

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

**APPLICANT INFORMATION**

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

**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 Chief. 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 filled, preference give to applications received by August 9, 2021. 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 \$
Job Title & Description of Work	Reason for leaving

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 \$
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.



# **CITY OF INDEPENDENCE**

## *Job Description*

**Position:** Police Chief

**Supervises:** All Police Department Personnel

**Department:** Police

**Employee Status:** Full-time Regular

**FLSA Status:** Exempt

**Gives work direction to:** All PD Personnel

**Reports to:** City Manager and Mayor

**Revision date:** June 2, 2016

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### **POSITION SUMMARY**

At will position, unless covered under a bargaining unit contract, appointed by the Mayor and reports to the City Manager and Mayor. Performs high level administrative, technical and professional work; specialized and technical law enforcement duties; community relations; the protection of life and property; and crime prevention.

### **ESSENTIAL JOB DUTIES**

- Supervise enforcement and execution of the city and state laws.
- Organizes and directs the activities of the Police Department's four major divisions of Administration, Services, Patrol and Criminal Investigations.
- Reports to and consults with the City Manager in determining plans and policies to be observed in police operations.
- Attend all meetings of the Council unless excused by the City Manager, Mayor or Council.
- Recommend to the City Manager such measures as may be necessary or expedient for efficient and effective operations of the police department.
- Plans, organizes and directs the maintenance of law and order; the protection of life and property; regulation of traffic; apprehension, arrest and detention of law violators; and the maintenance of police records and communications systems.
- Cooperates with other law enforcement personnel and agencies.
- Confers with the City Manager, City Council, Mayor, community groups and citizens on law enforcement and community issues.
- Represents the police department to the public.
- Prepares news releases as requested or as necessary to inform the public.
- Responds to citizen inquiries.
- Educates department staff and the public on department policies.
- Educates the public on public safety and law enforcement topics.
- Assists city officials in developing regulatory ordinances.
- Maintain a workable 24/7 watch list protecting the city of Independence in the best possible manner.
- Prepares and implements department's budget by estimating costs and monitoring expenditures and make recommendations for capital equipment purchases.
- Responsible for all monies handled by the department and will account for same on request by the city clerk, mayor, city manager and audit board.
- Shall attend collective bargaining agreement meetings between local union representing city officers and Independent Police Department to furnish information in the negotiations.

- Shall represent all non-union personnel, both full and part-time employees, with the mayor, city council, and city manager on benefits and wages.
- Trains, assigns, schedules, directs, and evaluates the work of department staff.
- Meets with persons reporting incidents and making complaints to the department.
- Interviews witnesses and suspects to obtain statements and submits required reports.
- Investigates accidents or criminal acts by traveling to scene; interviewing witnesses; inspecting scene, and gathering evidence.
- Issues citations or arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
- Enforces laws and maintains public safety by responding to emergency calls and by patrolling city on foot or in patrol car.
- Testifies in court as required.
- Performs various services to public including removing stray animals, unlocking cars and homes, and assisting stranded motorists.
- Assists with emergency medical, firefighting and rescue operations as needed.
- Supervises the handling of evidence.
- Performs a variety of duties involving confidential information. Informs staff of legal and ethical issues surrounding confidential information.
- Attends conferences, workshops and training seminars to update knowledge and skills.
- Plans and recommends maintenance and capital improvement programs.
- Oversees the production of required reports and maintenance of department files and records.
- Reviews and approves monthly and annual activity reports submitted to the City Manager and Council.
- Possess general supervision and direction of the administration of the police department.
- Supervise and direct the official conduct of all administrative staff and officers of the department.
- Possess the power and authority to make recommendations for hire, disciplinary action, and termination with regard to the department.
- Supervise all purchases of material and supplies, equipment and vehicles for the department.
- Develops and implements policies and standards.
- Plan and execute short and long term goals for the department.
- Responsible for all duties set forth in Independence City Code Chapter 30.
- Investigate the affairs and conduct of any employees of the department, agency, or officer.

#### **INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the City Council

#### **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.

- Ability to prepare and analyze statistical reports.
- Ability to communicate effectively with the city manager, city clerk, mayor, city council, department supervisors and personnel, and the public in person, in writing, and on the telephone.
- Ability to interview, counsel and advise people.
- Skill in responding to members of the public under emotional distress.
- Skill in arresting potentially hostile law violators.
- Ability to remain calm and make decisions under stressful, dangerous or emergency conditions.
- Ability to use a mobile radio and telephone.
- Ability to communicate effectively, orally and in writing.
- Ability to prepare timely and accurate reports.

- Ability to effectively plan, schedule, supervise, direct, and evaluate the work of department personnel.
- Ability to access sources of technical information including city ordinances; the Code of Iowa; the Iowa Administrative Code; and federal laws and regulations.
- Ability to safely operate patrol car and all essential equipment utilized by the department, including radar, intoxilyzer, radio, lights and sirens.
- Ability to safely move heavy objects including people and motor vehicles.
- Ability to safely push or pull heavy objects including motor vehicles in order to assist individuals in distress.
- Ability to solve a wide range of intellectual and practical problems.
- Knowledge of the organization, operations, practices, equipment, procedures, liabilities and methods of law enforcement.
- Thorough understanding of the limits on police discretion.
- Knowledge of accepted methods of crime detection and prevention.
- Knowledge of and ability to accurately perform budgeting and bookkeeping functions.
- Knowledge of municipal, county, state and federal criminal motor vehicle and related laws, ordinances, codes and administrative regulations.
- Knowledge of arrest procedures and rights of suspects and prisoners under state and federal law.
- Knowledge of methods of collecting and preserving evidence.
- Knowledge of requirements related to record keeping and confidential information.
- Knowledge of regulations relating to blood-borne pathogens, procedures for preventing the spread of disease, and the "right to know" law regarding hazardous chemicals.
- Ability to operate standard office equipment including telephone, photocopier, fax machine, typewriter and computer.
- Skill in performing cardiopulmonary resuscitation (CPR) and basic first aid.
- Ability to maintain required licenses, registrations and certifications.
- Ability to perform all functions as detailed in attached Essential Functions Job Analysis.

