



CIVIL SERVICE COMMISSION

June 15, 2022

8:00 AM

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

MINUTES

CALL TO ORDER

Carol Wood called the meeting to order at 8:02 am. Role call showed Carol Wood, Kate Culter and Jeffrey Nelson present. Staff present: Greg Schultz, Stacie Jensen, Richard Wade, Jodi Quakenbush and Cori Shaw.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of June 15, 2022 Agenda. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Amend Police Officer (Certified) Procedures - December 2021

Amend Police Officer (Non-Certified) Procedures - December 2021

Jeff Nelson and Kate Cutler moved and seconded approval of amending testing procedures for Police Officer (Certified) and Police Officer (Non-Certified) originally approved December 2021. Unanimous, 3-0 vote.

Utility Worker II

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Utility Worker II. Unanimous, 3-0 vote.

Police Officer (Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Police Officer (Certified). Unanimous, 3-0 vote.

Police Officer (Non-Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Police Officer (Non-Certified). Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Police Officer (Non-Certified)

Jeff Nelson and Kate Cutler moved and seconded approval of certifying eligibility list for Police Officer (Non-Certified). Unanimous, 3-0 vote.

Utility Worker II

Jeff Nelson and Kate Cutler moved and seconded approval of certifying eligibility list for Utility Worker II. Unanimous, 3-0 vote.

Community Development Technician

Kate Cutler and Jeff Nelson moved and seconded approval of certifying eligibility list for Community Development Technician. Unanimous, 3-0 vote.

OTHER BUSINESS

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn at 8:38 am. Unanimous, 3-0 vote.

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 Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Amend Police Officer (Certified) Procedures -
December 2021

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

Type

Upload Date

[Certified Police Officer Procedures - December 2021](#)

Testing Procedures

6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

Amended: June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Police Officer (Certified)

Background

Due to anticipated openings and the fact that the process takes so long, the Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **currently certified through the Iowa Law Enforcement Academy (ILEA) or a law enforcement agency accepted by the Iowa Law Enforcement Academy (ILEA).**

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 four testing phases. Candidates are required to show picture I.D. at each phase of the test process. An overview of the process is attached with this memo.

The physical agility exam is mandated by the Iowa Law Enforcement Academy (ILEA). At the completion of the selection process a list of the top fifteen (15) 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. In general, the list is good for a two year period.

The Iowa Law Enforcement Academy also requires that candidates pass a psychological evaluation. The City requires a medical exam based on protocol established by the Municipal Fire and Police Retirement System of Iowa. A drug test is also a part of this exam. To comply with the Americans with Disabilities Act (ADA), these tests are completed after the City has made an offer of employment and the employment offer is conditional subject to the candidate being able to pass both the ILEA and City exams.

Certified candidates must also pass two exams mandated by ILEA, a psychological examination and the ILEA Fitness examination. Passing these exams is a condition of employment. Applicants will be required to live within a 30 mile radius of City Hall by 60 days from date of hire and be 21 years of age by the physical agility testing date. The City will be offering a \$10,000 hiring bonus for currently certified Police Officers. The stipulations surrounding this are outlined in the job posting.

Recommendation

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific 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. Candidates must submit proof of certification by the application deadline. If a candidate does not submit proof of certification by the application deadline, the candidate will only be allowed to follow the procedures for Police Officer (non-certified).

2. Physical Agility

The physical agility exam will be administered at 10:00 a.m. on February 26, 2022, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. 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. The physical agility testing will be held indoors.

3. Criminal History Check

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

4. Personal History Questionnaire Review

After the criminal history check has been completed, by the Police Department, candidates will be sent a Personal History Questionnaire. Candidates will have a deadline to return the completed Personal History Questionnaire.

The Police Department will perform a review of all returned Personal History Questionnaire. If an 'Automatic Disqualifier' is discovered in the Personal History Questionnaire the candidate will be eliminated from the process at this point.

5. Background Investigation/Polygraph Exam

Candidates who participated in the physical agility exam 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.

