



**THIS FORM MUST BE RETURNED WITH YOUR APPLICATION,
SIGNED AND DATED.**

JEFFERSON POLICE DEPARTMENT

ESSENTIAL JOB FUNCTIONS

I. Job Title: Patrol Officer

II. Job Description:

1. Persons hired as a patrol officer shall meet the minimum hiring requirements set forth by the Code of Iowa for Police Officers.
2. Persons shall be expected to perform all duties required by the Chief of Police.
3. Persons hired as a patrol officer must reside within a dressed 15 minute response time to the corporate city limits of Jefferson.

III. Minimum Hiring Standards.

IV. Essential Job Functions:

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining statements from victims, witnesses, suspects, and confidential informers.



7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles; ditches and streams; crawling in confined areas; balancing on uneven and narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of positions handguns, shotguns and other firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include working rotating shifts, holidays, or shifts approved by the Chief, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and other substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.



20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking photographs and obtaining a legal set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform all of the above essential job functions of a law enforcement officer, unassisted at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, endurance, flexibility and strength.

APPLICANT ACKNOWLEDGEMENT

I have read and understand the essential job functions that are necessary to perform the duties of Patrol Officer as they are required by the Jefferson Police Department. I am physically and mentally capable of performing those necessary functions.

Applicant Signature: _____ *Date:* _____



MINIMUM HIRING STANDARDS FOR IOWA LAW ENFORCEMENT OFFICERS

General requirements for law enforcement officers. In no case shall any person hereafter be selected or appointed as a law enforcement officer unless the person:

1. Is a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed.
2. Is eighteen years of age at the time of appointment.
3. Has a valid driver's or chauffeur's license issued by the State of Iowa.
4. Is not addicted to drugs or alcohol.
5. Is of good moral character as determined by a thorough background investigation including a fingerprint search of local, state and national fingerprint files and has not been convicted of a felony or a crime involving moral turpitude. Moral turpitude is defined as an act of baseness, vileness, or depravity in the private and social duties which a person owes to another person, or to society in general, contrary to the accepted and customary rule of right and duty between person and person. It is conduct that is contrary to justice, honesty or good morals. The following non-exclusive acts has been held by the courts to involve moral turpitude: Income tax evasion, perjury, or it's subornation, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales. Various factors, however, may cause an offense which is generally not regarded as constituting moral turpitude to be regarded as such. For example, record of a number of convictions for simple assault would involve moral turpitude, whereas a singular act would not.
6. Has successfully passed the physical agility test developed by the Iowa law enforcement academy.
7. Is not by reason of conscience or belief opposed to the use of force, when necessary to fulfill that person's duties.
8. Is a high school graduate with a diploma, or possesses a GED equivalency certificate.
9. Has an uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and normal color vision. Normal color vision as determined by the American Optical Company, Psuedo-Isochromatic Plates test.
10. Has normal hearing in each ear. Hearing is considered normal when, tested by the audiometer, hearing sensitivity thresholds are within 25db measured at 1000Hz, 2000Hz and 3000Hz, averaged together.
11. Is examined by a licensed physician or surgeon and meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
12. Performed satisfactorily in preemployment cognitive or personality tests, or both, prescribed by the Iowa law enforcement academy.

NOTATION:

Higher Standards not prohibited. While no law enforcement officer can be selected who does not meet requisite minimum requirements, they shall not be limit or restrict law enforcement agencies in establishing additional recruitment standards.

Additional City Requirements:

1. Applicant shall physically and mentally be able to meet essential job functions as determined by the Jefferson Police Department.
2. Applicant shall upon employment locate residence within fifteen minutes of the corporate city limits of Jefferson.



CITY OF JEFFERSON APPLICATION

POSITION
 APPLIED FOR: _____
 On what basis are you available for employment? Full Time Part Time [_____]
 How did you learn about the position? _____
(Newspaper, radio, personal announcement, walking, etc)

PLEASE FOLLOW THESE GENERAL INSTRUCTIONS

- I. Read the position description and be sure you meet the "QUALIFICATIONS" listed
2. Answer all questions and complete all spaces on this application.
3. Submit all transcripts and documents at time of application.

PRINT OR TYPE

 Last Name First Name Middle name or initial

 Address (number and Street) City County

 State Zip Phone (area code) Number

 Driver's License Number State of DL Social Security Number

Have you ever filed an application with the Employer? Yes No Dates _____
 Have you ever been employed by the Employer? Yes No
 (Mandatory for Law Enforcement or Firefighter Applicants only)
 Date of Birth _____
Month Day Year

Can you, after employment, submit verification of our legal right to work in the United States? Yes No

Proof of citizenship or immigration status will be required upon employment.

FOR OFFICE USE ONLY-DO NOT WRITE BELOW THIS LINE

Application Received By: _____
 Application Reviewed By: _____
 Application meets or exceed minimum qualifications for position: Yes No
 If no, explain deficiencies below: _____

Physical Date and Time: _____ Ret'd: _____

"AN EQUAL OPPORTUNITY EMPLOYER"



VETERAN INFORMATION

Veteran's Preference
Are you a U.S. Veteran? Yes No
Dates of active duty

From to (mo, day, yr)

Are you a member of the reserves or national guard?
Yes No

Those wishing to claim veteran's preference MUST
SUBMIT PROOF OF SERVICE (DD214) which
includes dates of active duty.

