

City of Marshalltown, Iowa
Police Officer Civil Service Entrance
Examination
Monday, July 27, 2009



Application deadline 12:00 p.m. Monday, July 13, 2009

Notice of Civil Service Entrance Examination Marshalltown Police Department

The City of Marshalltown, Iowa, will be conducting entrance examinations for Police Officers on **Monday, July 27, 2009** at the Marshalltown Public Library, 108 West Boone Street, in Marshalltown. Check in for all candidates will begin promptly at 8:30 a.m. Each candidate will be required to present photo identification before participating in the testing process. Minorities, females, and bilingual candidates (particularly English/Spanish) are encouraged to apply.

Police Officers who are currently certified in the State of Iowa and who have not had a 180-day break in service will not be required to take the POST (Police Officer Selection Test); however, all candidates including those certified will be required to take the physical fitness test. Certified Police Officers with a 180-day break in service will be required to participate in the entire process.

All candidates must be present at the 8:30 a.m. check-in regardless whether he/she has a valid POST score.

To be considered for employment, the City of Marshalltown Application for Employment must be received by the Human Resource Department by 12:00 p.m. on Monday, July 13, 2009. There is a \$30 POST/MMPI fee that must be paid prior to the testing date. Candidates who submit an online application should mail a check/money order/cashier's check for this fee to the City of Marshalltown ATTN: Human Resources at the address listed on the last page of this brochure. Candidates who have a valid POST and MMPI on file will not be required to pay the \$30 fee. The City of Marshalltown will be provided with a list of those applicants who have valid tests on file. Applications received after 12:00 p.m. on Monday, July 13, 2009 will not be accepted. A confirmation letter will be sent to candidates the week prior to Monday, July 27.

MINIMUM REQUIREMENTS

To become a Police Officer for the City of Marshalltown, all minimum hiring standards must be satisfied: The person must (1) be a U.S. Citizen and a resident of Iowa or intend to become a resident upon being employed; (2) be 20 years of age on or before July 27, 2009 (maximum age for a police officer or firefighter covered by Chapter 400 of the Iowa Code is 65); (3) hold a valid Iowa driver's license at time of employment; (4) not be addicted to drugs or alcohol; (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; (6) successfully pass physical fitness tests adopted by the Iowa Law Enforcement Academy; (7) not be opposed to use 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 (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer); (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 polygraph testing; and (14) undergo cognitive (Basic Skills) testing.

Employees attending the Iowa Law Enforcement Academy to obtain certification as a Police Officer will be required to sign a pre-employment agreement concerning repayment of training expenses paid by the City if employed by the City of Marshalltown as a police officer for less than three years.

The probationary period for Iowa Police Officers is a minimum of nine months. For employees who are ILEA certified when hired by the City of Marshalltown, the probationary period will begin on the employee's first day of employment. For employees who are not ILEA certified when hired by the City of Marshalltown, the probationary period will begin on the employee's first working day after receiving ILEA certification.

Applicants must meet all requirements of Section 400.17, 2007 Code of Iowa. Any conditional offer of employment will be contingent upon passing the State-required physical examination, which includes drug testing.

TESTING PROCESS FOR APPLICANTS WHO ARE NOT CURRENTLY CERTIFIED IN THE STATE OF IOWA (OR WHO HAVE MORE THAN A 180-DAY BREAK IN SERVICE)

Three parts of the testing process will be administered on Monday, July 27:

- 1) Written test (POST)
- 2) Four-part physical fitness test
- 3) Psychological testing (MMPI-2)

Oral interviews will be held at a later date.

1. POLICE OFFICER SELECTION TEST (POST)

The POST (Police Officer Selection Test) is the State of Iowa's required pre-employment test for law enforcement officers. The test provider, Stanard and Associates, will provide the City of Marshalltown with a list of valid test scores on file before the testing date. Those candidates who are on this list and have a valid passing score will not need to retake the POST but must arrive to check in at 8:30 a.m. The POST is made up of four separately timed test sections. The first three sections: Mathematics, Reading Comprehension, and Grammar use multiple-choice and true/false formats. The fourth section, Incident Report Writing, requires the applicant to write answers in complete sentences. The questions in the POST relate to police duty, however, no prior knowledge of law or law enforcement is needed to answer the questions.