6. Administrative Review

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be

recommended for certification. The Chief's interview will be rated as pass/fail for the purpose of making the eligibility list, however, candidates will be given a percentage score on the interview to determine the ranking order on the eligibility list.

7. 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 7:00 p.m. and 3:00 a.m.

8. Certification

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of 2 years.

9. Conditions of Employment

Any offers of employment made from the certified list shall be conditional upon the applicant's passing a medical examination as provided in Chapter 411, code of Iowa. Certified candidates must also pass two exams mandated by ILEA, a psychological examination and the ILEA Fitness examination. Passing these exams is a condition of employment.

Candidates certified eligible by the Commission will also be required to sign City form "Agreement for Reimbursement of Training Expenses and Cost of Specialized Personal Equipment". This agreement requires a Police Officer who voluntarily terminates employment within the first five years of employment to reimburse the City on a pro rata basis for certain costs described in City policy 211:1, Termination of Employment.

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Amend Police Officer (Non-Certified)
Procedures - December 2021

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Non-Certified Police Officer Procedures - December 2021	Testing Procedures	6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

Amended: June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Police Officer (Non-Certified)

Background

Due to anticipated openings and the fact that the process takes so long, the Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **not currently a certified law enforcement 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 five testing phases. Candidates are required to show picture I.D. at each phase of the test process. An overview of the process is attached with this memo.

Two of the testing phases, the written and physical agility exams, are mandated by the Iowa Law Enforcement Academy (ILEA). At the completion of the selection process a list of the top fifteen (15) 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. In general, the list is good for a two year period.

The Iowa Law Enforcement Academy also requires that candidates pass a psychological evaluation. The City requires a medical exam based on protocol established by the Municipal Fire and Police Retirement System of Iowa. A drug test is also a part of this exam. To comply with the Americans with Disabilities Act (ADA), these tests are completed after the City has made an offer of employment and the employment offer is conditional subject to the candidate being able to pass both the ILEA and City exams.

Candidates certified eligible by the Commission must also pass two exams mandated by ILEA, a psychological examination and the ILEA Fitness examination. Passing these exams is a condition of employment. Applicants will be required to live within a 30 mile radius of City Hall 60 days after they graduate from the Iowa Law Enforcement Academy by date of hire and be 21 years of age by the physical agility testing date.

Recommendation

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific 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.

2. Physical Agility

The physical agility exam will be administered at 10:00 a.m. on February 26, 2022, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. 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. The physical agility testing will be held indoors.

3. Written Exam

The written exam will be administered to all candidates who successfully pass the physical agility test. The written exam will be administered on February 26, 2022, at 1:00 p.m. at the Council Bluffs Police Station. If we have a low number of candidates show up for the testing, we will have the written exam 60 minutes after the physical agility exam. This will be announced prior to dismissal of the physical agility exam so that all candidates are aware. 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. All applicants will be required to take the POST test. We will not accept previous test scores. All candidates scoring above the cutoff score for each section will be eligible to proceed to the next test phase.

4. Criminal History Check

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

5. Personal History Questionnaire Review

After the criminal history check has been completed, by the Police Department, candidates will be sent a Personal History Questionnaire. Candidates will have a deadline to return the completed Personal History Questionnaire.

The Police Department will perform a review of all returned Personal History Questionnaires. If an 'Automatic Disqualifier' is discovered in the Personal History Questionnaire the candidate will be eliminated from the process at this point.

6. Oral Interviews

A sufficient number of the top ranking candidates to produce a list of fifteen (15), or fewer if fewer qualify, will participate in the oral interview phase. A panel appointed by the Human Resources Department and Chief of Police will conduct the interviews. After completion of the oral interviews, a composite score shall be calculated with the written exam weighted at 40% and the oral interview weighted at 60%.

7. Background Investigation/Polygraph Exam

Candidates who participated in 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

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. (Pass/Fail)

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 7:00 p.m. and 3:00 a.m.

10. Certification

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of 2 years.

11. Conditions of Employment

Any offers of employment made from the certified list shall be conditional upon the applicant's passing a medical examination as provided in Chapter 411, code of Iowa. Certified candidates must also pass two exams mandated by ILEA, a psychological examination and the ILEA Fitness examination. Passing these exams is a condition of employment.

