City of Keokuk

POLICE
Recruitment

ATTENTION APPLICANTS: Please read this information carefully and note application deadline, testing dates and times. It is your responsibility to meet these requirements and take the tests as required. Alternative deadlines, testing dates and times will not be possible.

Return applications to:

Keokuk Police Department
1222 Johnson Street
Keokuk, IA 52632

**** The City of Keokuk is an Equal Opportunity Employer and supports workforce diversity. Applications from females, minorities, and persons with disabilities are encouraged.***

CIVIL SERVICE ENTRANCE APPLICANTS
FOR THE KEOKUK, IOWA POLICE DEPARTMENT
(Please Read Carefully)

The Civil Service Commission of the City of Keokuk, Iowa is conducting tests for Police Department applicants on Saturday, October 23, 2021 at 9:00 A.M. Interested applicants must submit a completed City of Keokuk application form before NOON on Friday, October 15, 2021. A list of qualifications is on the next page. We have also included a list of items that would ultimately disqualify you.

- Base salary $48,201.90
- Step raises each of the first two years
- Annual raises
- Longevity Pay
- Holiday Benefit
- Uniform Allowance
- Medical, vision, life, and dental insurance
- Vacation, compensatory, personal, and sick leave
- Excellent MFPRSI Pension
- Gym Membership

After the deadline for filing applications, applicants will be notified by mail as to whether they have been accepted for the pre-employment testing. (If your application fails to meet the requirement, a letter is also mailed to you notifying you of the reason.)

The schedule for testing on **Saturday, October 23, 2021** is as follows:

APPLICANTS MUST ARRIVE AT 8:30 A.M. WITH PHOTO ID & SIGNED RELEASE FORM

- **Physical Fitness testing will be given at 9:00 A.M. at Keokuk High School, 2285 Middle Road, Keokuk.**

The standards for these tests and suggestions on how to prepare for them are included in this packet. **Applicants must pass each physical test in order to qualify to take the written test.**

- **Written testing will follow immediately after physical agility testing in at Keokuk High School, unless otherwise notified.**

The applicant must provide picture ID at both the physical fitness test and written testing.

The written examination is basically one of general knowledge including mathematics, grammar, reading comprehension and incident report writing. It is the "Police Officer Selection Test" (POST - and has been chosen by the Law Enforcement Academy as the standard in Iowa.)

If you have taken the POST exam in the last 6 months, please notify the City. Your previous score could be accepted, and you may not be required to take the POST exam at this time. You will be required to take the physical agility test.

There are four sections to the written exam and the applicant must pass each section. The Civil Service Commission will certify a list of applicants as eligible for appointment to the Police Department.

The Commission will notify you in writing as to whether you have passed the written exam.

If your name is placed on the certified list, it does not mean you are now employed by the City. It does mean, however, that any appointments must be made from this list and it can be anyone on the list at the option of the appointing authorities.

It is the intent of the Commission to hold police and fire exams as often as required by law with each past list expiring when the new one is certified. This means that if you have not been appointed by the next exam, you would again have to qualify.

PLEASE RETURN THE APPLICATION TO THE ADDRESS ON PAGE 1. Because of the processing time involved you must return your application by NOON on Monday, September 21, 2020.

If you have served in the Armed Forces and wish to claim Veteran's Preference as set out in the Iowa State Code, attach a copy of your DD Form 214 to your application.

The Civil Service system in the City of Keokuk, Iowa is administered by a three-member Civil Service Commission appointed by the Mayor and confirmed by the City Council for six-year overlapping terms.

The Hiring Process: Special Considerations for Law Enforcement Officers

Law enforcement officers in Iowa must meet minimum standards established by the Iowa Law enforcement Academy (ILEA), found at 501 IAC Chapter 2, and be certified as provided in 501 IAC Chapter 3.