The number of test questions and time limits for each test section are as follows:

Mathematics	20 items, 20 minutes
Reading Comprehension	25 items, 25 minutes
Grammar	20 items, 15 minutes
Incident Report Writing	10 items, 15 minutes

The mathematics section contains problems that require basic arithmetic. Calculators will not be allowed, but scratch paper will be provided.

In the reading comprehension, candidates will read passages relating to police work and will then answer questions based on the passages. All information needed to answer the questions is provided in the passage.

The grammar section of the exam contains two types of questions. The first type presents incomplete sentences and candidates are required to choose the alternative that best completes the sentence. The second type of question presents sentences that contain a spelling error and candidates are to choose the answer alternative that contains the misspelled word.

The incident report writing section tests writing skills. A sample incident report form is given and candidates are to use the information in the report to answer the questions. All answers must contain the correct information and be written in complete sentences with proper grammar spelling.

Candidates will perform better on the POST if he/she spends time preparing for it. Study guides for the POST are available through the City of Marshalltown Human Resource Department for \$3.75. Candidates who have not previously taken the POST or have taken the POST and did not pass are strongly encouraged to use this resource to prepare for the test.

2. FOUR-PART PHYSICAL FITNESS TEST

Candidates who obtain a passing POST score and those candidates who have a valid passing POST score on file will then proceed to the four-part physical fitness test. Candidates who already have a valid passing POST score will immediately participate in the physical fitness test as their first test while other applicants are taking the POST exam. **All candidates must pass the four-part physical fitness testing at the Marshalltown site regardless whether they have passed it at another jurisdiction.**

Three parts of the physical fitness test (sit and reach, sit ups, and push ups) will be given first followed by the 1.5 mile run. The run may be either inside or outside, weather permitting. Each part of the physical fitness test must be

passed to proceed to the next test. Failure of any part of the physical fitness test will eliminate the candidate from further consideration.

IOWA LAW ENFORCEMENT PHYSICAL STANDARDS FOR PRE-EMPLOYMENT TESTING

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness status for job performance established this physical test regimen as a pre-employment standard effective February 15, 1993. No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test. (See 501 IAC 2.1, adopted pursuant to Section 80B.11(5), Code of Iowa.)

Upon entry into the Academy every candidate will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undo risk of injury, and with a level of fatigue tolerance to meet all Academy requirements. If at the time of entrance into the Academy an officer does not meet minimum standards, he or she will not be admitted. Below lists the rationale, purpose, testing procedures, standards of performance and preparation tips for the physical fitness testing.

What is physical fitness?

Physical fitness is a status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- I. **Aerobic capacity** or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area of heart disease in that low aerobic capacity is a risk factor.
- II. **Strength** pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.
- III. **Flexibility** pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area of lower back disorders.

Why fitness is important as a job-related element for law enforcement officers

- It has been well documented that law enforcement personnel (as an occupational class) have potential for serious health risks in terms of cardiovascular disease, lower back disorders, and obesity. Law enforcement agencies have the responsibility of minimizing known risks. Physical fitness is a health domain which can minimize the "known" health risk for law enforcement officers.
- Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that accounts for physical fitness has demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time, and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.
- Physical fitness can be an important area for minimizing liability. An unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

How will physical fitness be measured?

The four-part physical fitness test consists of four basic tests: sit and reach, sit ups, push ups, and a 1.5 mile run. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

1) SIT & REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks involving range of motion and is important 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 one inch mark closest the body. Knees must be locked and the hands held together stretching down the measuring apparatus.

2) 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit ups performed in 1 minute. Hands must remain on or about the head, in the up position, elbows should touch the knees or upper portion of the thigh, in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.

