SIT & REACH | 19.3 | 18.3 | 17.3 | 16.8 | 15.5 |
| 1 MINUTE SIT-UPS | 32 | 25 | 20 | 14 | 6 |
| 1 MINUTE PUSH-UPS | 15 | 11 | 9 | *12 | *5 |
| 1.5 MILE RUN | 15:26 | 15:57 | 16:58 | 17:54 | 18:44 |

* Females in excess of 49 years of age may do pushups on their knees.

7. **WRITTEN TESTING** - Applicants must take and successfully pass the Police Officer Selection Test (POST) as required by Iowa administrative rule. The test is divided into four sections, each of which are designed to measure a specific set of skills determined necessary to learn and perform the job of a police officer. The four sections include: Basic Arithmetic Skills, Reading Comprehension Skills, Grammar, Punctuation, and Spelling Skills, and Writing Skills. Applicants must achieve a minimum score of 70% in each of the four sections to pass the written test.
8. **USE OF FORCE:** Applicants may not by reason of conscience or belief be opposed to the use of force, when necessary to fulfill the duties of a law enforcement officer.
9. **PHYSICAL REQUIREMENTS** - Applicants for law enforcement officer positions are required by law to be in an acceptable physical and mental condition to perform their duties under physically demanding conditions.

The following specific requirements must be met and maintained throughout the entire selection process:

- a. Uncorrected vision no worse than 20/100 in each eye, correctable to 20/20 in each eye.
- b. Normal color vision as determined by Pseudo-Isochromatic Plates test, requiring correct identification of fourteen out of eighteen test plates.
- c. Normal hearing with a loss not exceeding twenty-five (25) decibels in either ear at 1000, 2000, and 3000 cycles.
- d. Normal blood pressure, without medication, with a reading not exceeding 160/90.
- e. Height and weight must be in relation to each other as determined by accepted medical standards.
- f. No history of epilepsy.

POLICE OFFICER SELECTION PROCESS

PHASE 1

WRITTEN APPLICATION:

All applicants must complete and submit a written employment application on forms supplied by the department. Applicants may, in addition to the department application, submit typed resumes or letters. The information supplied by the applicant on the application forms and obtained from computerized record files (driver's license and criminal history) will be used to make an initial evaluation to determine that the applicant meets the minimum employment qualifications. Those applicants who meet or exceed the minimum employment qualifications will be invited to participate in the selection process.

PHASE 2

PHYSICAL FITNESS TESTING & ASSESSMENT:

Applicants invited to participate in the selection process must take and pass the physical fitness examination which consists of the following four tests: Sit & Reach, 1 minute Sit-ups, 1 minute Push-ups and 1.5 mile run (see pages 1 & 2 of this document for a description of each of these tests). Applicants must successfully complete each of the four test areas. Failure to meet the minimum requirement in any of the four testing area will eliminate the applicant from further consideration for employment. Applicants are encouraged to wear appropriate exercise attire when completing this testing. (Applicants who are certified as Iowa police officers at the time of application and who have been employed by an Iowa Law Enforcement agency within the previous six months prior to application may qualify for an exemption from this phase of the selection process).

WRITTEN TESTING:

Those applicants who successfully complete the physical fitness phase of the selection process must take and pass the Police Officer Selection Test (POST). The test is divided into four sections: Basic Arithmetic Skills, Reading Comprehension Skills, Grammar, punctuation, and Spelling Skills, and Writing Skills. Each of the four sections are designed to measure a specific set of skills determined necessary to learn and perform the job of police officer. Applicants must achieve a minimum of 70% correct in each of the four sections. Failure to obtain the minimum score in any of the four testing areas will eliminate the applicant from further consideration for employment. (Applicants who are certified as Iowa police officers at the time of application and who have been employed by an Iowa Law Enforcement agency within the previous six months prior to application may qualify for an exemption from this phase of the selection process).

PHASE 3

ORAL BOARD INTERVIEW:

Following completion of Phase 2 the top candidates will be identified and scheduled for oral interviews. The interview panel consists of three to four board members, each of whom individually evaluate the candidate and the average of their combined scores becomes the candidate's final interview score.

PHASE 4

PSYCHOLOGICAL EXAMINATION:

Following completion of Phase 3 the top candidates will be identified and scheduled for a Psychological Examination at the Iowa Law Enforcement Academy. The examination used is the Minnesota Multi-Phasic Personality Inventory (MMPI). The examination consists of true/false questions that are scored and evaluated by the Academy Psychologist. Following review and evaluation of the examination the Academy may require that an Applicant be scheduled for a personal interview with a Psychologist.

BACKGROUND INVESTIGATION:

Applicants selected to participate in Phase 4 of the selection process will also have a background investigation completed. During the background investigation references, employers, schools, co-workers, and other sources are contacted and interviewed.

PHASE 5

CONDITIONAL OFFER OF EMPLOYMENT:

Following completion of Phase 4 selected candidate(s) will be offered a Conditional Offer of Employment. This offer is conditional upon the candidates submitting to and successfully passing a physical examination with a doctor of the departments choosing and a fingerprint check of Local, State, and Federal databases.

PHASE 6

CONFIRMATION OF EMPLOYMENT:

Confirmation of employment will be made to selected candidate(s) who successfully complete Phase 5 of the application process.