Minimum Standards

To be hired as a law enforcement officer in Iowa a person must:

A. Meet the following requirements at time of hire:
   1. be a United States citizen and resident of Iowa and live within ten miles of the Keokuk City limits and have a Keokuk telephone number;
   2. be 21 years of age at the time of testing;
   3. have a valid Iowa driver's license or chauffeur's license;
   4. not be addicted to drugs or alcohol. [This provision is modified for civil service positions by Iowa Code Section 400.17, which provides that a person shall not be appointed or employed in any capacity in the police department if the person is addicted to narcotics or alcohol.]
   5. be of good moral character as determined by a thorough background investigation including a fingerprint search, and not have been convicted of a felony or a crime involving moral turpitude or domestic violence;
   6. successfully pass physical fitness tests adopted by the ILEA;
   7. not be opposed to use of force to fulfill duties;
   8. be a high school graduate or hold a GED certificate;
   9. have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement;
   10. have normal hearing in each ear; and
   11. be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer as per Municipal Fire and Police Retirement System of Iowa (MFPRSI) regulations.

B. Undergo psychological testing; and

C. Undergo cognitive testing.

Civil Service commission and law enforcement agencies may apply different tests and impose higher standards than the minimum standards set by the ILEA, as long as the minimum standards and tests are successfully passed and met. [501 IAC 2.2(9),2.3]

Cities
The minimum standards apply to cities regardless of population, i.e., regardless of whether a city is covered by the civil service law. The requirements apply to the hiring of all full-time and part-time officers except reserve officers, and to the hiring of a Chief of Police.

Certification

All law enforcement officers must be certified through the successful completion of training at a facility approved by the ILEA. The hiring agency must provide the ILEA with verification that the minimum standards specified above have been met. Officers have one year from the date of hire to become certified.

What Might Disqualify an Applicant?

- If you are late for any phase of the testing or hiring procedure.
- If picture ID is not presented at testing site.
- If you have been convicted of, or committed, a felony.
- If you have used marijuana in the last 12 months.
- If you have used any other illegal drugs in your lifetime.
- If you have been involved in any deviant sexual acts or acts of bestiality.
- If you have been convicted of any traffic violations that would make you uninsurable. (i.e. O.W.I. convictions in the last five years.)
- Any arrest and conviction of domestic violence.
- If you do not pass the psychological exam.
- If you do not pass a comprehensive medical exam and meet physical protocol as set by the Municipal Fire and Police Retirement Systems of Iowa Board of Directors.
- If you do not successfully complete a polygraph examination.

Release

In order to permit my participation in physical agility tests as part of my application for employment with the City of Keokuk, Iowa and knowing that my participation in this test is for the mutual benefit of myself and the department, I hereby release and discharge, for myself and my successors in interest, the City of Keokuk, Iowa – The Keokuk Police Department – The Keokuk Civil Service Commission and any employees of the aforementioned who assist in the administration or the conduct of the physical agility test in which I am participating, from all claims, demands, actions and causes of action which may arise on account of injuries sustained by me in participating in this physical agility test from and after the date hereof.

Signed this _____ day of _____, 2021.

_____
(Signature of Applicant)

_____
Printed Name

_____
(Witness)

BRING THIS FORM WITH YOU TO THE TEST!!!!

_____
(Signature of Examiner)

Online POST Practice Test and Study Guide Now Available!

We are pleased to announce that an online version of The National Police Officer Selection Test (POST) candidate study guide, as well as an online practice version of the POST itself is available for purchase directly by applicants. The exam provides candidates with an opportunity to complete a full-length, timed practice version of the same POST exam. The content of the practice exam is 100% unique and contains no overlap with any content of POST versions A, B, C, or D. The practice version of the POST contains detailed feedback for any test item answered incorrectly by the applicant, giving them a better understanding of personal areas of strength, and opportunities for development. We are providing this service to agencies as well as candidates in response to popular demand and request. The POST practice exam and study guide will be available for sale to applicants through Stanard and Associates' job application and recruitment website (www.applytoserve.com/study/) for a nominal charge of $15.00 The study guide will be available for $5.00.