3) 1 MINUTE PUSH UP TEST

This test requires pushing one's own weight off the floor, measuring the amount of force the upper body can generate. An important aspect of performing police tasks requiring upper body strength. The score is calculated by the number of push ups performed in one minute. The chest must come down and touch a fist placed under the individual's chest, and then the arms must go to full extension to complete one push up. Female candidates will have a female proctor for the push up test.

4) 1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. Performing police tasks involves stamina and endurance, in turn minimizing the risk of cardiovascular problems. The score is in minutes and seconds.

Physical Fitness Standards

- The actual performance requirement for each test is based upon norms from a national population sample.
- The applicant must pass each portion of the physical fitness test.
- The required performance to pass each test is based upon gender and age. The absolute performance is different; however, the relative level of effort is identical for each age and gender group. All candidates are required to meet the same percentile rank in terms of their respective age/gender group. The performance requirement is the 40th percentile for each age and gender group.

Minimal physical fitness performance requirements charts

MALES	Ages 20-29	Ages 30-39	Ages 40-49	Ages 50-59	Ages 60 +
Sit & Reach	16.5	15.5	14.3	13.3	12.5
1 minute sit up	38	35	29	24	19
1 minute push up	29	24	18	13	10
1.5 mile run	12:51	13:36	14:29	15:26	16:43

FEMALES	Ages 20-29	Ages 30-39	Ages 40-49	Ages 50-59	Ages 60 +
Sit & Reach	19.3	18.3	17.3	16.8	15.5
1 minute sit up	32	25	20	14	6
1 minute push up	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 push ups on their knees. Provisions as to push ups for females were modified in February 1996, effective for persons hired on or after July 1, 1996.

Preparing for the Physical Fitness Test

1) Preparing for the sit and reach test.

Perform sitting types of stretching exercises daily. There are two recommended exercises: 1) Sit and reach: Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds. Perform 5 reps of this exercise. 2) Towel Stretch: Sit on the ground with legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

2) Preparing for the sit-up test.

The progressive routine is to do as many bent leg sit ups (hand behind the head) as possible in 1 minute. Perform 3 sets at least 3 times per week.

3) Preparing for the push up test.

Candidates with access to weights: determine the maximum weight one can bench press one time. Take 60% of that weight to use as the training weight. Perform 8-10 repetitions of this weight. Perform 3 sets of 8-10 reps increasing weight by 2.5 pounds each week. Candidates with out access to weights: determine how many push ups you can do in one minute. Perform 3 sets of this number at least 3 times a week.

4) Preparing for the 1.5 mile run.

Below is a graduated schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level.

Week	Activity	Distance	Time in Minutes	Frequency
1	Walk	1 mile	20-17	5/week
2	Walk	1.5 miles	29-25	5/week
3	Walk	2 miles	35-32	5/week
4	Walk	2 miles	30-28	5/week
5	Walk/Jog	2 miles	27	5/week
6	Walk/Jog	2 miles	26	5/week
7	Walk/Jog	2 miles	25	5/week
8	Walk/Jog	2 miles	24	4/week
9	Jog	2 miles	24	4/week
10	Jog	2 miles	22	4/week
11	Jog	2 miles	21	4/week
12	Jog	2 miles	20	4/week

Any questions regarding these standards should be directed to the Iowa Law Enforcement Academy at (515) 242-5357, Camp Dodge, P.O. Box 130, Johnston IA 50131-0130.

For additional information about ILEA, please visit www.state.ia.us/government/ilea/index.html

3. PSYCHOLOGICAL TESTING (MMPI-2)

Candidates who pass both the POST and physical fitness test will then be fingerprinted, followed by a psychological test (MMPI-2) that will be given to candidates in the afternoon. Candidates who have already taken this test may not be required to retake it. The City of Marshalltown will be provided with a list of those candidates who will not need to take the MMPI-2.

