**Webster City Police Department**
**Current Employee Wages and Benefits**

## Effective July 2020

**Wages: Range for Non-Certified Police Officer: $22.40/hr. - $23.83/hr.**
**$48,922/year - $52,045/year**

**Range for Certified Police Officer: $25.07/hr. - $28.21/hr.**
**$54,753/year – $61,611/year**

**Paid Vacation:** **1-7 years of service: 10 days**
**8-15 years of service: 15 days**
**16 + years of service: 20 days**

**Sick Leave: 12 days/year to a maximum of 150 days**

**Longevity: $4.00/month through 22 years = $1,056 maximum**

**Acting Shift Supervisor: .75/hr.**

**Shift Differential: .20 - 2nd shift .30 - 3rd shift**

**Holidays: Nine**

**Personal Day: One**

**Uniform Allowance: Provided**

**Cleaning Allowance: $104/year**

**Health/Dental/Vision Insurance: Flexible insurance plan offered for employees and families. There is no cost to the employee for single coverage, current monthly cost to employee for family coverage is $188.92.**

**Life Insurance: $20,000 term insurance for all employees.**

**Retirement: Civil Service Iowa Code Chapter 411**

- **Employer contribution rate for July 1, 2020 – June 30, 2021 is 25.31%**

## Webster City Police Department - Hiring Process

| | |
|---|---|
| **Minimum Requirements** | • US Citizen<br>• 21 Years of age at time of Hire<br>• Iowa Citizen at Time of Hire<br>• Webster City residency requirements at time of hire (35 minute response time)<br>• Valid Iowa drivers license<br>• H.S. diploma or G.E.D.<br>• Good moral character<br>• No felonious or otherwise negative criminal history<br>• Satisfactory drivers license record<br>• An initial criminal history check will be conducted to ensure the minimum requirements are satisfied<br>• ***Those applicants meeting the minimum requirements will be invited to participate in the following process. You will be notified in writing via mail.*** |
| | |
| **Phase I**<br>Civil Service Initial Entry Requirements | • Applicant personal history packet completed and returned prior to or on **Testing date – TBA**<br>• Photograph & fingerprints<br>• Physical Agility*<br>• Iowa P.O.S.T. written exam*<br>• Critical Hire Profile<br>• Applicants passing the physical agility and P.O.S.T. will proceed to the interview process.<br>**The P.O.S.T. & Physical Agility tests may be waived according to the Lateral Transfer Rules (IAC Chapter 501)*<br>**P.O.S.T. test scores may be transferred according to current I.L.E.A rules (IAC Chapter 501)* |
| | |
| **Phase II** | • Background investigation<br>• MMPI-II psychological evaluation – Given at Webster City PD – Date to be determined. |
| | |
| **Phase III**<br>Conditional Offer of Employment | • Polygraph examination – Given at Webster City PD – Date to be determined.<br>• Medical physical examination – Location and date to be determined according to the applicant's location and schedule. |
| | |
| **Phase IV**<br>Final Offer of Employment | • Training contract signed (if applicable)<br>• Establish start date<br>• Swearing in ceremony<br>• 16 Week ILEA training set (if applicable)<br>• 12 Week FTO program |

Specific guidelines for the hiring of a Peace Officer in the State of Iowa are located in Chapter 501 of the Iowa Administrative Code.

# Webster City Police Department
# Officer Hiring Process

1. **Applications** are allowed until the date and times specified in the advertisement All requested information must be submitted. Military service must be confirmed by a copy of the applicant's form DD214. Applicants are encouraged to review the Minimum Requirements in order to alleviate any disqualification later in the process.

2. **Written Examination**, the Police Officer Selection Test is mandated by the State of Iowa. Said test consists of four sections: Mathematics, Reading Comprehension, Grammar, and Incident Report Writing. A minimum score of 70% in each section is required in order to pass.

3. **Physical Fitness Examination** is comprised of a 1.5 mile run, a sit up and a push up test. Standards for each test are set by the State of Iowa and are shown below.

4. **Interview** will follow the above tests. Communication skills, presentation, and content will be assessed at that time by an interview board.