Candidates certified eligible by the Commission will also be required to sign City form "Agreement for Reimbursement of Training Expenses and Cost of Specialized Personal Equipment". This agreement requires a Police Officer who voluntarily terminates employment within the first five years of employment to reimburse the City on a pro rata basis for certain costs described in City policy 211:1, Termination of Employment.

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Utility Worker II

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Utility Worker II - Procedures	Testing Procedures	6/13/2022
Utility Worker II - Job Description	Job Description	6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Utility Worker II

Background

The Director of Public Works is requesting that the Commission approve procedures for establishing a Utility Worker II eligibility list.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below:

1. **Application**

To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position. We will only accept the first 100 applications.

2. **Driving Exam and Oral Interview**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the driving exam (Cut off score: 70%) and oral interview (Cut off score: 70%). The candidates' qualifications will be outlined on their application to include their application supplement. The driving exam and oral interview will take place on the same date. Management staff, identified by the Human Resources Department, will administer the driving exam which includes a pre-inspection walk around. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews.

The final ranking of candidates will be based on their qualifications, driving exam score, and oral interview score.



City of Council Bluffs

Job Description

Utility Worker II

Department: Public Works

Supervisor: Street & Sewer Supervisor

Location: Operations Building

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: April 2022

Union: AFSCME

Pay Grade: 15

Summary:

Performs a variety of manual tasks in connection with street and sewer repair/rehab, operates one or more types of automotive equipment, and performs a variety of general labor and maintenance tasks.

Essential Duties and Responsibilities:

Streets:

- Caulks joints with cement, cork-tight and rubber gaskets, etc.
- Assists in constructing concrete forms for concrete manholes and spillways, streets, and sidewalk repair
- Tamp fills with a variety of materials
- Breaks bituminous asphalt material to provide an even thickness
- Tamps and finishes bituminous materials
- Paves holes in streets with hot asphalt
- Applies proper heat and pressure to obtain a smooth, resistant surface
- Runs a small roller over asphalt patches
- Spreads and tamps gravel
- Breaks and removes concrete using a pneumatic jack hammer
- Pours and finishes concrete repairs
- Spreads gravel, sand, and other materials used on road tasks
- Assists skilled workers in a variety of construction tasks

Sewers:

- Cleans sewers, using slabs, nozzles, rotating cutters, and other devices
- Flushes sewers with high-pressure hoses

- Digs ditches and trenches
- Lays pipe and new sanitary and storm sewer lines
- Backfills holes around pipe, manholes, and inlets
- Repairs breaks in sewer lines
- Cleans catch basins, gutters, culverts, and other drainage structures

Tools:

- Operates air hammers, pumps, compressors, and similar equipment
- Operates simple pneumatic tools

Automotive or Other Types of Equipment:

- Performs minor servicing and maintenance on assigned equipment
- Occasionally operates light truck carrying tools and equipment and performs related work as required
- Drives a truck engaged in hauling materials, supplies, and debris
- Participates in training and learns to operate a dump truck, including sanding and salting streets, during winter months

General Maintenance:

- Removes snow/ice from streets and sidewalks
- Cuts brush cleared from right-of-way
- Builds, repairs, and maintains fences
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or General Education Degree (GED)
- One (1) to three (3) months of related experience and/or training
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Class B Commercial Driver's License (CDL)

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to ninety (90) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in heavy traffic.

Other Skills and Abilities:

- Ability to read, write, and follow oral and written instructions
- Ability to wear a respirator and/or SCBA (Self Controlled Breathing Apparatus)
- Ability to work in confined spaces and at considerable heights
- Knowledge of road maintenance work
- Ability to perform heavy lifting and manual work for extended periods while being exposed to dirt and inclement weather
- Aptitude for mechanical work
- Ability to operate pneumatic power tools, mowers, root-cutting machines, and other equipment of comparable difficulty
- Ability to use hand tools such as picks, shovels, saws, hammers, axes, and chisels
- Skill in the operation of tractors, trucks, and other automotive equipment under all types of weather conditions
- Ability to make minor repairs and adjustments to equipment
- Knowledge of traffic rules

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Police Officer (Certified)

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Police Officer (Certified) - Procedures	Testing Procedures	6/13/2022
Police Officer - Job Description	Job Description	6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Police Officer (Certified)

Background

Due to anticipated openings and the fact that the process takes so long, the Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **currently certified through the Iowa Law Enforcement Academy (ILEA) or a law enforcement agency accepted by the Iowa Law Enforcement Academy (ILEA).**

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 four 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 fifteen (15) 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. In general, the list is good for a two year period.

