

Carter Lake Police Department



Application for Employment

Applicant Name _____ Date of Application _____

CLPD USE ONLY

Applicant Status	Suitable	Unsuitable
Physical Agility Test	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Fingerprints taken by _____	Sent by _____	Date _____
Post Test	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
MMPI Tested		
Voice Stress Analysis Date: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Background Investigation Performed by _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Oral Interview Date: _____	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

CARTER LAKE POLICE DEPARTMENT

950 Locus Street, Carter Lake, IA 51510

Ph. (712) 347-5920

AN EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are eligible to compete for all positions without regards to race, national origin, sex, creed, religion, age or marital status.

APPLICATION FOR PEACE OFFICER EMPLOYMENT

Notice: Application must be typewritten or clearly printed in ink. ALL questions must be answered and accompanying documents received PRIOR to processing. If not applicable. Indicate N/A (not applicable), if space provided is not sufficient for complete answers, or you wish to furnish additional information. Attach sheets of the same size as this application and number answers to correspond with questions.

CHECK POSITION(S) APPLIED FOR, YOU MAY APPLY FOR MORE THAN ONE POSITION.

PLEASE INDICATE YOUR PREFERENCE BY MARKING FIRST CHOICE, SECOND CHOICE. THIRD CHOICE ETC.

- | | |
|---|---|
| <input type="checkbox"/> Chief of Police | <input type="checkbox"/> Animal Control Officer |
| <input type="checkbox"/> Police Officer | <input type="checkbox"/> Police Aide |
| <input type="checkbox"/> Reserve Police Officer | <input type="checkbox"/> No Preference |

PERSONAL HISTORY

a. Name in full (last, first. middle)

b. Social Security Number

c. List all other names you have used (include nicknames, maiden name, and previous married surname(s))

d. Birthdate (month, day. year)

e. Place of birth

f. Driver's license number

g. Driver's license state of issue

h. List all states in which you have had a driver's license issued: i. Are you a U.S. Citizen?

YES NO

CONTACT INFORMATION

Current Mailing Address

Phone Number:

Street address / P.O. Box/Apt. No.

Work or Alternate Phone Number

City State Zip

Permanent address if different from above

Alternate Phone Number

Street address / P.O. Box/Apt. No.

Work or Alternate Phone Number

City State Zip

EDUCATION RECORD

SUBMIT BOTH HIGH SCHOOL AND COLLEGE TRANSCRIPTS WITH THIS APPLICATION.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT TRANSCRIPTS

High School: _____	Grade Completed _____	High School diploma or equivalent (GED)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NAME	ADDRESS	DATES ATTENDED	GRADUATED	
		From: _____	To: _____	
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>
_____	_____	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>

College/University: _____	Number of Years Completed _____		
NAME & LOCATION	DATES ATTENDED	DEGREE OBTAINED	
	From: _____	To: _____	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- a. If you are working toward a degree, please give the anticipated completion date: _____

- b. Has any disciplinary action, including scholastic probation and dismissal, ever been taken against you during your academic career? YES NO
 If yes, complete the following: School: _____ Date: _____
 Type of action taken: _____

- c. List awards, honors, citations, athletic endeavors and any other special recognition you received:

- d. List any special abilities, (computer skills, etc.) special interests or hobbies:

- e. List languages. Including American Sign Language (ASL, in addition to English that you speak, read and write fluently: _____

- f. If you are licensed or certified to practice a trade or profession, complete the following:
 Specialty: _____ License issued by: _____

INTERNSHIPS

Name of Business	From: (mo. /yr.)	To: (mo. /yr.)
_____	_____	_____
Address	City	State
_____	_____	_____
Work Supervisor:	Example of duties performed:	
_____	_____	

Name of Business	From: (mo. /yr.)	To: (mo. /yr.)
_____	_____	_____
Address	City	State
_____	_____	_____
Work Supervisor:	Example of duties performed:	
_____	_____	

RESIDENCE HISTORY

List Chronologically ALL of your residences in the past 10 years (include addresses while attending school if away from home, and all military addresses including any off military base).

