



Independence Police Department
2349 Jamestown Ave Suite 3
Independence, Iowa 50644

APPLICANT INFORMATION

Name:	Date:
Position Applying For: Full-time Police Officer	

APPLICANT INSTRUCTIONS

The City of Independence is an Equal Opportunity Employer, M/F/Disability/Veteran. The Police Department is currently recruiting for the position of full-time Police Officer. You are being provided with application materials in consideration of employment with the City of Independence. Please review the *Notice of Job Opening* and complete the application provided ensuring that you sign and date it. All application materials must be completed and submitted in order to be considered for this position.

DOCUMENTATION TO BE COMPLETED AND RETURNED BY THE APPLICATION DEADLINE

<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume	<input type="checkbox"/> Application
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ADDITIONAL INSTRUCTIONS

The application deadline is open until April 30, 2021, at 4:00 P.M. All applications will be considered and reviewed. Applicants that are most qualified will be selected to continue in the next phase of the interview process. Please do not contact us, you will be notified either way whether you will continue in the interview process or not. We appreciate your interest in employment with the City and wish you the best in your future endeavors.

Date Received: _____
Time: _____
Taken By: _____



Application for Employment

An Equal Opportunity Employer

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a medical condition or disability.

Date: _____

PERSONAL INFORMATION:

Name: _____
Last First Middle

Present Address: _____

Permanent Address: _____

Telephone: _____ Driver's License Number: _____

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No (A conviction record will not necessarily be a bar to employment; the circumstances will be considered.) If yes, please explain: _____

Have you ever been in the Armed Services? Yes No If yes, which Branch? _____

EMPLOYMENT DESIRED:

Position: _____ Possible Start Date: _____

Full time only _____ Part time only _____ Full time or part time _____ Temporary/Seasonal _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Ever applied to the City of Independence before? Yes No If so, which department? _____ When? _____

Will you work overtime if needed? Yes No

EDUCATION:

School Level	Name & Location	No. of Years	Did you Graduate?	Course of Study
Grammar School				
High School				
College				
Other				

List other special training that may pertain to this position: _____

If the job requires completion of specific course of training, indicate that which you have completed: _____

If the job requires the operation of specific machinery or specific skills, list those at which you are competent: _____

Have you used various types of office equipment? If so, please list: _____

FORMER EMPLOYERS: (please list the most recent first)

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
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Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

May we contact your employer? { } Yes { } No

If no, Please explain: _____

REFERENCES:

Name	Address	Business	Phone Number	Years Acquainted

Statement of Understanding Read Carefully

I understand:

that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.

that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I also understand that if I provide false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the City discovers the violation of its policy regarding dishonesty.

that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by the City at the post-offer stage.

that the use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post offer pre-employment physical examination. I also understand that, if extended an offer of employment, I may be required to submit to an alcohol or drug screening according to state law.

that if I sustain any injury or illness while in the employment of this organization, I agree that this organization shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and hospitals to give this organization full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

that this application will be considered only for the position I am applying for; if I wish to be considered for other positions, I must submit a new application for each position.

that this employment application and any other employee-related documents are not contracts of employment; and that this organization follows an "employment at will" policy that an individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason.

that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I agree to be responsible for public property and equipment issued to me by the City until returned by me. I agree to pay for property and equipment not returned and authorize the City to withhold an amount equal to value of property not returned by me from my final pay.

Authorization to Release Information

I authorize the City of Independence to make a complete investigation of me, including but not limited to, my past employment history, medical history, scholastic record, criminal activity, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening I may be required to undergo, and to rely on such information sources. I understand that this organization may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, and personal characteristics. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to this organization, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

Applicant Name: _____
(Please print) Last First M.I.

Signature of Applicant _____ Date ____/____/____

CITY OF INDEPENDENCE

Job Description

Position: Patrol Officer

Supervises: None

Department: Police

Employee Status: Full-time Regular

FLSA Status: Non-Exempt

Gives work direction to: None

Reports to: Captain and Police Chief

Revision date: September 20, 2016

POSITION SUMMARY

At will position, unless covered under a bargaining unit contract, appointed by the Police Chief and reports to the Captain and Police Chief. Under general supervision performs work of moderate difficulty in law enforcement, maintenance of order, protection of life and property, and crime prevention; and performs related work as required.

