

POLICE OFFICER TESTING



Please review this packet entirely to better understand the testing and hiring process to becoming a Marshalltown Police Officer.

The City of Marshalltown Police Department (MPD) will be conducting Police Officer Testing on **Saturday, September 17, 2011**. Check in for all candidates will begin promptly at 8:30 A.M at the Carnegie Building located at 10 W State Street in Marshalltown. There will be ample parking available in the lot to the North of the Carnegie Building. Candidates will be required to present photo identification before participating in the testing process.

Due to upcoming retirements and promotions, the MPD anticipates hiring 6-7 new Police Officers in the next 18 months. Many of these positions will be filled by candidates who test on this upcoming session.

To be considered for testing, the City of Marshalltown Application for Employment must be received by the Human Resource Department by Friday, September 2, 2011 at 12:00 PM (noon). Applications received after this date will not be accepted. There will not be a testing fee to test for the MPD. A confirmation email will be sent to candidates the week prior to the date of testing.

TESTING DATE:

SATURDAY, SEPTEMBER 17, 2011

DEADLINE TO APPLY:

FRIDAY, SEPTEMBER 2, 2011

Contact Information

Nathan Stucky
Human Resource Director
City of Marshalltown
24 N. Center Street
Marshalltown, IA 50158
Phone: 641-754-5704
E-mail: HR@ci.marshalltown.ia.us

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 21 years of age by date of hire (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.

New employees attending the ILEA 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. 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)**

Four parts of the testing process will be administered in the following order:

1. Four-part physical fitness test
2. Police Officer Selection Test (POST)
3. Psychological testing (MMPI-2)
4. Finger Printing

1. FOUR-PART PHYSICAL FITNESS TEST

All candidates, including those who are ILEA certified, 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.

Physical Fitness Testing Overview

The Physical Fitness Test Battery consists of four basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

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 together as the person stretches down the measuring apparatus.

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 in 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

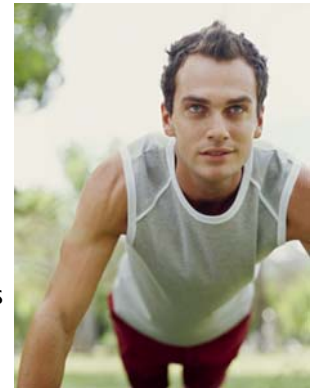
back must come down so that shoulder blades touch the floor. Legs may be held for assistance.

1 MINUTE PUSH UP TEST

This test requires pushing one's own weight off the floor. This measures the amount of force the upper body can generate and is an important area 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, then the arms must go to full extension to complete a push up.

1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area of performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.



MINIMAL PHYSICAL FITNESS PERFORMANCE REQUIREMENTS CHARTS

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 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					
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 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. Normative data for these age groups has not been established.

- The actual performance requirement for each test is based upon norms from a national population sample.
- The applicant must pass every test.

How to Prepare for the Fitness Test

Preparing for the sit and reach test

Performing sitting types of stretching exercises daily will improve performance on this test. There are two recommended exercises.

Sit and reach. Do 5 repetitions of the exercise. 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.

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.

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. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute.)

Preparing for the push up test

If one has access to weights, determine the maximum weight one can bench press one time. Take 60% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2.5 pounds every week.

If one does not have weight equipment, then the push up exercise can be utilized. Determine how many push ups one can do in one minute. At least 3 times a week do 3 sets of the amount one can do in one minute.

Preparing for the 1.5 mile run

Following 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. If one can do the distance in less time, then that should be encouraged.

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

2. POLICE OFFICER SELECTION TEST (POST)

Candidates who pass the physical fitness test will then proceed to the 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 for those who have taken the test in the appropriate window of time before the testing date. Those candidates who are on this list and have a valid passing score will not need to retake the POST. Additionally, 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.

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.

Candidates who have a passing POST score on file in Iowa will not need or be allowed to retake the POST in Marshalltown to obtain a higher score. The City of Marshalltown Civil Service testing does not give points for a candidate's actual scores on the POST.

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.

3. PSYCHOLOGICAL TEST (MMPI-2)

Candidates who have successfully completed the physical fitness tests and the POST will complete the psychological test (MMPI-2) beginning at approximately 1:00 P.M. that afternoon. This is an untimed test and will take approximately two to three hours to complete. Some applicants who have already taken this test may not be required to retake it. If you are not sure whether you will need to take the MMPI-2, we will have a list of those individuals who are exempt from this test on the day of testing.

4. FINGER PRINTING

All candidates who have successfully completed the physical fitness tests and the POST will complete finger printing for background checks.

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 experi-

ence 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.**

Estimated Wages & Compensation Effective July 1, 2011

Annual amounts are approximate based on 2,145 hours/year and are only an estimate.
Additionally, the Chief has the authority to place new officers on the first three brackets based on experience

Estimated annual base wages

Non-ILEA Certified	\$40,154
ILEA Certified.....	\$41,999
Completion of FTO (Training).....	\$42,449
1 year.....	\$43,543
2 years	\$45,066
3 years	\$46,610
4 years	\$48,348
5 - 7 years.....	\$49,678
7 - 9 years.....	\$51,780
9 - 12 years.....	\$52,681
12 - 13 years.....	\$53,024
13 + years.....	\$53,474

Years of service applies to service with the City of Marshalltown.
Shift premium of 15¢/hr paid to employees on the first shift (2300 to 0700 hours).
Additional premium of \$.35/hr for Spanish speaking abilities.

Benefit Summary (Effective January 1, 2011)

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.

Full-time regular employees and their eligible dependents are eligible for group health coverage on the first day of the month following starting date of employment. The City currently pays 85% of the premium for the health care plan. Employees' currently monthly costs are \$174.00 for a family plan or \$74.00 for a single plan and are deducted on a pre-tax basis.

Medical - PPO plan

- Wellmark Select PPO administered by First Administrators
- \$20 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 out-of-pocket maximum of \$1,250/individual or \$2,500/family if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.

Prescription Drug Plan

- Prescription drug plan subject to annual deductible. Mail order drug service available for maintenance medications in a 90-day supply for the cost \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.

Dental

- Annual preventive services (exam, cleaning, x-rays) covered at 100%
- 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns).
- 50/\$100 annual deductible for basic/major services.
- \$1,500 annual benefit maximum per plan member
- \$1,500 lifetime orthodontia benefit per plan member.

Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000 or \$10,000).

Long Term Disability Insurance

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

Flexible Benefit Plan (With Debit Card)

- 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 at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

Direct Deposit

- Direct deposit of payroll checks to any combination of personal checking or savings accounts.

Holidays

- 8 paid holidays

Personal Days

- 3 personal days per year. During the first year of employment, one personal day may be used during the first six months. After six months, the other two may be used.

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 130 days.

Retirement Plan / Pension

- 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.

Vacation

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

Continuation of health/dental insurance

- City employees who are covered by the City's group medical/dental plan on the day prior to a defined "normal" retirement with the MFPRSI or due to an MFRSI defined disability are eligible to continue their existing group coverage. The City pays 50% of the premium for employees who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

Deferred Compensation and IRA

- Deferred compensation (Section 457 of the IRS code) is a 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.
- ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.