5. **Background Investigations** will be conducted by department investigators, in order to determine an applicant's history and fitness for duty. This will include a Criminal History check, and a DCI/FBI fingerprint check.

6. **Psychological Examination (MMPI)**, a state mandated examination must be successfully completed by all selected applicants.

7. **Polygraph Examination** will be conducted on all selected applicants.

8. **Medical Examination with Drug Screen** is necessary in order to determine fitness for duty, lack of drug use, and ensure compliance with medical protocols set by the Municipal Fire and Police Retirement System of Iowa.

9. **Training Reimbursement Contract.** Non-certified recruits must sign an agreement with the city to reimburse training expenses should the person leave employment within four years.

Once all of these steps are successfully completed, an applicant may be hired by the Webster City Police Department. These steps may seem intimidating; however, it is important to understand that the position of Police Officer brings with it a monumental level of responsibility. Selecting the very best candidate for the position of Police Officer for the City of Webster City is something that we do not take lightly. You are welcome to advise us of your interest in our department.

**WEBSTER CITY POLICE DEPARTMENT**

## POLICE OFFICER REQUIREMENTS

An applicant who will become an officer is required by law to be in acceptable physical and mental condition to perform his/her duties under physically demanding conditions. The following specific requirements must be met and maintained throughout the entire selection process:

- Applicant is a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed;
- **Applicant is not by reason of conscience or belief opposed to the use of force, when necessary to fulfill that person's duties.**
- Applicant is a high school graduate with a diploma, or possesses a GED equivalency certificate.
- Applicant is at least 21 years of age at time off appointment.
- 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;
- Has color vision consistent with the occupational demands of law enforcement. Passing any of the following color vision tests indicates that the applicant has color vision abilities consistent with the occupational demands of law enforcement:
    - Pseudoisochromatic plates tests such as but not limited to: Tokyo Medical College, Ishihara, Standard Pseudoisochromatic Plates, Dvorine, American Optical HRR Plates, American Optical. Panel tests such as: Farnsworth Dichotomous D-15 Test or any other test designed and documented to identify extreme anomalous trichromatic, dichromatic or monochromatic color vision.
- Individuals with extreme anomalous trichromatism or monochromasy color vision, as determined through testing, are not eligible to be hired as law enforcement officers in the state of Iowa.
- 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)
- Is examined by a licensed physician or surgeon and meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer

**MEDICAL CONDITIONS NOT SPECIFIED WILL BE EVALUATED BY THE DEPARTMENT'S PHYSICIAN WHOSE DECISION WILL BE FINAL**

- **DRIVING RECORD**: Applicant must have a valid driver's or chauffeur's license issued by the state of Iowa. A good driving record is required of an applicant. It is indicative of the applicant's respect for traffic laws and other characteristics such as good judgment, physical and mental coordination, and respect for others.

- An applicant **will not be considered** for employment if he or she has been convicted of the following
    - Alcohol/drug related driving offenses (including deferred judgment and deferred sentence) within the past six years.
    - Failure to stop and render aid
    - Perjury or making false statements during driver licensing procedures from any state.

- An applicant **will not be considered** for employment at this time if.
    - Driving privileges have been suspended, canceled or revoked in the three (3) years prior to the application deadline date.
    - Convicted of five (5) moving violations in the three (3) years prior to the application deadline date.

## GOOD MORAL CHARACTER

Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and has not been convicted of a felony or a crime involving moral turpitude. 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. The offenses of assault, domestic abuse, or other offenses of domestic violence, stalking, and any offense in which a weapon was used in the commission are crimes involving moral turpitude. No applicant will be considered if convicted of a domestic violence offense. Domestic violence means "any offense whether or not explicitly described in statute as a crime of domestic violence, which has, as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victim's current or former domestic partner or guardian." 18 U.S.C. 922(g)(9). Convicted means and excludes from consideration for employment anyone whose conviction has been deferred, expunged, set aside, or who received a pardon. The character of a person is determined by past behavior. Many factors are relevant in this assessment.

The Department seeks applicants whose histories show good judgment, maturity, a sense of responsibility, and the respect of others. Several factors will be considered:

1. Conviction or commission of a felony or aggravated misdemeanor, as defined by Iowa law **will disqualify** an applicant. Conviction or commission of any other public offense will be evaluated.