Dates:

From	To	Apt. #	Street address	City	County	State
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

FINANCIAL RECORD

- 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

- a. 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	Court	List Parties Involved	Nature of Action	Final Disposition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- b. Has any member of your immediate family, i.e. spouse, parents, brother, or sister ever been arrested for any violations other than traffic? Yes No

- c. Have you ever been a plaintiff or defendant in any court action (including divorce)? Yes No
 If yes:

Date	Court	List Parties Involved	Nature of Action	Final Disposition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SELECTIVE SERVICE / MILITARY RECORD

Have you ever (check all that apply):

Registered with the Selective Service. If applicable? Yes No

Applied for a position with any branch of the Armed Forces of the United States Yes No

Been rejected by any branch of the Armed Forces for any reason? Yes No

If yes, state reason(s): _____

Been inducted into any branch of the Armed Forces? Yes No

If yes, complete the information contained in the box below

Served on active duty in any branch of the Armed Forces? Yes No

If yes, complete the information contained in the box below

Dates of Active Duty From: _____ To: _____ Branch of Military _____

Highest Rank Attained _____ Serial number: _____

Type of Discharge: _____ Member of Reserve or National Guard? Yes No

DD-214 Form: Date Recorded: _____ County: _____ State: _____ (attach copy of DD-214)

Service Branch: _____ Location: _____

Was any type of disciplinary action taken against you in the service? Yes No

Nature of disciplinary action? _____

ORGANIZATION MEMBERSHIP

Are you now, or have you ever been a member of any club, society or organization? Yes No

If yes, list below. Do not abbreviate.

Organization	City and State	Dates	List position(s) held and extent of activity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VOLUNTEER ACTIVITIES / EMPLOYMENT

Volunteer Activities (including volunteer fire fighting, police or sheriff reserve and civic activities)

Sponsoring Organization	City and State	Dates	List position(s) held and extent of activity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT

List your work experience, starting with the most recent. Include summer and part-time employment. **Account for all time.** If unemployed for a period of time, indicate and set forth dates of unemployment.

Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City	State	Name of supervisor
Telephone	Reason for leaving	
Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City	State	Name of supervisor
Telephone	Reason for leaving	
Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City	State	Name of supervisor
Telephone	Reason for leaving	
Name of employer	Dates of employment	Salary
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City	State	Name of supervisor
Telephone	Reason for leaving	
Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City	State	Name of supervisor
Telephone	Reason for leaving	

RELATIVES

Father

Address

City State Zip

Birthdate Telephone

Employer Telephone

Address

City State Zip

Occupation

Mother

Address

City State Zip

Birthdate Telephone

Employer Telephone

Address

City State Zip

Occupation

Spouse (If wife, include maiden name)

Address

City State Zip

Birthdate Telephone

Employer Telephone

Address

City State Zip

Occupation

Child's Name

Address

City State Zip

Birthdate Telephone

Child's Name

Address

City State Zip

Occupation

Child's Name

Address

City State Zip

Birthdate Telephone

Child's Name

Address

City State Zip

Occupation

OTHER RELATIVES (BROTHERS, SISTERS, STEP PARENTS, STEP BROTHERS, STEP SISTERS)

Name and Relationship	Employer	Telephone
_____	_____	_____
Address	Address	
_____	_____	_____
City	State	Zip
_____	_____	_____
Birthdate	Telephone	Occupation
_____	_____	_____

Name and Relationship	Employer	Telephone
_____	_____	_____
Address	Address	
_____	_____	_____
City	State	Zip
_____	_____	_____
Birthdate	Telephone	Occupation
_____	_____	_____

Name and Relationship	Employer	Telephone
_____	_____	_____
Address	Address	
_____	_____	_____
City	State	Zip
_____	_____	_____
Birthdate	Telephone	Occupation
_____	_____	_____

Name and Relationship	Employer	Telephone
_____	_____	_____
Address	Address	
_____	_____	_____
City	State	Zip
_____	_____	_____
Birthdate	Telephone	Occupation
_____	_____	_____

Name and Relationship	Employer	Telephone
_____	_____	_____
Address	Address	
_____	_____	_____
City	State	Zip
_____	_____	_____
Birthdate	Telephone	Occupation
_____	_____	_____

Do you have any relatives/friends currently employed with Carter Lake Police Department? Yes No

Name	Relationship	Division
_____	_____	_____
_____	_____	_____

REFERENCES

Complete Name	Occupation	No. yrs. acquainted
_____	_____	_____
Home Address		Home Telephone
_____		_____
Business name and address		Business Telephone
_____		_____

Complete Name	Occupation	No. yrs. acquainted
_____	_____	_____
Home Address		Home Telephone
_____		_____
Business name and address		Business Telephone
_____		_____