IOWA CODE SECTION 400.17 - 2007

Except as otherwise provided in section 400.7 (Preference by Service) a person shall not be appointed, promoted, or employed in any capacity, including a new classification, in the fire or police department, or any department which is governed by the civil service, until the person has passed a civil service examination as provided in this chapter, and has been certified to the city council as being eligible for the appointment. However, in an emergency in which the peace and order of the city is threatened by reason of fire, flood, storm, or mob violence, making additional protection of life and property necessary, the person having the appointing power may deputize additional persons, without examination, to act as peace officers until the emergency has passed.

A person may be appointed to a position subject to successfully completing a civil service medical examination. A person shall not be appointed or employed in any capacity in the fire or police department if the person is unable to meet reasonable physical condition training requirements and reasonable level of experience requirements necessary for the performance of the position; if the person is a habitual criminal; if the person is addicted to narcotics or alcohol and has not been rehabilitated for a period of one year or more, or is not presently undergoing treatment; or if the person has attempted a deception or fraud in connection with a civil service examination.

Except as otherwise provided in this section and section 400.7, a person shall not be appointed or employed in any capacity in any department which is governed by civil service if the person is unable to meet reasonable physical condition training requirements and reasonable level of experience requirements necessary for the performance of the position; if the person is addicted to narcotics or alcohol and has not been rehabilitated for a period of one year or more, or is not presently undergoing treatment; or if the person has attempted a deception or fraud in connection with a civil service examination.

Employees shall not be required to be a resident of the city in which they are employed, but they shall become a resident of the state at the time such appointment or employment begins and shall remain a resident of the state during employment. Cities may set reasonable maximum distances outside of the corporate limits of the city that police officers, fire fighters and other critical municipal employees may live. **

A person shall not be appointed, promoted, discharged, or demoted to or from a civil service position or in any other way favored or discriminated against in that position because of political or religious opinions or affiliations, race, national origin, sex, or age. However, the maximum age for a police officer or fire fighter covered by this chapter and employed for police duty or the duty of fighting fires is sixty-five years of age.

** All Police and Fire Department personnel, except non-sworn civilian employees, shall live within a fifteen-minute driving time of the City limits of Marshalltown. Driving time shall mean driving under normal conditions and within speed limits, per City Council resolution 86-21.

Considerable hiring preference may be given to candidates who live within Marshalltown City Limits or who will become City residents upon hire.

ABOUT THE CITY OF MARSHALLTOWN

Marshalltown is a community of approximately 26,000 residents located in central Iowa. Marshalltown is a vibrant community in the center of Iowa, the hub of America's heartland. Located along state Highway 30, one of Iowa's busiest east/west routes, Marshalltown offers easy access to major metropolitan areas of the Midwest and to Iowa's largest cities. The city's strategic location at the crossroads of the state allows Marshalltown to prosper in both agricultural and industrial arenas while offering citizens a harmonious blend of rural and urban living.

Whether traveling for business or pleasure, transportation access to and from Marshalltown is outstanding. Highway 30 is a major corridor in the Iowa Department of Transportation network and provides easy access to Des Moines, linked by Highway 65/330, a corridor recently expanded to four lanes. Three of Iowa's largest cities - Des Moines, Cedar Rapids and Waterloo - are within 65 miles of Marshalltown. The nation's border-to-border Interstates, I-80 and I-35, intersect nearby. Catch I-80 just 30 miles south of town and I-35 only 35 miles to the west.

Benefits

This is a general summary and is presented for informational purposes only; this is not a guarantee of the benefits listed. In case of any discrepancy the master documents shall apply instead of this summary. Police officers' benefits are negotiated by the Teamsters bargaining union, are approved by the City Council, and are subject to change.

Classification of Position

This position is classified as full-time regular and is generally scheduled to work approximately 82.5 hours per two-week pay period. Employees who work more than 82.5 hours per pay period receive overtime at 1½ times their regular hourly rate of pay or they may choose to receive comp time at a rate of 1½ hour of comp time for each hour worked.

Uniforms

Police officers are furnished with all outer on-duty clothing, ballistic vests, handcuffs, and all leather gear. Effective July 1, 2005 the City provides a handgun for use by a new officer.