2. A consistent pattern of unexplained failures to meet debt obligations will be evaluated.

3. An applicant who gives false or misleading information to the Department on the application or during the application process **will be disqualified.**

4. History of excessive use of alcohol **will disqualify** an applicant.

5. Unlawful sale of ANY drug(s) **will disqualify** an applicant.

6. Unlawful use or experimentation of ANY drug, excluding marijuana and steroids, **will disqualify** an applicant.

7. Experimentation with marijuana or steroids will be evaluated.

8. Unlawful use of marijuana or steroids, within two (2) years of the application deadline date **will disqualify** an applicant.

## OTHER CONDUCT NOT SPECIFIED WILL BE EVALUATED

## PHYSICAL AGILITY STANDARDS

### 1.5 Mile Run

| | 20-29 | 30-39 | 40-49 | 50-59 | 60+ |
|---|---|---|---|---|---|
| **Male** | 12:51 | 13:36 | 14:29 | 15:26 | 16:43 |
| **Female** | 15:26 | 15:57 | 16:58 | 17:54 | 18:44 |

### SIT-UP STANDARDS

| | Under 30 | 30-39 | 40-49 | 50-59 | 60+ |
|---|---|---|---|---|---|
| **Male** | 38 | 35 | 29 | 24 | 19 |
| **Female** | 32 | 25 | 20 | 14 | 6 |

### Push Up Standard

| | Under 30 | 30-39 | 40-49 | 50-59 | 60+ |
|---|---|---|---|---|---|
| **Male** | 29 | 24 | 18 | 13 | 10 |
| **Female** | 15 | 11 | 9 | *12 | *5 |

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

## Webster City Police Department - Officer Hiring Process

### The following items, (1-6) occur prior to the certification of individuals to the Civil Service list.

**Applications** are allowed until the date and times specified in the advertisement. Applicants must meet all legal requirements set forth by Iowa law. Applicants must be age 21 at the time of application. All requested information must be submitted as required. Military service must be confirmed by a copy of the applicant's form DD214.

Applicants are encouraged to review the Minimum Requirements in order to alleviate any disqualification later in the process.

1. **Written Examination**, the Police Officer Selection Test is mandated by the State of Iowa. Said test consists of four sections: Mathematics, Reading Comprehension, grammar, and Incident Report Writing. A minimum score of 70% in each section is required in order to pass. We will accept the transferring of POST test scores according to the rules set forth by the Iowa Law Enforcement Academy and Stanard & Associates.

2. **Physical Fitness Examination** is comprised of a 1.5 mile run, a sit up and a push up test. Standards for each test are set by the State of Iowa and are shown below. This testing may be exempted according to state law. We will allow the lateral transfer of currently employed Iowa certified police officers according to the rules set forth by the Iowa Law Enforcement Academy.

3. **Interview** will follow the above tests. Communication skills, presentation, and content will be assessed at that time by an interview board.

4. **Initial Background Check** consisting of research into driver's license records and criminal history. Any criminal history baring licensure disqualifies the candidate.

5. **Psychological Examination (MMPI)**, a state mandated examination must be successfully completed by all selected applicants.

6. **Thorough Background Investigations** will be conducted by department investigators in order to determine an applicant's history and fitness for duty. This includes a Criminal History check, DCI/FBI fingerprint check, visiting current and previous employers, visiting with neighbors, family, and other persons that may offer input to the applicants' character.

## The following items, (7-9) occur after the certification of individuals to the Civil Service list.

7. **Polygraph Examination** will be conducted on all selected applicants.

8. **Medical Examination with Drug Screen** is necessary in order to determine fitness for duty, lack of drug use, and ensure compliance with medical protocols set by the Municipal Fire and Police Retirement System of Iowa.

9. **Training Reimbursement Contract.** Non-certified recruits must sign an agreement with the city to reimburse training expenses should the person leave employment within four years.

Once all of these steps are successfully completed, an applicant may be hired by the Webster City Police Department. These steps may seem intimidating; however, it is

important to understand that the position of Police Officer brings with it a monumental level of responsibility. Selecting the very best candidate for the position of Police Officer for the City of Webster City is something that we do not take lightly.