Complete Name	Occupation	No. yrs. acquainted
_____	_____	_____
Home Address		Home Telephone
_____		_____
Business name and address		Business Telephone
_____		_____

PROVIDE THREE SOCIAL ACQUAINTANCES

Complete Name	Occupation	No. yrs. acquainted
_____	_____	_____
Home Address		Home Telephone
_____		_____
Business name and address		Business Telephone
_____		_____

Complete Name	Occupation	No. yrs. acquainted
_____	_____	_____
Home Address		Home Telephone
_____		_____
Business name and address		Business Telephone
_____		_____

Complete Name	Occupation	No. yrs. acquainted
_____	_____	_____
Home Address		Home Telephone
_____		_____
Business name and address		Business Telephone
_____		_____

CARTER LAKE POLICE
OFFICE OF CHIEF OF POLICE
950 E. Locust Street Carter Lake, Iowa 51510 Ph. (712) 347-5920

UNDERSTANDING OF APPLICATION PROCEDURE

I, _____, understand that my application will NOT be processed for a peace officer position with the Carter Lake Police Department unless all required materials have been completely filled out and included with the application. I understand that I must submit the following materials in order for my application to be processed:

- Application Form
- Pre-Employment Questionnaire
- Physical Self-Assessment Questionnaire
- High School Grade Transcripts
- College Grade Transcripts (if applicable)
- Copy of Birth Certificate
- Copy of DD214 (Military Discharge Paper-if applicable)
- Copy of Marriage License (if applicable)
- Copy or Resume

Applicants born in the State of Iowa can obtain a copy of their birth certificate by contacting or going to the Iowa Department of Public Health, Vital Records bureau in the Lucas State Office Building located in Des Moines. A nominal fee will be required for the record search and includes one certified copy. The telephone number for the Department of Public Health is: (515) 281-4944. It is also possible for any applicant to obtain a certified copy from their county courthouse of birth.

I understand that I must meet and maintain all minimum qualifications standards, including physical requirements and personal conduct; from the time my application is submitted through the end of the selection process. I understand that providing false, misleading and/or incomplete information is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.

I understand that all submitted materials become the property of the Carter Lake Police Department and will **NOT** be returned. (It is suggested that applicants make copies of their application materials for their personal file.)

Signature of Applicant

Printed Name

Date

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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to and duly authorized agent of the State of Iowa, the City of Carter Lake and the Carter Lake Police Department, whether the said records are of a public, private or confidential nature, including criminal histories.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial Of credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation. including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and reemployment records, including background reports, efficiency ratings, complaints or grievance filed by or against me; and the 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 with the City of Carter Lake and/or Carter Lake Police Department. r also certify that any person(s) who may furnish such information in good faith 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 further release the City of Carter Lake and the Carter Lake Police Department and its agents and personnel from any and all liability, which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING, AND/OR INCOMPLETE INFORMATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

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

I have read and fully understand the contents of the "***Authorization for Release of Personal Information***".

(Signature of Applicant)

(Date)

Subscribe and sworn to before me this _____ day of _____ 20____

(Notary Seal)

Notary

The Carter Lake Police Department is an equal opportunity employer.

CARTER LAKE POLICE

OFFICE OF CHIEF OF POLICE

950 E. Locust Street, Carter Lake, Iowa 51510

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APPLICANT SURVEY

THE CITY OF CARTER LAKE IS COMMITTED TO THE PRINCIPALS OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION. TO EVALUATE THE SUCCESS OF OUR EEO/AA PROGRAM WE MUST COLLECT INFORMATION ABOUT JOB APPLICANTS. PLEASE SHARE SOME INFORMATION ABOUT YOURSELF TO ASSIST US IN DOING THIS. THIS INFORMATION IS USED ONLY FOR PROGRAM EVALUATIONS AND REPORTING REQUIREMENTS.

