



CIVIL SERVICE COMMISSION

November 14, 2022

8:00 AM

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

MINUTES

CALL TO ORDER

Graham Jura called the meeting to order at 8:00 am on Monday November 14, 2022.

Commissioners present: Kate Cutler and Jeffrey Nelson.

Commissioners absent: Carol Wood.

Staff present: Cori Shaw, Jodi Quakenbush, Graham Jura, Jim Springman and Stacie Jensen.

Others present: Jacob Acer and Sara Van Maanen. Holly Corkery present via telephone.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of November 14, 2022 meeting agenda. Unanimous, 2-0 vote.

(Absent: Wood)

APPROVE MINUTES FROM PRIOR MEETING(S)

October 26, 2022

Kate Cutler and Jeff Nelson moved and seconded approval of October 26, 2022 meeting minutes. Unanimous, 2-0 vote.

(Absent: Wood)

APPROVE TESTING PROCEDURES

Police Officer (Certified)

Jeff Nelson and Kate Cutler moved and seconded approval of testing procedures for Police Officer (Certified). Unanimous, 2-0 vote.

(Absent: Wood)

Police Officer (Non-Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Police Officer (Non-Certified). Unanimous, 2-0 vote.

(Absent: Wood)

Equipment Mechanic

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

Recycling Aide

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Recycling Aide. Unanimous, 2-0 vote.
(Absent: Wood)

CERTIFY ELIGIBILITY LIST

Permit Technician

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the eligibility list for Permit Technician. Unanimous, 2-0 vote.
(Absent: Wood)

OTHER BUSINESS

Schedule Appeal Hearing regarding Sara Van Maanen

Commission discussed possible dates for the Van Maanen appeal hearing. Commission scheduled the appeal hearing for Thursday February 16, 2023 and Friday February 17, 2023.
(Absent: Wood)

ADJOURNMENT

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

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:

October 26, 2022

Commission Action: 11/14/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Minutes - October 26, 2022	Minutes	11/9/2022



CIVIL SERVICE COMMISSION

October 26, 2022

8:00 AM

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

MINUTES

CALL TO ORDER

Graham Jura called the meeting to order at 8:00 am on Wednesday October 26, 2022.

Commissioners present: Kate Cutler and Jeffrey Nelson.

Commissioner absent: Carol Wood.

Staff present: Jodi Quakenbush, Cori Shaw, Stacie Jensen, Alex Ford and Graham Jura.

Others present: Michael O'Bradovich

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of October 26, 2022 Meeting Agenda. Unanimous, 2-0 vote. (Absent: Wood)

APPROVE MINUTES FROM PRIOR MEETING(S)

October 12, 2022

Kate Cutler and Jeff Nelson moved and seconded approval of October 12, 2022 minutes. Unanimous, 2-0 vote. (Absent: Wood)

APPROVE TESTING PROCEDURES

Accountant II

Jeff Nelson and Kate Cutler moved and seconded approval of testing procedures for Accountant II. Unanimous, 2-0 vote. (Absent: Wood)

Payroll & Benefits Specialist

Jeff Nelson and Kate Cutler moved and seconded approval of test procedures for Payroll and Benefits Specialist. Unanimous, 0-0 vote. (Absent: Wood)

CERTIFY ELIGIBILITY LIST

Fire Engineer

Kate Cutler and Jeff Nelson moved and seconded approval of certifying the eligibility list for Fire Engineer. Unanimous, 2-0 vote. (Absent: Wood)

Utility Worker II

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the eligibility list for Utility Worker II. Unanimous, 2-0 vote. (Absent: Wood)

OTHER BUSINESS

Schedule Appeal Hearing regarding Michael Morse

Commission discussed hearing dates and set the Michael Morse appeal hearing for Monday November 14, 2022 at 9:00 am.

Additional Meeting in November

Commissioners added an additional meeting for November 14, 2022 at 8:00 am.