Recommendation

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific 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. Candidates must submit proof of certification by the application deadline. If a candidate does not submit proof of certification by the application deadline, the candidate will only be allowed to follow the procedures for Police Officer (non-certified).

2. Physical Agility

The physical agility exam will be administered at 10:00 a.m. on August 6, 2022 and at 6:00 p.m. on August 9, 2022, at Abraham Lincoln High School. Candidates will be required to attend one of the physical agility exams. 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. Criminal History Check

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

4. Personal History Questionnaire Review

Candidates will be sent the Personal History Questionnaire once the application closes. Candidates will have a deadline to return the completed 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.

The Police Department will perform a review of all returned Personal History Questionnaire. If an 'Automatic Disqualifier' is discovered in the Personal History Questionnaire the candidate will be eliminated from the process at this point.

5. Background Investigation/Polygraph Exam

Candidates who participated in the physical agility exam 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.

6. Administrative Review

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. The Chief's interview will be rated as pass/fail for the purpose of making the eligibility list, however, candidates will be given a percentage score on the interview to determine the ranking order on the eligibility list.

7. 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 7:00 p.m. and 3:00 a.m.

8. Certification

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of 2 years.



City of Council Bluffs

Job Description

Police Officer

Department: Police Department

Supervisor: Police Captain

Location: Police Station

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2021

Union: Police

Pay Grade: 01

Summary: The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments.

Essential Duties and Responsibilities:

- Patrols city streets for crime suppression and provides public service:
 - Reviews reports, statistics, and other compiled information to determine areas in need of selective enforcement
 - Transmits messages over the police radio
 - Arranges for the removal of abandoned and/or disabled vehicles
 - Provides security checks for businesses and residences
 - Engages in pursuit driving
 - Participates in large scale area search parties for persons or evidence
 - Engages in stake-out assignments for criminal suspect apprehension
 - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence
 - Provides assistance to crimes in progress
 - Provides assistance and traffic control at motor vehicle accidents
 - Administers first aid to sick, injured, or wounded persons
 - Protects accident and crime scenes
 - Transports prisoners and individuals with mental illness
 - Handcuffs prisoners during transportation
 - Searches prisoners
 - Participates in pre-planned raids
 - Requests record checks
 - Re-stocks patrol vehicle with emergency supplies
 - Evacuates buildings or other areas to remove persons in danger

- Provides inspection services through patrol activities:
 - Investigates suspicious persons and vehicles
 - Patrols locations known to be dangerous or hazardous to the public
 - Physically examines abandoned vehicles, locates rightful owners
 - Establishes and notifies owners of impounded vehicles
 - Searches vehicle for contraband and evidence
 - Completes bar checks
 - Searches for missing, lost, or wanted persons to include juveniles
 - Searches buildings, properties, and vehicles for bombs or other hazardous devices
 - Searches buildings, properties, or other structures for contraband, evidence, or wanted persons
 - Investigates suspicious smells which may be evidence of criminal activity
 - Conducts investigations of lost or stolen bicycles
- Provides contact with the public during routine patrol engagement:
 - Stops vehicles to effect felony arrest
 - Checks out lost or confused citizens
 - Delivers death messages
 - Informally counsels juveniles and their families
 - Mediates family disputes
 - Provides security for labor disputes
 - Issues citations for non-traffic offenses
 - Serves arrest warrants
 - Controls crowds, groups of spectators, etc.
 - Makes arrests with and without warrants
 - Interviews witnesses and suspects
 - Refers persons to other agencies
 - Takes juveniles into custody
- Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol:
 - Responds to activated alarms
 - Provides assistance to animal control personnel
 - Investigates crimes in progress, reported crimes, and complaints
 - Provides traffic direction and control for malfunctioning traffic control devices and other public safety hazards such as fires, explosions, etc.
 - Provides assistance to other law enforcement agencies
 - Enforces parking regulations
 - Investigates traffic accidents
- Provides traffic supervision as called for service or comes to his/her attention while on patrol:
 - Removes hazards from the roadway
 - Advises appropriate agencies of traffic engineering needs
 - Monitors drivers for violations at traffic control devices
 - Monitors actions of pedestrians for violations
 - Monitors speed of vehicles using radar, visual observation, or estimation
 - Enforces motor vehicle laws of the road, including OWI with applicable procedures for processing
 - Arrests and books traffic law violators

