



CIVIL SERVICE COMMISSION

February 22, 2024

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 February 22, 2024.

Commissioners present: Kate Cutler, Jeffrey Nelson and Carol Wood.

Staff present: Stacie Jensen, Graham Jura, Greg Schultz, Ron Albers, Cori Shaw and Jodi Quakenbush.

APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of January 22, 2024 Agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

January 31, 2024

Carol Wood and Kate Cutler moved and seconded approval of January 31, 2024 meeting minutes. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Division Secretary - Police Department

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Division Secretary - Police Department. Unanimous, 3-0 vote.

Police Officer (Non-Certified)

Police Officer (Certified)

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

Plumbing/Mechanical Inspector

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Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Plumbing/Mechanical Inspector. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Code Compliance Officer

Carol Wood and Jeff Nelson moved and seconded approval of certifying the eligibility list for Code Compliance Officer. Unanimous, 3-0 vote.

Scale Operator

Kate Cutler and Carol Wood moved and seconded approval of certifying the eligibility list for Scale Operator. Unanimous, 3-0 vote.

Utility Worker II

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

Building Maintenance Worker I

Carol Wood and Kate Cutler moved and seconded approval of certifying the eligibility list for Building Maintenance Worker I. Unanimous, 3-0 vote.

Property Management Specialist

Kate Cutler and Carol Wood moved and seconded approval of certifying the eligibility list for Property Management Specialist. Unanimous, 3-0 vote.

OTHER BUSINESS

ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn. 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:

January 31, 2024

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
1/31/24 - Minutes	Minutes	2/20/2024



CIVIL SERVICE COMMISSION

January 31, 2024

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 on Wednesday January 31, 2024.

Commissioners present: Nelson, Wood and Cutler

Staff present: Cori Shaw, Graham Jura, Amanda Kopera and Greg Schultz.

APPROVE AGENDA

Carol Wood and Kate Cutler moved and seconded approval of January 31, 2024 Agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

December 27, 2023

Kate Cutler and Carol Wood moved and seconded approval of December 27, 2023 Minutes. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Accountant I

Carol Wood and Jeff Nelson moved and seconded approval of testing procedures for Accountant I. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Police Officer (Certified)

Carol Wood and Kate Cutler moved and seconded approval of certifying the Eligibility List for Police Officer (Certified). Unanimous, 3-0 vote.

ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:26 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:

Division Secretary - Police Department

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Division Secretary - Procedures	Testing Procedures	2/20/2024
Job Description - Division Secretary	Job Description	2/20/2024

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

February 22, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Division Secretary

Background

The Chief of Police is requesting that the Commission approve procedures for establishing a Division Secretary 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 the Human Resources Department during the application period.
2. **Skills Exam:**
Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the skills exam. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the skills exam that will be administered by the Human Resources Department. This exam will be used to determine the candidate's ability to perform transcribing tasks (Passing Score: Pass/Fail). The skills exam and oral interview will take place on the same date.
3. **Oral Interview:**
Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. The top eight (8) candidates, or fewer if fewer qualify, will be the same for both the skills exam and oral interview. The oral interview shall be conducted by a panel of three appointed by the Human Resources Department. (Passing score of 65%).

5. Certification of Eligibility List:

Candidates who pass the skills exam and oral interview will be placed on the eligibility list for this position.

6. Conditions of Employment:

The candidate selected for this position will be sent the Personal History Questionnaire (PHQ) to be completed by a determined deadline. If this candidate fails to return the PHQ by the outlined deadline, they will be removed from consideration for this position and a different candidate from the eligibility list will be contacted.

The PHQ will then be used by the Police Department to complete a background investigation. The background investigation 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.

If the candidate is not eliminated by the investigatory process of the background check, they will be asked to take a polygraph exam conducted by the Police Department's examiner. This 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 Statement, 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.

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 if the candidate meets the contingencies of being hired.



City of Council Bluffs

Job Description

Division Secretary

Department: Police

Supervisor: Police Captain

Location: Police Department

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: February 2024

Civil Service Status: Civil Service

Union: CWA

Pay Grade: 12

Summary: An employee in this class performs a wide variety of secretarial, record keeping, and technical tasks related to the division assigned.

