



CIVIL SERVICE COMMISSION

February 26, 2025

8:00 AM

Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVE AGENDA**
- 3. APPROVE MINUTES FROM PRIOR MEETING(S)**
 - A. January 29, 2025 Minutes
- 4. CERTIFY ELIGIBILITY LIST**
 - A. Police Officer (Non-Certified)
- 5. OTHER BUSINESS**
 - A. Police Officer posting to open March 3, 2025 using procedures approved September 24, 2024
- 6. ADJOURNMENT**

Disclaimer:

If you require special assistance, please contact the City Clerk's Office
at 712-890-5261 at least 24 hours prior to the meeting.



CIVIL SERVICE COMMISSION

January 29, 2025

8:00 AM

Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

MINUTES

CALL TO ORDER

Commissioner Nelson Called the meeting to order at 8:00 am on January 29, 2025.

Commissioners present: Jeff Nelson and Kate Cutler.

Commissioners absent: Carol Wood

Staff present: Ron Albers, Chad Nation, Brenda Norton, Graham Jura and Jodi Quakenbush.

APPROVE AGENDA

Jeff Nelson and Kate Cutler moved and seconded approval of January 29 Meeting Agenda, as amended to change the name of Payroll Technician to Payroll Specialist.. Unanimous, 2-0 vote. (Absent: Wood)

APPROVE MINUTES FROM PRIOR MEETING(S)

December 18, 2024 Meeting Minutes

Kate Cutler and Jeff Nelson moved and seconded approval of December 18, 2024 Meeting Minutes. Unanimous, 2-0 vote. (Absent: Wood)

APPROVE TESTING PROCEDURES

Payroll Technician

Jeff Nelson and Kate Cutler moved and seconded approval of Testing Procedures for Payroll Specialist. Unanimous, 2-0 vote. (Absent: Wood)

Talent Acquisition Coordinator

Kate Cutler and Jeff Nelson moved and seconded approval of Testing Procedures for Talent Acquisition Coordinator. Unanimous, 2-0 vote. (Absent: Wood)

Police Officer

Jeff Nelson and Kate Cutler moved and seconded approval of Testing Procedures for Police Officer. Unanimous, 2-0 vote. (Absent: Wood)

Records Technician

Kate Cutler and Jeff Nelson moved and seconded approval of Testing Procedures for Records Technician. Unanimous, 2-0 vote. (Absent: Wood)

OTHER BUSINESS

lateral transfer police officer

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn at 8:25 am. Unanimous, 2-0 vote. (Absent: Wood)

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Interoffice Memo

To: Civil Service Commission
From: Brenda Norton
Cc: Graham Jura
Date: 2/26/2025
Re: Police Officer

Background

The application process for Police Officer, in which the candidates are not currently certified law enforcement officers, has been conducted and an eligibility list prepared for the Commission's consideration. There were 88 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Camden Burgett
2. Joshua Cross
3. Allysa Hoagland
4. Levi Johnson
5. Ben Minnick
6. Nathan Morris
7. Chloe Schlins
8. Caden Selandere

Civil Service Commission Communication

Department: City Clerk

Case/Project No.:

Submitted by: Brenda Norton, HR
Director

Police Officer posting to open
March 3, 2025 using procedures
approved September 24, 2024

Commission Action: 2/26/2025

Description

Background/Discussion

On September 25, 2025, the Commission approved and updated recruitment and testing process for the position of Police Officer which would be utilized for two consecutive hiring processes. At the completion of the second hiring process as approved by these procedures, City staff shall review the outcomes and determine if any changes to the procedures are necessary prior to presenting them to the Commission for further approval.

The Police Chief and the City will begin this second hiring process on March 3, 2025. Applications will close 4/18/2025.

Recommendation

ATTACHMENTS:

Description

Approved Procedures

Type

Testing
Procedures

Upload Date

2/24/2025

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

September 25, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Police Officer

Background

The Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer.

The Civil Service selection process for the hiring of qualified candidates to the job classification of Police Officer for the City of Council Bluffs Police Department consists of multiple testing phases. Candidates are required to show picture I.D. at each phase of the test process.

At the completion of the selection process a list of the top ten (10) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list.

If approved by the Commission, the list created pursuant to these testing procedures shall expire after a period of six (6) months from certification. It is the recommendation of the Police Department that these testing procedures be utilized for two consecutive hiring processes, each creating a list that shall expire after a period of six (6) months from certification. At the completion of the second hiring process as approved by these procedures, City staff shall review the outcomes and determine if any changes to the procedures are necessary prior to presenting them to the Commission for further approval.