ADJOURNMENT

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

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.:

Police Officer (Certified)

Commission Action: 11/14/2022

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Police Officer (Certified) - Procedures	Testing Procedures	11/9/2022
Police Officer (Certified) - Job Description	Job Description	11/9/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 14, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Police Officer (Certified)

Background

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

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

At the completion of the selection process a list of the top fifteen (15) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list. In general, the list is good for a two year period.

Recommendation

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific procedures set forth below:

1. Application

To be eligible, candidates must complete and submit an application to the Human Resources Department during the application period. Applications are submitted online. 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 January 14, 2023, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. Candidates will be required to attend the physical agility exam. 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 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 have taken the POST through Stanard and Associates will be required to notify the Human

Resources Department upon the close of the application. The written exam will be administered on January 14, 2023, at 1:00 p.m. at the Council Bluffs Police Station. . If we have a low number of candidates show up for the testing on January 14, 2023, 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.



City of Council Bluffs

Job Description

Police Officer

Department: Police Department

Supervisor: Police Captain

Location: Police Station

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2021

Union: Police

Pay Grade: 01

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

Essential Duties and Responsibilities:

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

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

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

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

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

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

Education and/or Experience:

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

Certificates, Licenses, Registrations:

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

Physical Demands:

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

Other Skills and Abilities:

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

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

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Police Officer (Non-Certified)

Commission Action: 11/14/2022

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Police Officer (Non-Certified) - Procedures	Testing Procedures	11/9/2022
Police Officer (Non-Certified) - Job Description	Job Description	11/9/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 14, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Police Officer (Non-Certified)

Background

Due to anticipated openings and the fact that the process takes so long, the Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **not currently a certified law enforcement officer**.

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

At the completion of the selection process a list of the top fifteen (15) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list. In general, the list is good for a two year period.

Recommendation

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific procedures set forth below:

1. Application

To be eligible, candidates must complete and submit an application to the Human Resources Department during the application period. Applications are submitted online.

2. Physical Agility

The physical agility exam will be administered at 10:00 a.m. on January 14, 2023, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. Candidates will be required to attend the physical agility exam. The physical agility exam used will be the exam mandated by the Iowa Law Enforcement Academy (ILEA). All applicants must present a valid ID in order to participate in the exam. Candidates will be required to sign a "Police Officer Physical Conditioning Waiver" prior to the physical agility exam.

3. Written Exam

The written exam will be administered to candidates who successfully pass the physical agility test and who have not successfully passed the Iowa Police Officer Selection Test (POST) within the last 12 months. The written exam will be administered on January 14, 2023, 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. Stanard will provide the

City of Council Bluffs with a list of valid test scores on file for those who have taken the test within the last 12 months. Successful Iowa POST scores received after January 14, 2022, 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.



City of Council Bluffs

Job Description

Police Officer

Department: Police Department

Supervisor: Police Captain

Location: Police Station

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2021

Union: Police

Pay Grade: 01

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

Essential Duties and Responsibilities:

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

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

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

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

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

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

Education and/or Experience:

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

Certificates, Licenses, Registrations:

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

Physical Demands:

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

Other Skills and Abilities:

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

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

Civil Service Commission Communication

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

Equipment Mechanic

Commission Action: 11/14/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Equipment Mechanic - Procedures	Testing Procedures	11/9/2022
Equipment Mechanic - Job Description	Job Description	11/9/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

November 14, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter
SUBJECT: Equipment Mechanic

Background

The Director of Public Works is requesting that the Commission approve procedures for establishing an Equipment Mechanic 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 70%).



City of Council Bluffs

Job Description

Equipment Mechanic

Department: Public Works
Supervisor: Fleet Supervisor
Location: Fleet Maintenance
FLSA Status: Non-exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: August 2022
Union: AFSCME
Pay Grade: 20

Summary: This position consists of skilled mechanical equipment repair work involving overhaul and repair of gasoline and diesel powered automotive stock, heavy equipment, and related components. Occasionally, employees may be expected to provide direction and training to other City personnel. Work is performed with considerable independence under the general guidance of the Fleet Supervisor and reviewed for quality and timeliness.