PLEASE SELECT AN ANSWER FOR THE FOLLOWING – ENTER NUMBER IN BLANK OR CIRCLE

A. What sex are you? _____

- 0 Male
- 1 Female

B. What is your age? _____

- 0 18 or younger
- 1 19-29
- 2 30-39
- 3 40-49
- 4 50-59
- 5 60-69

C. What is the highest level of education you attained? _____

- 0 0-8 years
- 1 9-12 years, but not a high school graduate
- 2 High School graduate or GED
- 3 Post high school vocational or business school training
- 4 Some college, less than BA or BS degree
- 5 BA, BS or similar undergraduate degree
- 6 MA, BMS or similar graduate degree
- 7 Ph. D., or similar professional degree
- 8 MD or similar professional degree
- 9 Other _____

D. Of which racial ethnic group do you consider yourself a member? _____

- 0 White
- 1 Black
- 2 Asian or Pacific Islander
- 3 American Indian or Alaskan Native
- 4 Hispanic

E. How did you learn about this job? _____

- 0 Radio or Television
- 1 Newspaper _____
- 2 Recruiter/School Visitation
- 3 Website (name) _____
- 4 Current employee (name) _____
- 5 Referral Organization (non-State) _____
- 6 Other-identify _____

F. Are you currently a state employee? _____

- 0 No
- 1 Yes

G. Have you previously applied for a peace officer Carter Lake Police Dept.? _____

- 0 No
 - 1 Yes
- If yes, provide approximate date(s) of previous application(s) _____

H. To qualify for veteran's preference, you must have served in the military during one of the following periods: _____

- 0 August 2, 1990 through (date to be determined)
- 1 August 5, 1964 through May 7, 1975
- 2 June 25, 1950 through January 31, 1955
- 3 I do not qualify for veteran's preference.

(A copy of your DD214 must accompany your application if you served in the military. If you are currently serving in the military, the DD214 form must be submitted prior to beginning the academy if you are offered a final offer of Employment.)

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PHYSICAL SELF-ASSESSMENT QUESTIONNAIRE

In the course of your career as a peace officer with the Carter Lake Police Department, you may be called upon to perform the following job functions. Please indicate by marking YES or NO as to whether or not you feel you are able to perform the following job functions with or without reasonable accommodation.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Carry a person who has been arrested and is unable or refuses to walk to the police car. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry (with the aid of another officer) a stretcher with an injured person on it. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry (with the aid of another officer) a body bag containing a dead person. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry equipment belt, which contains gun, mace, walkie-talkie, etc., for the duration of a shift by wearing it around your waist. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry a sick or injured person down several flights of stairs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry a person who has been overcome by smoke from a burning building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry an unconscious person out of a ditch or across rough terrain. |
| <input type="checkbox"/> | <input type="checkbox"/> | Carry various types of equipment (TV's, stereos, small safes, etc.) that have been confiscated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climb up a fire escape or a steep embankment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climb over a fence or fallen tree while chasing a suspect. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climb a rope. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climb up to and through the window of a building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climb a fence that surrounds a building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pull an unconscious or injured person from an automobile that was involved in an accident. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pull your own weight off the ground. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pull a person who is resisting arrest out of a car. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pull one person away from another. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pull open the door of a car that was involved in an accident. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run after a suspect on the street. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run after a suspect through the yards of a residential area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run after a suspect through a parking lot while running around the cars. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run up and down stairs or steep inclines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run to the scene of an accident if you are unable to get to the scene with your vehicle. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run after a suspect through a wooded area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Push a stalled car. |
| <input type="checkbox"/> | <input type="checkbox"/> | Push a person who is attempting to fight with you. |
| <input type="checkbox"/> | <input type="checkbox"/> | Push open a locked door to a house or other building. |

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Push a person to keep him/her away from an emergency area (at a car accident or fire) when he/she tries to force his/her way into the emergency area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Jump out of the way of an object that has been thrown at you. |
| <input type="checkbox"/> | <input type="checkbox"/> | Jump over a ditch while chasing a suspect that you want to arrest. |
| <input type="checkbox"/> | <input type="checkbox"/> | Jump over a fence while chasing a fleeing suspect. |
| <input type="checkbox"/> | <input type="checkbox"/> | Jump across (or over) holes and small objects in a yard or field while chasing a fleeing suspect. |
| <input type="checkbox"/> | <input type="checkbox"/> | Lift a person who is resisting arrest into the back of a paddy wagon. With the aid of another person, lift a stretcher over your head while carrying it down several flights of stairs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drag a person who is unable to walk from a dangerous area such as a house fire, accident. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drag an obstacle such as a tree limb or dead animal from the roadway. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drag a person out of a lake, river, or ditch. |
| <input type="checkbox"/> | <input type="checkbox"/> | Crawl through the ductwork of a heating system while searching for a prowler or suspect. |
| <input type="checkbox"/> | <input type="checkbox"/> | Crawl into a car that has been involved in an accident. |
| <input type="checkbox"/> | <input type="checkbox"/> | Crawl through a culvert under a road. |
| <input type="checkbox"/> | <input type="checkbox"/> | Balance while walking across a log that has fallen across a creek or ditch. |
| <input type="checkbox"/> | <input type="checkbox"/> | Balance while walking on beams in an attic. |
| <input type="checkbox"/> | <input type="checkbox"/> | Change tire of a police car or car of a person who has asked for help. |
| <input type="checkbox"/> | <input type="checkbox"/> | Kick in a locked door. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stand in an intersection or at an emergency site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Swim in a lake or river. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dodge clothes lines, lawn furniture. etc., while chasing a fleeing suspect through a residential area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Wrestle a person to the ground who is attempting to escape or resisting arrest. |
| <input type="checkbox"/> | <input type="checkbox"/> | Run on different textured surfaces. |