Recommendation

It is the recommendation of the Police Department that the Commission approves the testing procedures set forth below:

1. Application

To be eligible, candidates must complete and submit an application to the Human Resources Department during the application period. Applications are submitted online through the Police Officer application. Certified candidates must submit proof of certification.

2. Physical Agility

The physical agility exam will be administered by employees of the Council Bluffs Police Department whenever a sufficient number of candidates are available for testing. The physical agility exam may be administered at any suitable location within the City of Council Bluffs as determined by the Council Bluffs Police Department. The physical agility exam used will be the exam mandated by the Iowa Law Enforcement Academy (ILEA). All applicants must present a valid ID in order to participate in the exam. Candidates will be required to sign a "Police Officer Physical Conditioning Waiver" prior to the physical agility exam.

3. Written Exam

The written exam will be administered to candidates who successfully pass the physical agility test and who have not successfully passed the Iowa Police Officer Selection Test (POST) within the last 6 months. The written exam will be administered at the Council Bluffs Police Station. The written exam used is the POST exam developed by Stanard and Associates and required by ILEA. The cutoff score will be 70% on each section of the exam. Stanard and Associates will provide the City of Council Bluffs with a list of valid test scores on file for those who have taken the test within the last six months. All candidates scoring above the cutoff score for each section will be eligible to proceed to the next test phase.

After successful completion of these two tests, a composite score shall be calculated with the written exam weighted at 60% and the physical agility weighted at 40%.

4. Criminal History Check

The Police Department will run a criminal history check on all candidates who pass the physical and written exam. Candidates who do not meet departmental standards will be eliminated at this point.

5. Personal History Questionnaire Review

Candidates will be sent the Personal History Questionnaire once the application closes. Candidates will have a set deadline to complete the Personal History Questionnaire. The Police Department will perform a review on the questionnaire for the candidates who completed the questionnaire and who passed the physical agility exam and the written exam. If an 'Automatic Disqualifier' is discovered in the Personal History Questionnaire the candidate will be eliminated from the process at this point.

6. Suitability Interviews

A sufficient number of the top-ranking candidates to produce a list of thirty (30) or fewer if fewer qualify, will participate in the oral interview phase. A panel appointed by the Chief of Police and the Human Resources Department will conduct the interviews. The interview will assess the candidate's oral communication skills, judgement, and decision-making skills to ensure they are suitable to serve as a Police Officer. The interview will be scored as Pass or Fail. The panel shall consist of at least one member not employed by the Police Department. This panel member should be a supervisor in another city department that has related experience (i.e. law enforcement, military, etc..) or the Human Resources Department. The Human Resources Department will conduct an Interview Procedure Briefing prior to the suitability interviews taking place. All interviews will be audio and video recorded to ensure structured, consistent, and fair interviews are conducted. Members of the Citizen/Police Advisory Board and the Civil Service Commission may serve on the interview panel or elect to sit as non-scoring observers.

The list of interview questions will be provided to the Commission for approval prior to the interviews taking place.

7. Background Investigation/Polygraph Exam

Candidates who passed the Oral Interview will move to this phase of testing. The Personal History Questionnaire provided by the candidate will be used during the background investigation phase.

The Police Department shall complete the background investigation prior to certification of the eligibility list. The background check consists of, but is not limited to, criminal history records check, driving history records check, military records, credit records, educational records, employment history, finger print check, and personal interviews with the candidate, previous employers, references, neighbors, acquaintances, and family members for determination of work habits, lifestyle and interpersonal relationships.

Any candidate not eliminated by the investigatory process will be asked to take a polygraph exam conducted by the police department's examiner. This phase will be conducted prior to the conclusion of the background investigation.

The polygraph exam provides insight into the applicant's truthfulness relating to responses provided by the candidate on the application, Personal History Questionnaire, and information from the background investigation, as well as involvement with illegal drugs or criminal activity. The polygraph exam is an investigative tool and will not be used as the single determinant of employment status.

8. Administrative Review

The Police Chief shall review the results of the background investigation, polygraph exam and the entirety of the candidate's application to determine whether the candidate possesses the requisite character and fitness to be recommended for certification.

9. Mandatory Ride-Along

Prior to the eligibility list being certified, all eligible candidates will be required to complete an eight (8) hour ride-along preferably between the hours of 3:00 p.m. and 3:00 a.m.

10. Certification

The Police Department will collaborate with the Department of Human Resources on the administration of a competitive examination process. Within one hundred eighty (180) days after the beginning of a competitive examination process an eligibility list shall be established containing the top ten (10) names, or fewer if fewer qualify to be certified by the Commission.¹

An eligibility list shall remain valid until the list has been exhausted or expires.

¹ Iowa Code §400.11(1)(a)