Available for Sale Directly to Candidates at Stanard & Associates' Job Application Website:

https://www.applytoserve.com/study/

Keokuk Police Department

<u>Mission Statement</u>: The Keokuk Police Department is committed to providing Quality Professional Law Enforcement Services to the community.

History: The Keokuk Police Department was founded in 1848 following the election of the first city government. It has grown from a 3 person department to a full service law enforcement agency dedicated to providing **QUALITY PROFESSIONAL** Law Enforcement services to the community.

The Keokuk Police Department shoulder patch depicts our rich river history, situated on the banks of the Mississippi River, the wintering grounds of America's symbol, the Bald Eagle. Keokuk is also the site of the largest dam and powerhouse on the Mississippi River as depicted on the shoulder patch.

Values: The Keokuk Police Department exists to protect life and property under the law, maintain community order and reduce crime and fear of crime in the community with full respect for human dignity and according to the highest standards of professionalism, integrity and accountability.

City of Keokuk, Iowa
City Offices
501 Main Street
Keokuk, IA 52632

EMPLOYMENT APPLICATION
Fill Out COMPLETELY, Type or Print In Ink

Date	Email Address: if available
Position Applied For	

Name: Last	First	Middle	Social Security No.	Home Phone No.
Address: No. & Street	City	State / Zip Code	Message: Name/Phone	Cell Phone No.

EDUCATION

Cite Specialized Training Other Than Formal Education On Reverse Side

High School	Name of School		Graduated: ☐ Yes ☐ No	G.E.D.: ☐ Yes ☐ No
	Address: No. & Street	City	State / Zip Code	Vocational Program
College	Name of College		Graduated: ☐ Yes ☐ No	Degree
	Address: No. & Street	City	State / Zip Code	Major
Other Schools	Name of Institution		Graduated: ☐ Yes ☐ No	Degree or Certificate
	Address: No. & Street	City	State / Zip Code	Major/Type of Program

EMPLOYMENT HISTORY

List **ALL** Positions Held In Reverse Order, Present (or most recent) Job First

Present Job Date of Hire: Mo/Day/Yr.	Name of Employer		Type of Business	
	Address: No. & Street	City	State / Zip Code	Company Phone No.
Your Position	Nature of Duties			
Final Salary	Supervisor: Name	Title	Reason for Seeking New Employment	
Previous Job Dates Employed: Mo/Day/Yr - Mo/Day/Yr	Name of Employer		Type of Business	
	Address: No. & Street	City	State / Zip Code	Company Phone No.
Your Position	Nature of Duties			
Final Salary	Supervisor: Name	Title	Reason for Leaving	
Previous Job Dates Employed: Mo/Day/Yr - Mo/Day/Yr	Name of Employer		Type of Business	
	Address: No. & Street	City	State / Zip Code	Company Phone No.
Your Position	Nature of Duties			
Final Salary	Supervisor: Name	Title	Reason for Leaving	

Continued On Reverse Side

Previous Job Dates Employed: Mo/Day/Yr - Mo/Day/Yr.	Name of Employer		Type of Business		
	Address: No. & Street	City	State	Zip Code	Company Phone No.
Your Position	Nature of Duties				
Final Salary	Supervisor: Name	Title	Reason for Leaving		
Previous Job Dates Employed: Mo/Day/Yr - Mo/Day/Yr.	Name of Employer		Type of Business		
	Address: No. & Street	City	State	Zip Code	Company Phone No.
Your Position	Nature of Duties				
Final Salary	Supervisor: Name	Title	Reason for Leaving		

OTHER INFORMATION

Military	Branch	Rank	Duties
	Discharge: ☐ Honorable ☐ Other (Explain Below)		
Qualifications And Skills	Describe Any Equipment Extensively Operated By You (Office, Construction, Buses, Trucks, Etc.)		
	List Any Specialized Training, Certificates or Achievements		
Driver's License, Driving Record & Criminal History	Current License: ☐ Driver ☐ Commercial Driver License ☐ Chauffeur ☐ None D.L.Number: State:	License **EVER** Suspended or Revoked ☐ Yes ☐ No (List **ALL** suspensions & revocations) Date(s): Reason(s):	
	EVER Convicted of A Crime? Yes ☐ No☐ (List **ALL** convictions, including **ALL** misdemeanors, OWIs, etc) Date(s): Offense(s):		
How did you hear about this employment opportunity?			
Have you reviewed the job description or posting for the position sought? ☐ Yes ☐ No			
References List Three (Local Area Residents If Available)	Name	Position	Known How Long? Phone No.