Essential Duties and Responsibilities:

- Performs secretarial and office management duties:
 - Types a variety of materials including letters, reports, forms, and statistical material using word processing software
 - Acts as receptionist for division
 - Processes requests for duplicating services
 - Maintains an inventory of necessary office supplies
 - Sets up forms, charts, and other graphic materials
 - Handles incoming and outgoing mail and inter-office correspondence
 - Operates office equipment such as personal computer, printer, scanner, copy machine, and fax machine
- Keeps records; organizes and maintains files; and compiles information and statistics:
 - Processes and maintains division records of purchases and prepares bills for payment
 - Prepares responses to inquiries and surveys
 - Maintains division employee records
 - Maintains confidentiality of records
 - Utilizes spreadsheet and database application software
 - Performs data entry tasks
 - Monitors federal grant requirements
 - Maintains account ledgers and records according to their guidelines
 - Researches and computes data
 - Provide transcription services

- Assists in conducting surveys and collecting information to be used in administrative fiscal, budgetary, and procedural analysis
- Compiles and calculates statistical data in support of division level reporting activities
- Applies current policies, procedures, and union contract provisions to division operations
- Researches web based information and public records
- Monitors and records personnel actions such as pay increases and suspensions
- Establishes effective working relationships with public and staff:
 - Contacts staff and public to obtain information or to discuss matters of mutual interest
 - Provides general information, advice, and technical assistance to general public concerning governmental requirements, procedures, and regulations for obtaining City services or authorizations
 - Screens complaints made by employees and the general public
- Accomplishes projects and other assignments unique to division
- 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)
- Four years' full-time work experience performing responsible clerical duties
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- None

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 work environment is an office setting that is normally quiet.

Other Skills and Abilities:

- Knowledge of general office procedures
- Knowledge of record keeping and filing procedures
- Ability to use personal computer, spreadsheet, database, and word processing application programs

- Ability to communicate effectively both orally and in writing
- Ability to work accurately with numbers and codes
- Ability to organize files and records
- Ability to compose and edit documents including knowledge of spelling, office vocabulary, and grammar
- Ability to perform general work assignments with minimum supervision
- Ability to understand and apply technical information and procedures used by the division assigned
- Ability to maintain confidential information
- Ability to communicate tactfully and courteously with members of the public and other City employees
- Ability to work efficiently in an atmosphere with frequent interruptions and to remain calm and controlled during stressful situations

Civil Service Commission Communication

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

Police Officer (Non-Certified)

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Police Officer (Non-Certified) - Job Description	Job Description	2/20/2024
Police Officer (Non-Certified) - Procedures	Testing Procedures	2/20/2024



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: February 2024

Civil Service Status: Civil Service

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 at least 21 years of age by the day they graduate from the Iowa Law Enforcement Academy (ILEA) or if they already graduated from the ILEA or a law enforcement academy accepted by the ILEA, 21 years of age by their first day of employment with the City of Council Bluffs
- 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

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

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 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 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 through the Police Officer (Non-Certified) application.

2. Physical Agility

The physical agility exam will be administered at 6:00 p.m. on April 17, 2024, and at 12:00 p.m. on April 20, 2024, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. 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 6 months. The written exam will be administered at 6:00 p.m. on April 18, 2024, and at 2:00 p.m. on April 20, 2024, at the Council Bluffs Police Station. If we have a low number of candidates show up for the testing on April 20th, 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 6 months. Successful Iowa POST scores received after November 20, 2023, 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 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. 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 two (2) years.

Civil Service Commission Communication

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

Police Officer (Certified)

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Police Officer (Certified) - Job Description	Job Description	2/20/2024
Police Officer (Certified) - Procedures	Testing Procedures	2/20/2024



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: February 2024

Civil Service Status: Civil Service

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 at least 21 years of age by the day they graduate from the Iowa Law Enforcement Academy (ILEA) or if they already graduated from the ILEA or a law enforcement academy accepted by the ILEA, 21 years of age by their first day of employment with the City of Council Bluffs
- 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

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

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 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 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 through the Police Officer (Certified) application. 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 6:00 p.m. on April 17, 2024, and at 12:00 p.m. on April 20, 2024, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. 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). **Candidates who are currently certified peace officers through the Iowa Law Enforcement Academy will not be required to attend the physical agility exam.** 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 the candidates who successfully pass the physical agility test and who have not successfully passed the Stanard and Associates Police Officer Selection Test (POST) required by Iowa Law Enforcement Academy (ILEA). **Candidates who are currently certified peace officers through the Iowa Law Enforcement Academy will not be required to attend the written exam.** Candidates who are certified peace officers from a different state will be required to attend the Written Exam unless they have received successful POST scores from Stanard & Associates after November 20, 2023. The written exam will be administered at 6:00 p.m. on April 18, 2024, and at 2:00 p.m. on April 20, 2024, 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.

4. **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.

5. **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.

6. **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.

7. 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.

8. 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.

9. 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 two (2) years.

Civil Service Commission Communication

Department: Human Resources

Case/Project No.: Plumbing/Mechanical Inspector

Submitted by: Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Plumbing/Mechanical Inspector - Procedures	Testing Procedures	2/20/2024
Plumbing/Mechanical Inspector - Job Description	Job Description	2/20/2024

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Plumbing/Mechanical Inspector Procedures

Background

The Director of Community Development is requesting that the Commission approve procedures for establishing a Plumbing/Mechanical Inspector 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.