### **ENTRY REQUIREMENTS**

**Education/Training:** High School Diploma or equivalent and Law Enforcement Academy Certification; and

**Work Experience:** Ten (10) 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. ILEA Certified or the ability to obtain within six months of appointment. Must possess 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, shotgun, taser and rifle.

**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 thirty (30) miles or thirty (30) minutes 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.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. 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 legal job related instructions and to perform any legal job-related duties requested by their supervisor.
  3. The City reserves the right to change or reassign job duties or combine positions at any time.
  4. 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

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager's Signature

\_\_\_\_\_  
Date

## ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis 06/02/2016

Position Police Chief

1. Work hours: From 8:00 To 4:30 Number of days per week 5
2. Is Overtime Required? Exempt  
 How much? (avg.) \_\_\_\_\_ How often? (avg.) Weekly Seasonal? \_\_\_\_\_
3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? Refer to the job description
4. Position supervises 10-20 (#) of city employees. List employees:  

Assistant Police Chief	Crossing Guard
Administrative Assistant	Patrolmen
Captain	Sergeants
	Corporals
5. Position gives work direction to 10-20 (#) of city employees. List employees:  
Same as above

### 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				X		
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	
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	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):

Pushing disabled vehicles; assisting, lifting persons

7. The heaviest weight carried while walking from place to place weighs: 150-200 lbs.

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

Persons, ambulatory equipment, protective equipment

8. The heaviest pushed/pulled weight by the employee is: 150-200 lbs. and it is pushed/pulled a  
40-50

distance of feet at a frequency of Six times per year.

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.	Vision	Yes	No	Comment
1.	color vision	X		Persons, vehicle, signage descriptions
2.	depth perception	X		Driving
3.	peripheral vision	X		Driving, personal safety
b.	Hearing	X		Driving, personal safety
c.	Touch	X		Textures, hot, cold, etc.

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		Not often
Being around moving machinery		X	
Driving automotive equipment/heavy equipment	X		
Exposure to marked changes in temperature/humidity	X		
Exposure to dust, fumes, gases	X		
Working on uneven ground	X		
Confined space entry	X		Not often but possible
Limited mobility		X	
Wearing a respirator		X	
Protective equipment: safety glasses, safety shoes, etc.	X		
Travel from inside to outside	X		
Outdoor exposures	X		
Extreme cold	X		
Extreme heat	X		
Wet and/or humid	X		
High noise levels		X	
Vibration		X	
Moving mechanical parts hazard		X	
Electrical shock hazard	X		
Heights hazard	X		Not often
Exposure to radiation		X	
Explosive hazard	X		
Toxic/caustic chemical hazard	X		Not often
Other conditions: dust/mist/gas/fumes	X		

19. What machines/equipment are operated by this position? Autos, computer, PBT, Electronic Control device (taser), handgun, rifle.

**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.

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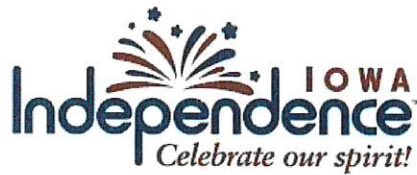


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Completed by Police Chief & City Manager Date June 2016  
 Reviewed and amended by City Council Members



## JOB VACANCY

**Position:** Police Chief

**Position Department:** Police

**Closing Date:** Open until filled – preference given to applications received by August 9, 2021.

**Job Description:** The City of Independence, Iowa, population of approximately 6,000 is accepting applications for a full time Police Chief. At will position, unless covered under a bargaining unit contract, appointed by the Mayor and reports to the City Manager and Mayor. Performs high level administrative, technical and professional work; specialized and technical law enforcement duties; community relations; the protection of life and property; and crime prevention.

**Schedule:** 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.

**Rate of Pay:** Dependent on Qualifications.

### **Job Requirements:**

- **Education/Training:** High School Diploma or equivalent and Law Enforcement Academy Certification; and
- **Work Experience:** Ten (10) 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. ILEA Certified or the ability to obtain within six months of appointment. Must possess 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, shotgun, Taser and rifle.

### **Other Requirements:**

- Drug testing shall be required as allowed by state law.
- Must reside within thirty (30) miles or thirty (30) minutes of city limits.
- MMPI, Physical Agility Testing – As required by the State of Iowa
- Must be bondable.

**Submit Application:** Complete City application, resume, and cover letter should be mailed to the Independence City Hall, Attention: Al Roder. Incomplete 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.independencia.org](http://www.independencia.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 City Hall, 331 1<sup>st</sup> Street E., Independence, IA 50644.

*The City of Independence is an equal opportunity employer, M/F/Disability/Veteran.*