- Inspects vehicles for licensing, registration, and mechanical defects
- Issues warning violation citations for minor infractions
- Escorts parades, emergency vehicles, dignitaries, and oversize loads
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents
- Takes appropriate enforcement action at accident scenes
- Interviews victims, complainants, and witnesses regarding accidents
- Interrogates suspects in regard to accident investigation
- Conducts criminal investigations for case clearance and/or solution:
 - Interrogates suspects and prepares written statements
 - Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required
 - Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
 - Locates and interviews witnesses
 - Summarizes in writing statements of witnesses, complainants, etc.
 - Inquires into incidents to determine if they are criminal or civil in nature
 - Organizes and conducts photo line-ups
 - Personally reviews records and pictures to identify suspects
 - Contacts various sources, such as employers, utility companies, schools, to help locate suspects and/or witnesses
 - Participates in formal or informal surveillance of individuals or locations
 - Photographs crime scenes
 - Sketches or diagrams crime scenes
 - Coordinates investigations with other law enforcement agencies
 - Presents facts of cases for criminal prosecution
 - Appears and testifies in court proceedings
 - Prepares information and obtains search and arrest warrants
 - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death
 - Conducts follow-up investigations to completion
- Collects, handles, stores, preserves, & examines evidence of all types:
 - Uses chemical test kit to test for controlled substances
 - Thoroughly searches crime scenes for physical evidence
 - Collects and examines evidence and personal property from crime scenes
 - Reviews crime lab reports
- Participates in the training program of the department:
 - Attends in-service training, outside conferences, or training programs and/or seminars
- Engages in Community Relations activities:
 - Talks with individuals on the street to obtain information
 - Talks with people on the street in patrol area to establish rapport
 - Instructs members of the community on crime prevention
 - Requests help from news media in crime prevention or solving

- Prepares official police documents:
 - Prepares official police reports for both internal and external use
 - Prepares all official reports or documents as required in a neat, concise, and factual manner
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- United States Citizen
- Must be age 21 by the test date
- Must be able to obtain a Driver's License from state of residence

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Must meet minimum standards as required by the Iowa Law Enforcement Academy and MFPRSI (Municipal Fire and Police Retirement System)
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, and for long periods of time.

Other Skills and Abilities:

- Considerable working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly in emergency situations
- Ability to develop skill in the use and care of firearms and other weapons
- Must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties
- Ability to drive a vehicle safely and efficiently
- Must not be addicted to drugs or alcohol
- Must be able to successfully pass a physical ability/agility test

- Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Police Officer (Non-Certified)

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Police Officer (Non-Certified) - Procedures	Testing Procedures	6/13/2022
Police Officer - Job Description	Job Description	6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Police Officer (Non-Certified)

Background

Due to anticipated openings and the fact that the process takes so long, the Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **not currently a certified law enforcement 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 five 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 fifteen (15) 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. In general, the list is good for a two year period.

Recommendation

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific 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.