Yes No

Have you ever been discharged or asked to resign from employment?
Have you ever been convicted of a crime other than a minor traffic violation?
Do you object to inquiry of your present employer in regard to your character, work record, qualifications or abilities?
**If you answer "No" and we need to contact your present employer before we can offer you a job, we will contact you first*
Is there any reason why you would be unable to perform the essential functions of the job for which you are applying ?
If yes, please explain:

Has your driver's license been suspended or revoked during the past year?
If yes, please explain:

Have you been convicted or have you plead guilty to two or more moving traffic violations in the past two years?
If yes, please explain:

Do you have on file with an Iowa law enforcement agency any of the following:

Yes No

Physical Agility
P.O.S.T. Test
MMPI
Polygraph

If you answered yes to any of the above, please list agency name and date of occurrence:

Date	Name of Agency	Test(s) taken
------	----------------	---------------



EMPLOYMENT RECORD cont.

4. Present or last employer:
 Address: City: State Date Employed:
 Phone: Date Separated:
 Immediate Supervisor: Department: Total Months Employed:
 Title of Supervisor: Starting Salary Full Time? Yes No
 Your Title: Last Salary Part time: Indicate Percent or
 Specific Duties: No. of Hours:

Reason for Leaving:

5. Present or last employer:
 Address: City: State Date Employed:
 Phone: Date Separated:
 Immediate Supervisor: Department: Total Months Employed:
 Title of Supervisor: Starting Salary Full Time? Yes No
 Your Title: Last Salary Part time: Indicate Percent or
 Specific Duties: No. of Hours:

Reason for Leaving:

6. Present or last employer:
 Address: City: State Date Employed:
 Phone: Date Separated:
 Immediate Supervisor: Department: Total Months Employed:
 Title of Supervisor: Starting Salary Full Time? Yes No
 Your Title: Last Salary Part time: Indicate Percent or
 Specific Duties: No. of Hours:

Reason for Leaving:

7. Present or last employer:
 Address: City: State Date Employed:
 Phone: Date Separated:
 Immediate Supervisor: Department: Total Months Employed:
 Title of Supervisor: Starting Salary Full Time? Yes No
 Your Title: Last Salary Part time: Indicate Percent or
 Specific Duties: No. of Hours:

Reason for Leaving:



REFERENCES OR ACQUAINTANCES

List five persons who know you well enough to prove current information about you. Do not include relatives or former employers

1) Name:

Home Phone:

Work Phone:

Cell Phone:

Address:

Relationship:

2) Name:

Home Phone:

Work Phone:

Cell Phone:

Address:

Relationship:

3) Name:

Home Phone:

Work Phone:

Cell Phone:

Address:

Relationship:

4) Name:

Home Phone:

Work Phone:

Cell Phone:

Address:

Relationship:

5) Name:

Home Phone:

Work Phone:

Cell Phone:

Address:

Relationship:



EDUCATION

Name of high school attended: _____
Location (City/State): _____
Graduation Date: _____

VOCATIONAL TRAINING AND COLLEGE

Name and Location (Vocational)	From Mo Yr	To Mo Yr	Number of Hours Attended per week	Number of Credits Sem/Quait	Subjects Studied	Diploma or Certification obtained Mo/Yr
Name						
Location						
Name						
Location						
Name						
Location						

Name and Location (College)	From Mo Yr	To Mo Yr	Total Semester Hours	Major Field	Degree Received	Date Degree Received
Name						
Address						
City / State						
Name						
Address						
City / State						

MOST IMPORTANT - PLEASE READ

Failure to complete all parts of the application that apply to you will cause delay, and may result in our having to return your application. **ALWAYS USE THE SAME NAME AND INITIALS WHEN YOU ARE SENDING INFORMATION TO THIS OFFICE ABOUT YOURSELF AND INDICATE ON THE DOCUMENTS THE TITLE(S) OF THE POSITION(S) FOR WHICH YOU ARE APPLYING.** Have you: 1. completed all parts of the application listing every job which you have held; 2. Enclosed copies of documents requested such as college transcript, or special license; and 3. Read the statement below, and sign the application.

BE SURE TO READ THIS STATEMENT BEFORE SIGNING

I HEREBY CERTIFY, that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations.

FURTHERMORE:

1. I am aware that all statements submitted on this application are subject to investigation and verification.
2. I authorize the persons, schools, law enforcement agencies and other organizations or employers named in this application to provide information requested by the Employer in its processing of this application.
3. I agree to provide, upon request of the Employer, written releases and waivers of confidentiality should be any forms employer or school require such a release.
4. I understand that any withholding of information or misrepresentation on this application or an Employer medical form could result in rejection for employment, or if employee termination from the Employer.

Sign
Here:

Date:



Jefferson Police Department
204 South Chestnut Street
Jefferson, Iowa, 50129

Authorization For Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Jefferson Police Department, Recruiting Division, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed, medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the United States Veteran's Administration; employment and pre-employment records, including background reports, polygraph results, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Jefferson Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

I also agree to pay any and all charges or fees concerning this request and can be billed for such charges at the below listed address.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Date Signed

Address

Phone

Date of Birth

SSN