I do hereby swear and affirm that each statement is true and accurate to the best of my knowledge. I understand that providing false, misleading and/or incomplete information is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.

(Signature of Applicant)

(Date)

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PRE-EMPLOYMENT QUESTIONNAIRE

The information from this form will be utilized throughout the entire selection process. If extended a "Conditional Offer of Employment," applicants applying for peace officer positions with the Carter Lake Police Department MUST consent to take a pre-employment polygraph or voice stress examination, to be specified by the department. However, you may request that your examination be terminated at any time. This will disqualify you from further consideration for employment at the current time, but will not disqualify you from applying in the future.

(Name Applicant)

(Date)

(Date of Birth)

(Social Security #)

I hereby swear and affirm that each statement and all information in this questionnaire are COMPLETE, TRUE, and ACCURATELY recorded. I understand that providing FALSE, MISLEADING and/or INCOMPLETE information on this questionnaire is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.

(Signature of Applicant)

(Date)

YES NO ALL QUESTIONS MUST BE ANSWERED

1. Have you ever taken a polygraph examination? If yes, where and when:

2. How do you honestly feel about polygraph examination?

3. Have you ever caused the death of a person? If yes, explain:

4. Have you ever caused a person to be hospitalized? If yes, explain:

5. Have you ever participated in or committed domestic abuse, child abuse or dependent adult abuse?
If yes, explain: _____

6. Have you ever participated in or committed any crime when a weapon was used? If yes, explain:

7. Have you ever committed or participated in any of the following illegal acts? If yes, explain:
 a. Sex with a minor, forced sex, incest, bestiality, etc.?

b. Steal anything in your entire life, including shoplifting?

c. Steal any vehicle parts?

d. Steal a motor vehicle?

e. Steal anything from someone's home?

f. Forcibly steal from a person?

g. Murder?

YES NO

ALL QUESTIONS MUST BE ANSWERED

h. Manslaughter?

i. Counterfeiting?

j. Arson?

k. Sabotage/vandalism?

l. Blackmail?

m. Purse snatching?

n. Robbery?

o. Prostitution?

p. Pimping?

q. Bribery?

r. Assault?

s. Kidnapping

t. Child stealing?

u. Extortion?

v. Burglary?

ALL QUESTIONS MUST BE ANSWERED

YES NO

w. Fraud?

x. Weapons violation?

y. Perjury?

z. Forgery?

aa. Written "no account" Checks?

8. Have you been involved in any fight since age 16? If yes, how many? Please explain:

9. Were you ever involved in a fight where weapons were used? If yes, explain:

10. Has anyone ever tried to black mail you? If yes, explain:

11. Have you ever participated in a break in? If yes, explain:

12. Have you ever participated in a crime or been an accomplice to a crime either before or after the fact without taking part in the criminal act itself?