Essential Duties and Responsibilities:

Performs skilled mechanical repair and overhaul work on various types of fleet equipment such as automobiles; trucks (both light and heavy duty); gasoline and diesel engines; fire apparatus including pumper engines and aerial devices; heavy equipment such as backhoes, front loaders, graders, street sweepers, sewer jetters, mowers, and small equipment; along with all other types of municipal power driven equipment in accordance with standard trade practices

- Repairs, rebuilds, or replaces various types of hydraulic equipment such as pumps, hoses, cylinders, jacks, and other related parts and various types of transmissions including automatic, manual, and hydrostatic drive systems and their related components
- Performs skilled diagnostic and repair procedures on standard and electronic ignition systems along with computerized fuel injection, diesel fuel systems, and total vehicle electrical systems
- Performs preventative and regular maintenance on gasoline and diesel power equipment including full Original Equipment Manufacturer (OEM) services
- Repairs or replaces lights, brakes, tires, tubes, chassis parts, mounted vehicle components (both interior and exterior), and related parts
- Installs and repairs public safety equipment to include light bars, spotlights, emergency beacons, communication systems, and related wiring
- Welds and modifies equipment including fabrication of parts
- Complies with all safety regulations and participates in an effective shop Safety Program
- Tests and inspects completed work to assure proper performance and timely completion
- 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:

- Associate's Degree in Auto or Diesel Technology
- A minimum of five years of experience as an Equipment Mechanic
- Computerized engine diagnostic experience, preferred
- Hydraulic and snow equipment experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Must obtain a Class A Commercial Driver's License within 12 months of employment
- Automotive Service Excellence (ASE) Certification, preferred

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 seventy (70) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to twenty (20) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in small areas with their arms extended over their head for long periods of time, in dusty environments, and in high noise levels.

Other Skills and Abilities:

- Considerable knowledge of standard practices and equipment of the automotive mechanic trade
- Good knowledge of the principles for operation of gasoline and diesel engines and for mechanical repair on heavy trucks and construction equipment
- Knowledge of the practices, materials, tools, and equipment used in maintaining and repairing firefighting apparatus
- Ability to adapt available tools and repair parts to specific repair problems
- Skill in the use and care of hand and machine tools used in motor repair and adjustment work
- Some knowledge of plumbing and electro-mechanics
- Good knowledge of the occupational hazards and safety precautions of the trade
- Ability to understand and carry out oral and written instructions
- Ability to establish and maintain effective working relationships with City employees, vendors, and the general public

Civil Service Commission Communication

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

Recycling Aide

Commission Action: 11/14/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Recycling Aide - Procedures	Testing Procedures	11/9/2022
Recycling Aide - Job Description	Job Description	11/9/2022

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

November 14, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Recycling Aide

Background

The Director of Public Works is requesting that the Commission approve procedures for establishing a Recycling Aide eligibility list.

Recommendation

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

1. Application:

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

2. Oral Interview:

Management staff identified by the Human Resources Department will review all received applications. Based on the candidates' qualifications outlined on their application, 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 five appointed by the Human Resources Department. A cut off score of 70% shall be applied.



City of Council Bluffs

Job Description

Recycling Aide

Department: Public Works

Supervisor: Solid Waste Management Supervisor

Location: Recycling Center

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: November 2022

Union: CWA

Pay Grade: 11

Summary: Performs a wide variety of skilled tasks in the comprehensive city-wide Solid Waste Management Program. Under general direction, employee utilizes initiative and judgment while maintaining good customer service.