2. Physical Agility

The physical agility exam will be administered at 10:00 a.m. on August 6, 2022 and at 6:00 p.m. on August 9, 2022, at Abraham Lincoln High School. Candidates will be required to attend one of the physical agility exams. 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 12 months. The written exam will be administered on August 6, 2022, at 1:00 p.m. and August 10, 2022 at 6:00 p.m., at the Council Bluffs Police Station. Candidates will be required to attend one of the testing days. If we have a low number of candidates show up for the testing on August 6, 2022, we will have the written exam 60 minutes after the physical agility exam. This will be announced prior to dismissal of the physical agility exam so that all candidates are aware. 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 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 12 months. Successful Iowa POST scores received after August 6, 2021, may be used in lieu of retesting. However, the applicant is encouraged to participate in our examination process in an attempt to improve their score. The applicant will not be penalized by retesting, and may use the higher of the valid examination scores for final consideration. All candidates scoring above the cutoff score for each section will be eligible to proceed to the next test phase.

4. Criminal History Check

The Police Department will run a criminal history check on all candidates who pass the 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 until August 17, 2022 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. Oral Interviews

A sufficient number of the top ranking candidates to produce a list of fifteen (15), or fewer if fewer qualify, will participate in the oral interview phase. A panel appointed by the Human Resources Department and Chief of Police will conduct the interviews. (Passing Score 65%)

After completion of the oral interviews, a composite score shall be calculated with the written exam weighted at 40% and the oral interview weighted at 60%.

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

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. (Pass/Fail)

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 7:00 p.m. and 3:00 a.m.

10. Certification

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of 2 years.



City of Council Bluffs

Job Description

Police Officer

Department: Police Department

Supervisor: Police Captain

Location: Police Station

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2021

Union: Police

Pay Grade: 01

Summary: The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments.

Essential Duties and Responsibilities:

- Patrols city streets for crime suppression and provides public service:
 - Reviews reports, statistics, and other compiled information to determine areas in need of selective enforcement
 - Transmits messages over the police radio
 - Arranges for the removal of abandoned and/or disabled vehicles
 - Provides security checks for businesses and residences
 - Engages in pursuit driving
 - Participates in large scale area search parties for persons or evidence
 - Engages in stake-out assignments for criminal suspect apprehension
 - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence
 - Provides assistance to crimes in progress
 - Provides assistance and traffic control at motor vehicle accidents
 - Administers first aid to sick, injured, or wounded persons
 - Protects accident and crime scenes
 - Transports prisoners and individuals with mental illness
 - Handcuffs prisoners during transportation
 - Searches prisoners
 - Participates in pre-planned raids
 - Requests record checks
 - Re-stocks patrol vehicle with emergency supplies
 - Evacuates buildings or other areas to remove persons in danger

- Provides inspection services through patrol activities:
 - Investigates suspicious persons and vehicles
 - Patrols locations known to be dangerous or hazardous to the public
 - Physically examines abandoned vehicles, locates rightful owners
 - Establishes and notifies owners of impounded vehicles
 - Searches vehicle for contraband and evidence
 - Completes bar checks
 - Searches for missing, lost, or wanted persons to include juveniles
 - Searches buildings, properties, and vehicles for bombs or other hazardous devices
 - Searches buildings, properties, or other structures for contraband, evidence, or wanted persons
 - Investigates suspicious smells which may be evidence of criminal activity
 - Conducts investigations of lost or stolen bicycles
- Provides contact with the public during routine patrol engagement:
 - Stops vehicles to effect felony arrest
 - Checks out lost or confused citizens
 - Delivers death messages
 - Informally counsels juveniles and their families
 - Mediates family disputes
 - Provides security for labor disputes
 - Issues citations for non-traffic offenses
 - Serves arrest warrants
 - Controls crowds, groups of spectators, etc.
 - Makes arrests with and without warrants
 - Interviews witnesses and suspects
 - Refers persons to other agencies
 - Takes juveniles into custody
- Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol:
 - Responds to activated alarms
 - Provides assistance to animal control personnel
 - Investigates crimes in progress, reported crimes, and complaints
 - Provides traffic direction and control for malfunctioning traffic control devices and other public safety hazards such as fires, explosions, etc.
 - Provides assistance to other law enforcement agencies
 - Enforces parking regulations
 - Investigates traffic accidents
- Provides traffic supervision as called for service or comes to his/her attention while on patrol:
 - Removes hazards from the roadway
 - Advises appropriate agencies of traffic engineering needs
 - Monitors drivers for violations at traffic control devices
 - Monitors actions of pedestrians for violations
 - Monitors speed of vehicles using radar, visual observation, or estimation
 - Enforces motor vehicle laws of the road, including OWI with applicable procedures for processing
 - Arrests and books traffic law violators