DUTIES AND RESPONSIBILITIES - PATROL OFFICER
(Includes probationary and part-time patrol officers)

OBJECTIVE: Performs police work as assigned to protect lives and property, prevent and detect crimes and fire hazards, provide emergency services, enforce laws and ordinances, and maintain public order throughout the City.

REPORTS TO: Supervisory Officer assigned to the shift.

SUPERVISES: Has no regular supervisory responsibilities.

SPECIFIC RESPONSIBILITIES: The duties and responsibilities of a Patrol Officer are as follows but are not limited to;

1. Deter and detect unlawful activities by effective patrol of assigned areas. Seeks abnormal conditions, inspects business premises, checks suspicious persons or vehicles, maintains lookout for wanted persons and property, checks for fire hazards, and provides a visible Police presence.
2. Responds to and handles all Police calls. Investigates complaints, maintains order by intervening in public and private disputes, handles complaints concerning disturbances, juvenile problems, etc.
3. Assists in the investigation of all crimes under the direction of department supervisors.
4. Responds to and handles medical and fire emergencies. Provides rescue help and emergency first aid treatment as necessary.
5. Apprehends violators. Performs initial investigation work including the identification and gathering of evidence, questioning victims and witnesses, following up on related leads, etc. Arrests and processes suspects, documents, evidence, and appears and/or testifies in court as required.
6. Monitors and ensures proper flow of traffic. Directs traffic as needed, reports hazardous conditions, gives warnings and issues citations. Also enforces parking ordinances, reports abandoned or damaged vehicles, and assists stranded motorists.
7. Investigates and prepares reports on traffic accidents as directed. Gathers evidence from drivers, witnesses and inspection of vehicles. Prepares diagrams of the scene and reports, as required, for Police records.
8. Establishes and maintains good community relations with the public and other law enforcement agencies. Includes answering questions, providing directions, providing prompt assistance as needed and participating in public relation activities as directed.
9. Maintains and improves individual Police skills. Stays abreast of developments in the Police field and changes in related laws and ordinances.
10. Ensures proper maintenance and safe operation of assigned vehicles and equipment. Reports damaged, loss of, or improperly operating equipment to an immediate supervisor as soon as possible.
11. Follows all lawful orders of department supervisors and keeps supervisory officer's advised of patrol developments and problems.
12. Responsible for the completion of all required reports and forms.
13. Other duties as may be deemed necessary by the Chief of Police, Assistant Chief of Police, or Patrol Sergeant for the efficient day to day operation of the department.

POLICE OFFICER PAY SCHEDULE

| | | |
|---|------------------|---------------|
| <u>Fiscal 2016/2017 Gross Pay</u> | <u>Bi-Weekly</u> | <u>Annual</u> |
| Non-Certified Probationary Patrol Officer | \$1,698.62 | \$44,164 |
| Certified Patrol Officer (Lateral Transfer) | \$1,887.36 | \$49,071 |
| | | |
| <u>Fiscal 2017/2018 Gross Pay (+3.00%)</u> | <u>Bi-Weekly</u> | <u>Annual</u> |
| Non-Certified Probationary Patrol Officer | \$1,749.58 | \$45,489 |
| Certified Patrol Officer (Lateral Transfer) | \$1,943.98 | \$50,543 |
| | | |
| <u>Fiscal 2018/2019 Gross Pay (+3.00%)</u> | <u>Bi-Weekly</u> | <u>Annual</u> |
| Non-Certified Probationary Patrol Officer | \$1,802.07 | \$46,854 |
| Certified Patrol Officer (Lateral Transfer) | \$2,002.30 | \$52,060 |

EMPLOYEE BENEFITS

1. VACATION: After 1 year of service 5 days
After 2 years of service 10 days
After 5 years of service 15 days
After 10 years of service 20 days
After 15 years of service 20 days plus one additional day for each year of additional employment up to a maximum of 25 days.
2. HOLIDAYS: 10 paid holidays per year plus an additional 1/2 day if the employee actually works on any of the 10 recognized holidays.
3. SICK LEAVE: 1.5 days per month following six months of employment, accruable to 864 hours.
4. SHIFT DIFFERENTIAL PAY: Afternoon shift \$ 52.00 dollars per quarter
Midnight Shift \$104.00 dollars per quarter
5. OVER-TIME: Paid at time and one-half in compensatory time. Employee's may elect cash pay-out of unused Comp-time at the end of each fiscal year.
6. LONGEVITY: After 5 year of service \$0.35 per hour
After 10 years of service \$0.40 per hour
After 15 years of service \$0.45 per hour
After 20 years of service \$0.50 per hour
7. INSURANCE: \$20,000 life insurance for employee, \$3,000 for dependents
Health Savings Account for Medical and Dental plan for employee and dependents
City pays 95% of premium costs, plus \$2,500.00 contribution into a family HSA or \$1,250.00 into a single HSA
Long term disability
8. COURT-TIME: Minimum of 2 hrs, time and a half for all time over two hours.
9. UNIFORMS: Initial issue of uniforms and equipment purchased by the City, each year thereafter \$480.00 per officer, per year for replacement of worn uniforms and equipment.

10. WEAPON: Department supplied duty weapon. Officers may elect to participate in an interest free buy-back program.
11. RETIREMENT: Iowa Public Employment Retirement System (IPERS) Special Service Class Retirement.