Essential Duties and Responsibilities:

- Assists in Construction and Demolition Program:
 - Separates usable wood, metal, and other recyclables from non-recyclable materials
 - Loads non-recyclable material into containers with skid loader and/or loader
- Assists in the implementation of Curbside and Drop-Off Recycling Program:
 - Weighs containers/loads of recyclables
 - Sorts recyclables according to commodity, grade, and type
 - Operates conveyor and horizontal baler
 - Loads and stacks baled material with skid loader/forklift
- Assists in the Tree Grinding Operation:
 - Operates chainsaw
 - Loads mulch with loader into customer's vehicle
 - Pushes tree debris up to tub grinder with wheel loader/track loader
 - Responsible for operation and maintenance of tub grinder
- Assists in the implementation of Used Tire Program:
 - Removes used tires from vehicles
 - Removes rimes with rim crusher
 - Manually stacks tires in semi-trailer
- Assists in the implementation of Appliance Program and Electronics Recycling Program:
 - Unloads appliances and electronics from vehicles
 - Demanufactures appliances in accordance with State and Federal guidelines
 - Loads appliances and electronics into containers and trucks for disposal
- Assists in the implementation of Regional Collection Center (RCC) (Permanent

Household Hazardous Materials Collection Program):

- Helps customers to fill out questionnaires/survey forms
- Shelves any household hazardous material that is deemed reusable
- Makes a record of any new or reusable household hazardous materials
- Removes batteries, used oil, paint/paint products and other materials from vehicles
- Sorts, categorizes and packs materials for reuse and storage
- Checks product for contamination
- Develops knowledge on proper usage and maintenance of waste oil burner
- Miscellaneous
 - Operates up to and including, Class B Commercial Motor Vehicles for the collection and delivery of various debris, recycled products and solid waste
 - Performs duties of the Scale Operator, as needed
 - Directs traffic
 - Mows grounds utilizing small tractor with bush hog mower, zero turn mower, push mower, and motorized trimmer
 - Operates hand, power and pneumatic tools
 - Keeps proper records
 - Performs minor servicing and maintenance on assigned equipment
 - Establishes and maintains proper customer service
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises a small crew of employees within the Solid Waste Management Division to include seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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)
- 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
- Upon appointment, must be able to obtain Commercial Learner's Permit (CLP) within 60 days of employment
- Upon appointment, must be able to obtain Class A Commercial Driver's License (CDL) with Tanker Endorsement within twelve (12) months of employment
- Ability to satisfactorily complete OSHA 24-hour HAZWOPER training within the first 12 months of employment

- This employee will be required to be fitted annually for the use of a respirator. Per OSHA Accepted Fit Test Protocols, the test shall not be conducted if there is any hair growth between the skin and face piece sealing surface, such as stubble growth, beard, mustache, or sideburns which cross the respirator sealing surface. A minimum of twenty-four hours' notice of the fitting time will be provided to allow the employee time to remove all facial hair.

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 one hundred (100) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to twenty (20) pounds.
- Must have the ability to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in moderate traffic.

Other Skills and Abilities:

- Basic knowledge of principles, methods, goals, and objectives of Solid Waste Management Programs
- Minimum knowledge of equipment, materials, and facility care and maintenance
- Ability to read, write, and follow oral and written instructions
- Ability to communicate effectively with general public and maintain good customer service
- Ability to work well with others
- Ability to perform heavy lifting and manual work for extended periods of time while being exposed to dirt and inclement weather
- Skill in the operation of forklifts, loaders, trucks, and other automotive equipment under all types of weather conditions
- Ability to make minor repairs and adjustments to equipment
- Ability to use hand tools such as picks, shovels, saws, hammers, axes, and chisels
- Ability to work in confined spaces and at considerable heights
- Ability to wear a respirator

Civil Service Commission Communication

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

Permit Technician

Commission Action: 11/14/2022

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Permit Technician - Eligibility List	Eligibility List	11/9/2022

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

November 14, 2022

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

Background

The application process for Permit Technician has been conducted and an eligibility list prepared for the Commission's consideration. There were 27 candidates.

Recommendation

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

1. Lana Shoemaker
2. Zachary Flott

Expires: November 14, 2024

Civil Service Commission Communication

Department: City Clerk
Case/Project No.:
Submitted by:

Schedule Appeal Hearing regarding Sara Van
Maanen

Commission Action: 11/14/2022

Description

Background/Discussion

Recommendation