- Inspects vehicles for licensing, registration, and mechanical defects
- Issues warning violation citations for minor infractions
- Escorts parades, emergency vehicles, dignitaries, and oversize loads
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents
- Takes appropriate enforcement action at accident scenes
- Interviews victims, complainants, and witnesses regarding accidents
- Interrogates suspects in regard to accident investigation
- Conducts criminal investigations for case clearance and/or solution:
 - Interrogates suspects and prepares written statements
 - Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required
 - Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
 - Locates and interviews witnesses
 - Summarizes in writing statements of witnesses, complainants, etc.
 - Inquires into incidents to determine if they are criminal or civil in nature
 - Organizes and conducts photo line-ups
 - Personally reviews records and pictures to identify suspects
 - Contacts various sources, such as employers, utility companies, schools, to help locate suspects and/or witnesses
 - Participates in formal or informal surveillance of individuals or locations
 - Photographs crime scenes
 - Sketches or diagrams crime scenes
 - Coordinates investigations with other law enforcement agencies
 - Presents facts of cases for criminal prosecution
 - Appears and testifies in court proceedings
 - Prepares information and obtains search and arrest warrants
 - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death
 - Conducts follow-up investigations to completion
- Collects, handles, stores, preserves, & examines evidence of all types:
 - Uses chemical test kit to test for controlled substances
 - Thoroughly searches crime scenes for physical evidence
 - Collects and examines evidence and personal property from crime scenes
 - Reviews crime lab reports
- Participates in the training program of the department:
 - Attends in-service training, outside conferences, or training programs and/or seminars
- Engages in Community Relations activities:
 - Talks with individuals on the street to obtain information
 - Talks with people on the street in patrol area to establish rapport
 - Instructs members of the community on crime prevention
 - Requests help from news media in crime prevention or solving

- Prepares official police documents:
 - Prepares official police reports for both internal and external use
 - Prepares all official reports or documents as required in a neat, concise, and factual manner
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- United States Citizen
- Must be age 21 by the test date
- Must be able to obtain a Driver's License from state of residence

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Must meet minimum standards as required by the Iowa Law Enforcement Academy and MFPRSI (Municipal Fire and Police Retirement System)
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, and for long periods of time.

Other Skills and Abilities:

- Considerable working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly in emergency situations
- Ability to develop skill in the use and care of firearms and other weapons
- Must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties
- Ability to drive a vehicle safely and efficiently
- Must not be addicted to drugs or alcohol
- Must be able to successfully pass a physical ability/agility test

- Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Police Officer (Non-Certified)

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Non-Certified Police Officer - Eligibility List	Eligibility List	6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: 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 59 candidates.

Recommendation

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

1. Robert Comfort
2. Justin Sininger
3. Kaleb Buss
4. Bradley Goodin

Expires: June 15, 2024

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Utility Worker II

Commission Action: 6/15/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Utility Worker II - Eligibility List	Eligibility List	6/13/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 15, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Utility Worker II

Background

The application process for Utility Worker II has been conducted and an eligibility list prepared for the Commission's consideration. There were 9 candidates.

Recommendation

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

1. Andrew Greer

Expires: June 15, 2024

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Community Development Technician

Commission Action: 6/15/2022

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

[Community Development Technician - Eligibility List](#)

Type

Eligibility List

Upload Date

6/13/2022

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

June 15, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Community Development Technician

Background

The application process for Community Development Technician has been conducted and an eligibility list prepared for the Commission's consideration. There were 18 candidates.

Recommendation

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

1. Jaimi Miller
2. Kristen Schuling
3. Siktat Chung
4. Tami Jenson

Expires: June 15, 2024