ESSENTIAL JOB DUTIES

- Shall uphold the Constitution of the United States and of the State of Iowa, and enforce the laws of the same, as well as county and City ordinances.
- Patrols all assigned areas for the prevention of crime and enforcement of laws and ordinances.
- Drives vehicle or walks to cover assigned beat and make police presence evident within the city limits.
- Observes activities and environment, and keeps alert to suspicious occurrences.
- Maintains radio contact with central communications and reports conditions in assigned beat.
- Advises and assists public as necessary.
- Responds to emergency calls and acts to resolve emergency situations: notes location of difficulty and type of call.
- Proceeds to scene with dispatch, observing traffic conditions and sounding siren.
- Takes control of emergency site, directing traffic, securing scene and assisting medical personnel when injuries are involved.
- Establishes communications between emergency scene and central communications.
- Monitors traffic conditions and enforces traffic laws: observes driving behavior and measures vehicle speed to detect violations of traffic laws.
- Stops vehicles for traffic violations and issues citations.
- Ensures that parking regulations are enforced, especially during snow removal, at fire hydrants and in prohibited areas.
- Directs traffic for special events, accidents and detours.
- Writes detailed incident reports utilizing computer to make a record of events, conditions, time and persons involved: makes careful notes of all details important for future reference or prosecution.
- Takes names and addresses of involved persons.
- Observes time, sequence of events, measurements and weather conditions in vehicular accidents.
- Completes forms legibly and thoroughly.
- Stops fights and attempts to mediate arguments and disputes which threaten violence: physically restrains persons involved in violent attacks or brawls.
- Secures vicinity of persons threatening violence to self or others.
- Talks to parties involved in home disputes in an attempt to reconcile differences.
- Apprehends and arrests suspects in crimes: takes custody of persons involved in crimes or wanted in connection with criminal activities.
- Physically subdues resistant persons with force necessary to control them.
- Orders detention for suspects until procedures for arraignment can be completed.

- ❑ May assist in investigation of crime scenes, interrogation of suspects, interviewing of witnesses, securing of evidence, service of legal papers and testimony in court.

INCIDENTAL JOB DUTIES

- ❑ Any other duties as assigned or required by the Chief of Police or his designee.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- ❑ Knowledgeable of the purpose of law enforcement and the criminal justice system.
- ❑ Knowledgeable of law enforcement procedures, practices and equipment.
- ❑ Knowledgeable of applicable city, state, and federal laws.
- ❑ Knowledgeable of obtaining valid information by interview and interrogation.
- ❑ Ability to react quickly and calmly in emergency situations.
- ❑ Ability to use physical strength to restrain, lift, carry and pursue.
- ❑ Knowledgeable of the use of firearms and operating motor vehicles properly and within established guidelines.
- ❑ Ability to use good judgment in evaluation situations and making decisions.
- ❑ Ability to observe facts and situations analytically and objectively and record them clearly and completely.
- ❑ Ability to express oneself clearly, orally and in writing.
- ❑ Ability to handle situations firmly, courteously, tactfully and impartially.
- ❑ Ability to understand and carry out oral and written instructions.
- ❑ Ability to gather, assemble, analyze and evaluate evidence.
- ❑ Ability to draw sound conclusions.
- ❑ Ability to communicate effectively with the co-workers, supervisors, department personnel, public officials and the general public in person, in writing, and on the telephone.

ENTRY REQUIREMENTS

Education/Training: High School Diploma or equivalent; and

Work Experience: Two (2) years work in related field, or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position. Preference will be given to individuals who possess an associate's degree or higher in any related field of public administration, criminal justice, or political science.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license. Must be able to obtain and maintain throughout employment NIMS certification, a professional permit to carry a weapon as issued by the state of Iowa, and shall obtain firearms-competence certification and annually qualify with handgun and shotgun.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: Must reside within fifteen (15) miles of city limits.

Other testing required: MMPI, Physical Agility Testing – As required by the State of Iowa

SPECIAL REQUIREMENTS

Must be bondable.

WORK ENVIRONMENT

See Essential Functions Job Analysis.

