

CIVIL SERVICE COMMISSION
December 15, 2021
8:00 AM
Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVE AGENDA**
- 3. APPROVE MINUTES FROM PRIOR MEETING(S)**
 - A. November 17, 2021
- 4. APPROVE TESTING PROCEDURES**
 - A. Account Clerk II
 - B. Electrical Inspector
 - C. Police Officer (Certified)
 - D. Police Officer (Non-Certified)
- 5. CERTIFY ELIGIBILITY LIST**
 - A. Plant Utility Worker
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

Disclaimer:

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

CIVIL SERVICE COMMISSION
November 17, 2021
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 on Wednesday November 17, 2021.

Commissioners present: Carol Wood and Kate Cutler.

Commissioners absent: Jeff Nelson.

Staff present: Jodi Quakenbush, Cori Shaw and Graham Jura.

APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of November 17, 2021 Agenda. Unanimous, 2-0 vote. (Absent: Nelson)

APPROVE MINUTES FROM PRIOR MEETING(S)

October 27, 2021

Kate Cutler and Carol Wood moved and seconded approval of Minutes for October 27, 2021. Unanimous, 2-0 vote. (Absent: Nelson)

APPROVE TESTING PROCEDURES

Equipment Operator I

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Equipment Operator I. Unanimous, 2-0 vote. (Absent: Nelson)

Lead Equipment Operator III

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Lead Equipment Operator III. Unanimous, 2-0 vote. (Absent: Nelson)

CERTIFY ELIGIBILITY LIST

Police Officer

Kate Cutler and Carol Wood moved and seconded approval of eligibility list of Police Officer. Unanimous, 2-0 vote. (Absent: Nelson)

Recreation & Events Coordinator

Kate Cutler and Carol Wood moved and seconded approval of eligibility list of Recreation & Events Coordinator. Passed, 0-0 vote. (Absent: Nelson)

ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:20 am. Unanimous, 2-0 vote. (Absent: Nelson)

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Account Clerk II

Background

The Director of Finance is requesting that the Commission approve procedures for establishing an Account Clerk 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.

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 candidates' qualifications will be outlined on their application to include their application supplement. The top ten (10) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of no less than three but no more than four appointed by the Human Resources Department. (Passing score of 70%).



City of Council Bluffs

Job Description

Account Clerk II

Department: Finance
Supervisor: Sr. Accounting Manager/Accounting Manager
Location: City Hall
FLSA Status: Non-Exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: December 2021
Union: CWA
Pay Grade: 13

Summary: Performs accounting duties related to the support of the City's financial processes.

Essential Duties and Responsibilities:

- Processes accounts payable and accounts receivable transactions proficiently
- Generates accurate cash, bank, credit card, and account reconciliations
- Prepares journal entries as assigned
- Researches and is familiar with city policies and ordinances related to the City's financial processes
- Maintains digital procedures manuals, drafts additional procedures, and updates in a timely manner as needed
- 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)
- Associate's Degree from an accredited institution in Accounting or Finance, preferred
- Enterprise Resource Planning (ERP) system experience, preferred

- Three (3) years of experience performing similar activities
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- None required

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:

- Working knowledge of Microsoft Office software (Word, Excel, Outlook)
- Working knowledge of accounting principles and practices
- Attention to detail and accuracy
- Good problem solving skills and process improvement
- Ability to multi-task and prioritize assignments
- High level of motivation, team orientation, and professionalism
- Great customer service skills for internal and external customers

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Electrical Inspector

Background

The Chief of Staff is requesting that the Commission approve procedures for establishing an Electrical 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 the Human Resources Department during the application period.

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 seven (7) 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 70%).



City of Council Bluffs

Job Description

Electrical Inspector

Department: Community Development

Supervisor: Chief Building Official

Location: City Hall

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: November 2021

Union: CWA

Pay Grade: 20

Summary: An employee in this class is responsible for conducting inspections of electrical installations in the City to maintain standards of electrical work in order to enforce provisions of the municipal code regulating electrical application of standard trade practices to inspections.

Essential Duties and Responsibilities:

- Conducts inspections of new and existing wiring and electrical 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 electrical systems and installations for residential property, commercial buildings, and industrial buildings in accordance with City code
- Conducts electrical investigations:
 - Investigates complaints of defective electrical 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 electrical problems
- Interprets and reviews codes, standards, and department regulations, and recommends changes to supervisor when needed
- Prepares daily, annual, and other reports of inspections performed:
 - Prepares reports on the condition of inspected dwellings
 - Prepares reports on recommendations made and actions taken
 - Keeps reports on the fee collected and name of owners, builders, and address of inspection

- Regular and predictable attendance is required, some seasonal adjustments to the 40 hours work week occurs 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:

- Six (6) years progressively responsible experience in the field of electrical work
- Two (2) years of experience as a journeyman electrician in a city of comparable or greater population as the City of Council Bluffs
- 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
- Must become a Certified Electrical Inspector through the International Code Council within twelve (12) months of hire
- Must be able to pass Electrical Contractor's exam within twelve (12) months. The exam will be for evaluation purposes; no license will be issued.