The City of Keokuk Does Not Discriminate On The Basis of Race, Color, National Origin, Sex, Sexual Orientation, Gender Identity, Religion, Age, Or Disability in Employment or the Provision of Services.

I hereby certify that the answers given and statements made by me on this Employment Application are true & correct & that there are no material omissions. I authorize my present and former employers to give City officials any information regarding me or my performance and release such employers, including their representatives & their companies, from all liability from damage for providing requested information. I understand that should investigation disclose misrepresentation or falsification, I will be dismissed immediately, my application will be rejected and I will be disqualified from making future application with the City.

I understand that any employment offered by the City is "employment at will" & I may be terminated for any reason not violative of law (or a collective bargaining agreement where applicable). I understand my driving and any criminal records may be checked and I agree to submit to a pre-employment physical examination at the City's expense following a conditional offer of employment. I also understand that the City of Keokuk has a strict policy against illegal drug involvement by employees that can result in immediate disqualification or dismissal from employment for any such illicit activities occurring on or off the job. I also understand the City strictly enforces the Iowa Smokefree Air Act and employees violating said Act are subject to discipline, up to & including discharge.

Read the Aforegoing Carefully!	Date	Signature of Applicant

Form Revised May 2013

RESIDENCE HISTORY

List chronologically **ALL** residences in the last 10 years (include addresses while attending school if away from home, and all military addresses including any off military base).If additional space is needed, please attach a seperate sheet.

Dates From	Dates To	Apt. No.	Street Address	City	State	

FINANCIAL HISTORY

A. What is the total amount of your monthly financial obligations?

B. Are monthly financial obligations kept current? ☐ Yes ☐ No

If no, explain:

C. Do you have any sources of income other than your salary? ☐ Yes ☐ No

If yes, explain:

COURT RECORD

Have you ever been arrested or charged with any violation, *including traffic citations,* but not parking tickets?

Yes ☐ No ☐

(List all such matters even if not formally charged, or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral.)

Date	Location	Charge	Final Disposition	Details

APPLICANT SURVEY

The City of Keokuk, Iowa is committed to Equal Employment Opportunity and Affirmative Action. For the purposes of tracking and evaluation, information concerning applicants must be collected. Completion of this information is voluntary on the part of the applicant. It is used for governmental reporting requirements. Please **CIRCLE THE NUMBER or mark an "X" in the appropriate category** of your responses to the questions asked. This is a voluntary request and non-completion of this form does not impact your ability to receive an interview or be selected.

A. 1. Male _____
2. Female _____

B. What is your age?

1. Under 18 _____
2. 18-29 _____
3. 30-39 _____
4. 40-49 _____
5. 50-59 _____
6. 60-69 _____
7. 70 or over _____

C. Of which racial or ethnic group do you consider yourself a member?

1. **White:** Origins in any of the original peoples of Europe, North Africa, or the Middle East. _____
2. **Black:** Origins in any of the black racial groups. _____
3. **Asian/Pacific Islander:** Origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or the Pacific Islands. _____
4. **American Indian/Alaska Native:** Origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. _____
5. **Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. _____
6. **Declined to Respond. _____**

E. Do you consider yourself disabled? _____YES _____NO If yes, how? _____

D. How did you learn about this position?

1. Facebook _____
2. Indeed.com _____
3. City employee _____
4. Friend _____
5. Radio _____
6. Other _____

Employment Application 04-21-2020