HOURS OF WORK

Generally, 40 hours per week, Sunday through Saturday. On-call seven (7) days a week. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Independence is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor's Signature

Date

City Manager's Signature

Date

ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis 09/27/2010

Position Patrol Officer

1. Work hours: From 11:00 To 7:00 Number of days per week 5

2. Is Overtime Required? Occasionally, Sporadic and short notice

How much? (avg.) 2-10 hrs. How often? (avg.) Varies Seasonal? City Events

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? State of Iowa Driver's

License, CPR, ILEA Certified

4. Position supervises 1-10 (#) of city employees. List employees:

Patrolmen

5. Position gives work direction to 1-10 (#) of city employees. List employees:

Patrolmen

Physical Requirements

In a work day, the job requires (check the appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Stooping/crouching		X				
Standing		X				
Walking		X				
Sitting		X				
Jumping						
Turning body				X		
Bending/twisting	X					
Squatting	X					
Ascending/descending steps	X					
Ascending/descending ladders			X			
Ascending/descending ramps				X		
Reaching/working at/below shoulder level			X			
Reaching/working above shoulder level		X				
Lifting above shoulder level				X		
Kneeling/crawling				X		
Equilibrium				X		
Pushing/pulling			X			
Throwing				X		
Walking on uneven ground			X			
Working in trenches						X

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Working above ground					X	
Balancing				X		
Handling/gross feeling (texture)			X			
Fine fingering manipulation		X				
Tasting/smelling		X				
Accommodation (focal length change)	X					
Field of vision (peripheral vision)	X					
Turning wrenches/valves/handles				X		
Hand operation of knobs, levers or cranks		X				
High speed assembly (left/right/either/both)						X
Fine assembly (left/right/either/both)					X	
Strong grip (left/right/either/both)			X			
Ability to actuate mechanism with feet (left/right/either both)	X					
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)	X					
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)	X					
Highly accurate depth perception	X					
Ability to perceive spoken voice clearly (with or without hearing aid)	X					
Ability to hear warning horns or sirens over 70 decibels	X					
Comprehensible speech	X					
Finely developed balance and coordination		X				
Ability to differentiate colors precisely	X					
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion			X			

*Sporadic: This function is essential but done intermittently.

*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 150 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Duty gear, evidence, person

7. The heaviest weight carried while walking from place to place weighs: 150 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Evidence, person, barricades

8. The heaviest pushed/pulled weight by the employee is: Varies and it is pushed/pulled a distance of Varies at a frequency of Sporadic – person to safety or pushing

9. In a work day, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds		X				
11 to 25 lbs.		X				
26 to 50 lbs.			X			
51 to 100 lbs.				X		
Over 100 lbs.					X	

10. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds		X				
11 to 25 lbs.		X				
26 to 50 lbs.			X			
51 to 100 lbs.				X		
Over 100 lbs.					X	

11. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R			X			
	L			X			
Firm grasping	R		X				
	L		X				
Fine manipulation (keyboarding/ typing)	R		X				
	L		X				

12. Does the job require a specific grip strength? Yes _____ No x

Grip strength measured _____

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both				X		
Right	X					
Left				X		

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

a.	Yes	No	Comment
1. color vision	X		Traffic lights, color of automobile
2. depth perception	X		Vehicles in traffic, accident investigation, crime scene
3. peripheral vision	X		Vehicles in traffic, accident investigation, crime scene
b. Hearing	X		Vehicles in traffic, dealing with people
c. Touch	X		Hot door, holding items, explain evidence

15. Would occasional interruption of consciousness jeopardize self or others? Yes X No _____

Work Environment

16. The work environment is: Inside X Outside X

17. Is this position considered a "safety sensitive position"? Yes X No

18. Does the job require:

	Yes	No	Comments (what kind)
Working at unprotected heights		X	
Being around moving machinery	X		Entering a business with machinery
Driving automotive equipment/heavy equipment	X		Patrol car
Exposure to marked changes in temperature/humidity	X		Environment
Exposure to dust, fumes, gases	X		Entering building with unknown
Working on uneven ground	X		Walking on unknown ground/fields
Confined space entry		X	
Limited mobility		X	
Wearing a respirator	X		Entering meth lab
Protective equipment: safety glasses, safety shoes, etc.	X		Vest
Travel from inside to outside	X		Constant: vehicle/office
Outdoor exposures	X		Environmental
Extreme cold	X		Winter
Extreme heat	X		Summer heat in uniform
Wet and/or humid	X		Weather
High noise levels	X		Siren, gunfire
Vibration		X	
Moving mechanical parts hazard		X	
Electrical shock hazard		X	
Heights hazard		X	
Exposure to radiation		X	
Explosive hazard	X		Unknown building, vehicle, meth lab
Toxic/caustic chemical hazard	X		Unknown building, vehicle, meth lab
Other conditions: dust/mist/gas/fumes	X		Unknown building, vehicle, meth lab