Insurance

Full-time regular employees and their eligible dependents are generally eligible for group health coverage on the first day of the month coinciding with or immediately following one month of full-time employment. The City currently pays 85% of the premium for the health care plan. Employees' currently monthly costs are \$163.00 for a family plan or \$66.00 for a single plan and are deducted from payroll checks on a pre-tax basis.

Medical - PPO plan

- Wellmark Select PPO administered by First Administrators
- \$15 Office visit co-pay if PPO providers are utilized
- \$500/\$1,000 annual deductible if PPO providers are utilized
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits of \$250 per participant paid at 100% for eligible routine physicals, vision, exams, and/or hearing exams (no deductible and no co-payment required)
- Cancer Screening benefit. Routine and Diagnostic Mammograms, Pap Smears, and Prostate Screenings with limitations as outlined in the plan
- Annual out-of-pocket maximum of \$1,250/individual or \$2,500/family if PPO providers are utilized

Dental

- \$50/\$100 annual deductible Preventive services (oral exams, cleanings, and x-rays) generally covered at 100% (no deductible)

Life Insurance

- Life insurance and AD&D coverage for the employee of one times the employee's annual salary
- City currently pays 100% of the basic life and AD&D insurance premium
- Additional life coverage may be purchased for the employee, spouse, and dependent children

Long Term Disability Insurance

- 180 day waiting period (period of time you must be disabled before benefits begin)
- Benefit is 60% of base salary to a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium

Flexible Benefit Plan

- Payroll deductions for insurance premiums are made on a pre-tax basis which allows avoidance of payroll taxes on the premium amounts
- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis

Employee Assistance Program

- Available to provide employees and their family members confidential assessment, short term counseling, and referral services, to assist with any type of personal problem
- The City provides this benefit at no cost to its employees and their family members

Direct Deposit

Direct deposit of payroll checks is a condition of your employment with the City and is available to any financial institution or institutions.

Paid Holidays

11 paid holidays (includes 3 personal days)

Sick Leave

Sick leave is earned from the first pay period worked. An employee earns four hours each two-week pay period, to a maximum accumulation of 1,040 hours.

Retirement plan

All police officers shall become members of the State of Iowa's Retirement System for Police Officers and Firefighters. Chapter 411 of the State Code of Iowa establishes the member's contribution rates.

Optional Deferred Compensation Plans

Deferred Compensation is an IRS approved method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn (usually during retirement) when the employee is presumably in a lower tax bracket. There are several plans from which employees may choose to participate.

Vacation

5 days after 1 year
10 days after 2 years
15 days after 5 years
20 days after 12 years

Estimated Wages & Compensation Effective July 1, 2009

(Annual amounts are approximate based on 2,145 hrs/yr and are only an estimate)

Estimated annual base wages

Non-ILEA Certified.....	\$38,267
ILEA Certified	\$40,004
Completion of FTO.....	\$40,433
1 year service.....	\$41,484
2 years service	\$42,943
3 years service	\$44,402
4 yrs service	\$46,053
5-7 yrs service.....	\$47,340
7-9 yrs service.....	\$49,314
9-12 yrs service.....	\$50,214
12-15 yrs service.....	\$50,515
15 + yrs service.....	\$50,944

**Years of service applies to service with the City of Marshalltown
(The Chief has the authority to place new officers on a higher bracket based on experience)**

Shift premium of \$.15/hour is paid to officers on night shift (2300 to 0700 hours).
Additional premium of \$.30/hr for all work hours while designated as a Training Officer.



24 North Center Street
Marshalltown, IA 50158
www.ci.marshalltown.ia.us

Gene Beach, Mayor
Richard Hierstein, City Administrator
Jack McAllister, Police Chief
Brian Batterson, Assistant Police Chief
Nathan Stucky, Human Resource Director
Tel (641) 754-5704 Fax (641) 754-5781
hr@ci.marshalltown.ia.us

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