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 electrical installations, equipment, and appliances
- Knowledge of Council Bluffs, the State of Iowa, and national NFPA codes and standards
- Ability to detect and locate defective electrical wiring in construction and ascertain the stage of installation when defects are most easily found and remedied

- Ability to read and interpret wiring diagrams and specifications for electrical 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

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

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 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. Chief's Interview

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.



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



City of Council Bluffs

POLICE OFFICER (CERTIFIED) SELECTION PROCESS

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 who are currently certified through the Iowa Law Enforcement Academy (ILEA) or a law enforcement agency accepted by the Iowa Law Enforcement Academy (ILEA) will participate in this Civil Service selection process. Candidates must submit proof of certification by the application deadline. If the 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).**

Candidates are required to show picture I.D. at each phase of the test process.

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 ILEA 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 will be required to live within a 30 mile radius of City Hall which can include both Iowa and Nebraska by the date of hire. Applicants must be 21 years of age by the physical agility testing date.**

Any offer of employment made from the eligibility list is subject to that candidate signing a 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.

Physical Agility Examination

The physical agility test is the first phase of testing. The exam used was developed and mandated by the Iowa Law Enforcement Academy. A description of the fitness exam standards is given to all candidates during the application process. The results of the exam are provided immediately after the exam is given. Only those applicants who pass the physical agility test are eligible to proceed in the testing process.

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.

Personal History Questionnaire Review

After the criminal history check has been completed, by the Police Department, candidates will be sent a 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.

Background Investigation/Polygraph Exam

Candidates who participated in the physical agility exam will move to the third 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.

Chief's Interview

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.

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.

Certification

The top fifteen (15) candidates, or fewer if fewer qualify, who have completed all test phases successfully are certified by the City's Civil Service Commission as eligible for the position of Police Officer. The ranking of candidates is based on the percentage score that the candidate received during the Chief's interview. Veterans who qualify for preference under Iowa law will have their composite score increased by 5 percentage points. The list is certified for a two year period.

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

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 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. Chief's Interview

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.



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



City of Council Bluffs

POLICE OFFICER (NON-CERTIFIED) SELECTION PROCESS

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 who are not currently a certified law enforcement officer will participate in this Civil Service selection process. Candidates are required to show picture I.D. at each phase of the test process.**

Two of these testing phases, the written and physical agility exams, are mandated by the Iowa Law Enforcement Academy (ILEA). The POST written exam and preliminary physical agility exam are administered by the Council Bluffs Police Department staff. 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 eligibility list is used to fill all vacancies that occur during the life of the list.

The ILEA 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 will be required to live within a 30 mile radius of City Hall which can include both Iowa and Nebraska by the date of hire. Applicants must be 21 years of age by the physical agility testing date.**

Any offer of employment made to a candidate from the certified list is subject to that candidate signing a 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.

Physical Agility Examination

The physical agility test is the first phase of testing. The exam used was developed and mandated by the Iowa Law Enforcement Academy. A description of the fitness exam standards is given to all candidates during the application process. The results of the exam are provided immediately after the exam is given. Only those applicants who pass the physical agility test are eligible to proceed in the testing process.

Written Examination

The second phase of testing is the written examination. This exam is required by the ILEA. On the date of the written examination candidates are given the amount of time to complete the exam that is recommended by the testing company. This is generally about 2 hours. On the testing day, all applicants begin testing at the same time and anyone appearing after the start of the examination is ineligible to participate in the selection process. Any candidate who scores 70% or above on each section of the exam is eligible to proceed on in the testing process.

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.

Personal History Questionnaire Review

After the criminal history check has been completed, by the Police Department, candidates will be sent a 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.

Oral Interview

The third phase of testing is the oral interview. A certain number of the top ranking applicants (as determined by the Police Department and City Human Resources Office) who have passed the physical agility and written examinations proceed to this test phase. The applicant appears before the oral interview panel appointed by the Human Resources Office. Ratings of the candidate's performance in the interview process are made by the interview panel. A rating formula is utilized by City Human Resources to determine ranking and eligibility for certification by the Civil Service Commission.

Background Investigation/Polygraph Exam

Candidates who participated in the Oral Interview will move to the fourth 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.

Chief's Interview

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)

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.

Certification

The top fifteen (15) candidates, or fewer if fewer qualify, who have completed all test phases successfully are certified by the City's Civil Service Commission as eligible for the position of Police Officer. The ranking of candidates is based on a composite score of the written exam and oral interview with the oral interview weighted as 60% and the written exam weighted as 40%. Veterans who qualify for preference under Iowa law will have their composite score increased by 5 percentage points. The list is certified for a two year period.

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 15, 2021

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Plant Utility Worker

Background

The application process for Plant Utility Worker has been conducted and an eligibility list prepared for the Commission's consideration. There were 21 candidates.

Recommendation

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

1. Steven Dickinson
2. Shalom Combs
3. Kolby Jones
4. Joseph Lauenroth
5. Gage Griffeth
6. Ryan Parrott

Expires: December 15, 2023