2. **Oral Interview:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of three appointed by the Human Resources Department. (Passing score of 65%).



City of Council Bluffs

Job Description

Plumbing/Mechanical Inspector

Department: Community Development

Supervisor: Chief Building Official

Location: City Hall

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: February 2024

Civil Service Status: Civil Service

Union: CWA

Pay Grade: 20

Summary: An employee in this class is responsible for conducting plumbing and mechanical inspections to enforce safety regulations and assure compliance of all applicable municipal and state codes.

Essential Duties and Responsibilities:

- Conducts inspections of new and existing plumbing and mechanical installations in order to conform with safety and other requirements for residential, commercial, and other buildings as provided by City code
- Examines plans and specifications for new and remodeling plumbing and mechanical installations for residential property, commercial buildings, and industrial buildings in accordance with City code
- Conducts plumbing and mechanical investigations:
 - Investigates complaints of defective installations which are reported, notifies responsible persons of defects, and issues oral and written instructions for corrections
 - Makes re-inspection and reports on violations
 - Performs routine field inspections of existing residential and commercial dwellings
- Represents the City at court hearings
- Advises supervisor and concerned parties of plumbing and mechanical problems
- Interprets and reviews codes, standards, and department regulations, and recommends changes to supervisor when needed
- Assists Fire Marshall and other inspectors as needed
- Prepares daily, annual, and other reports of inspections, as needed
- Regular and predictable attendance is required, some seasonal adjustments to the 40 hours work week may occur with this position

- 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:

- A minimum of two (2) years of experience in the fields of plumbing and/or mechanical work as a Certified Plumbing and/or Mechanical Inspector through the International Code Council (ICC); OR
- A minimum of two (2) years of experience as a licensed journeyman plumber or as a licensed mechanical journeyman
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Valid Driver's License
- Licensed journeyman must become a Certified Inspector, in specialized field, through the International Code Council (ICC) within one (1) year of hire
- Must become a Certified Mechanical Inspector and a Certified Plumbing inspector through the International Code Council (ICC) within two (2) years of hire

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 fifty (50) 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, and in a wide variety of dwelling environments.
- Ability to climb ladders, access crawl spaces, and physically maneuver through obstacles at inspection sites

Other Skills and Abilities:

- Thorough knowledge of the materials, methods, and practices involved in constructing, installing, and operating a variety of plumbing and mechanical installations, equipment, and appliances
- Knowledge of Council Bluffs, the State of Iowa, and national NFPA codes and standards

- Ability to detect and locate plumbing and mechanical defects in construction and ascertain the stage of installation when defects are most easily found and remedied
- Ability to read and interpret diagrams and specifications for plumbing and mechanical systems and installations and to recognize deviations from such plans in the construction process
- Ability to enforce codes and regulations firmly, tactfully, and impartially
- Ability to establish and maintain effective working relationships with contractors and property owners

Civil Service Commission Communication

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

Code Compliance Officer

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Code Compliance Officer - Eligibility List	Eligibility List	2/20/2024

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Code Compliance Officer

Background

The application process for Code Compliance Officer has been conducted and an eligibility list prepared for the Commission's consideration. There were 28 candidates.

Recommendation

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

1. Chris Kates
2. Zach Flott
3. Jaimi Miller
4. Taylour Sousa

Expires: February 22, 2026

Civil Service Commission Communication

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

Scale Operator

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Scale Operator - Eligibility List	Eligibility List	2/20/2024

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Scale Operator

Background

The application process for Scale Operator has been conducted and an eligibility list prepared for the Commission's consideration. There were 26 candidates.

Recommendation

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

1. Leah Davis

Expires: February 22, 2026

Civil Service Commission Communication

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

Utility Worker II

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Utility Worker II - Eligibility List	Eligibility List	2/20/2024

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

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 13 candidates.

Recommendation

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

1. Charles Richey
2. David Sakalosky

Expires: February 22, 2026

Civil Service Commission Communication

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

Building Maintenance Worker I

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Building Maintenance Worker I - Eligibility List	Eligibility List	2/20/2024

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Building Maintenance Worker I

Background

The application process for Building Maintenance Worker I 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. Dustin Bell
2. William Wilson
3. Mark Wilke

Expires: February 22, 2026

Civil Service Commission Communication

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

Property Management Specialist

Commission Action: 2/22/2024

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Property Management Specialist - Eligibility List	Eligibility List	2/20/2024

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

February 22, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Property Management Specialist

Background

The application process for Property Management Specialist has been conducted and an eligibility list prepared for the Commission's consideration. There was 35 candidates.

Recommendation

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

1. Michelle Kennedy
2. Andrew Simonsen
3. Cameron Ward
4. Camber Reed
5. Kristin Nelson
6. James Parker

Expires: February 22, 2026