19. What machines/equipment are operated by this position? Patrol car, computer, fax, in-car camera
Digital camera, measure tape/wheel, phone, taser, ASP, OL Pepper Spray, firearms,
TV, VCR, Radar unit

Cognitive or Situational Functions

20. In a work day, the job requires (check appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Decision-making abilities: what work needs done, where the work will be done, when, how, and by whom	X					
Developing budgets						X
Purchasing supplies, equipment, and materials				X		
Assigning work to people, giving instructions			X			
Receiving instructions and directives from superiors		X				
Giving advice and recommendations		X				

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Listening to issues and problems from subordinates			X			
Solving production/equipment, tool/facility problems				X		
Solving personnel problems involving counseling, grievances, or other personal issues			X			
Developing department procedures and policies, i.e., safety programs						X
Interviewing job applicants						X
Selection of applicants for job positions						X
Orientation of new employees			X			
Recognizing and rewarding subordinates				X		
Inspection or testing for quality			X			
Taking corrective actions to resolve performance problems			X			
Disciplining or terminating employees						X
Issuing regular reports or other written communications		X				
Scheduling work schedules/shifts						X
Monitor progress, quality and cost of work and make adjustments as needed						X
Attend and participate in regular department, commission, or other City meetings as needed			X			
Speed, consistency and accuracy in tasks, meeting precise tolerances and standards		X				
Interpersonal skills sufficient to work closely with others on a team		X				
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks		X				
Sustained concentration and prolonged commitment to job tasks			X			
High level cognitive, interpretive or judgment skills	X					
Ability to influence other (selling-type skills)		X				
Ability to plan, negotiate, direct, control and monitor others' activities		X				
Ability to express creativity through writing, painting, decorating, composing, or inventing				X		
Ability to work alone effectively under stress in situations dangerous to self or others		X				

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.
 Must be able to conduct oneself professionally with fellow co-workers and members of the general Public.

Completed by Officer Brian D. Lau Date 09/27/2010
 Reviewed and amended by City Council Members



JOB VACANCY

Position: Police Officer

Position Department: Police

Closing Date: April 30, 2021.

Job Description: The City of Independence, Iowa, population of approximately 6,000 is accepting applications for a full time Police Officer. Independence is located at the intersection of Hwy 150 and Hwy 20, in the middle of Buchanan County.

Rate of Pay: Starting July 1, 2021, anticipated annual salary is \$58,427.20 and includes an excellent benefits package.

Job Requirements:

- Lateral transfers will be accepted
- **Education/Training:** 2 year degree preferred, not required
- **Experience:** Certified Officer with 2 years experience preferred, not required
- **Additional Requirements:**
 - Requires high school diploma or equivalent. Graduation from a two year college with a degree in a social or police science is desirable. Candidates MUST meet all minimum standards for Iowa Law Enforcement Officers. All qualified applicants regardless of race, creed, color or gender are encouraged to apply. Veterans are encouraged to apply.
 - Applicants must be a citizen of the United States, and have no felony conviction for crimes involving moral turpitude. Applicants must have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20. Applicants must possess a valid Iowa Driver's License.

Submit Application: Complete City application, resume, and cover letter should be mailed to the Independence City Hall, attention Dustin Dallenbach, 331 1st St E, by April 30, 2021 at 4:30 p.m. Incomplete or late submittals will NOT be considered. Applications submitted by fax will not be accepted.

Application packets will be available on the City of Independence web-site, www.independenceia.org, due to COVID-19 restrictions and precautions. Candidates will need to scroll down to News & Announcements, and click on Police Department Job Opening notice. Candidates can pick up an application at the Independence Police Department, 2349 Jamestown Ave, Ste 3, Independence, IA 50644.

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