13. Do you now or have you ever owed any gambling debts? If yes, explain:

14. Do you now or have you ever owed any bar debts? If yes, explain:

YES NO

ALL QUESTIONS MUST BE ANSWERED

15. Have you ever sold, given, and/or furnished confidential government information to unauthorized individuals? If yes, explain:

16. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, communist, or subversive or which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of Government of the United States by unconstitutional means? If yes, explain:

17. What is the most serious crime you have ever committed?

18. Have you ever been arrested for any drug violation? If yes, explain:

19. Have you ever unlawfully used/tried marijuana? Last date used:

20. Have you ever unlawfully used/tried hallucinogens (i.e., LSD, acid, micro-dots, window pane, PCP, mescaline buttons, peyote, etc.)? Type and last date used:

21. Have you ever unlawfully used/tried cocaine? Last date used:

22. Have you ever unlawfully used/tried heroin? Last date used:

23. Have you ever unlawfully used/tried amphetamines? Last date used:

24. Have you ever unlawfully used/tried barbiturates? Last date used:

25. Have you ever unlawfully used/tried steroids? Last date used:

YES

NO

ALL QUESTIONS MUST BE ANSWERED

26. Have you unlawfully used/tried and other type of drug not mentioned above, i.e., hashish, hashish oil, morphine etc.? Explain drug used, and last date used:

27. Have you ever unlawfully sold any type of drugs? If yes, explain:

28. Have you ever unlawfully bought any type of drugs? If yes, last date purchased:
Largest amount purchased?

29. Have you ever been sued? If yes, explain:

30. What is the most expensive item you have ever stolen from anyone?

31. Have you ever knowingly bought or sold any stolen items? If yes, explain:

DRIVING RECORD: REQUIRES WRITTEN RESPONSE

1. Have you ever been licensed under any other name? If yes, what name, state, and year:

2. List all of the states in which you have had a driver's license issued to you?

3. How many traffic violations have you had in the last 3 years?

4. Has your driver's license in any state been suspended or revoked? If yes, give specific date and State:

5. Do you have any unpaid traffic tickets? If yes, explain:

YES NO

ALL QUESTIONS MUST BE ANSWERED

6. Have you ever been involved in a motor vehicle accident as a driver? If yes, how many?

7. Have you ever been sued as the result of a traffic accident? If yes, explain:

8. Have you ever been involved in a hit and run accident: If yes, explain:

9. Have you ever been convicted of operating a motor vehicle while under the influence of alcohol or drugs? If yes, explain:

10. Have you ever had your license taken away for refusal to be tested for driving under the influence of alcohol or drugs? If yes, explain:

EMPLOYMENT RECORD: Requires Written Response

1. Have you omitted any (placers) of employment as required on your application?

2. Have you ever been fired from any job or been asked to resign rather than being fired? If yes, explain:

3. Has any employment related disciplinary action ever been taken against you? **If** yes, explain:

4. Have you ever walked off a job when angry or under pressure? If yes, explain:

5. Have you ever quit a job without giving notice? If yes, explain:

6. Have you ever been turned down by a bonding company? If yes, explain:

YES NO

ALL QUESTIONS MUST BE ANSWERED

7. Have you ever stolen cash from any employer regardless of the amount? If yes, what was the highest amount in anyone day, how often did you steal it, and what was the total amount taken?

8. Have you ever stolen anything other than cash from an employer? If yes, explain:

9. Have you ever served in any branch of the Armed Forces? If yes, identify branch and job classification: _____

DRINKING HABITS: Requires Written Response

1. Have you ever committed an act of public intoxication? If yes, explain?

2. Have you ever operated a motor vehicle, boat, snowmobile, or all-terrain while under the influence of alcohol or drugs? If yes, explain:

GENERAL INFORMATION: Requires Written Response

1. Are you aware of any reason why you cannot perform the essential functions of a peace officer with or without a reasonable accommodation as stated in the Americans with Disabilities Act of 1990? If yes, explain:

2. Do you feel it is necessary for all law enforcement applicants to be completely honest?

3. Did you answer all questions truthfully and accurately on your employment application? If no, explain: _____

4. Are you aware of anything about yourself that you feel may disqualify you for this job? If yes, explain: _____

5. If applicable, are your child support payments current? If no, explain:

6. Have you ever lied to obtain a driver's license or State ID? If yes, explain:

YES NO TO BE COMPLETED BY PRESENT OR FORMER LAW ENFORCEMENT PERSONNEL ONLY
In conjunction with your duties as a law enforcement officer

a. Have you ever solicited or accepted a bribe? If yes, explain:

b. Have you ever solicited or accepted a gratuity? If yes, explain:

c. Have you ever solicited or accepted gifts? If yes, explain:

d. Have you ever stolen from a person in custody? If yes, explain:

e. Other than evidence, have you ever taken anything from the scene of a burglary?
If yes, explain: _____

f. Other than evidence, have you ever taken anything from any crime or fire scene:
If yes, explain: _____

g. Have you ever discharged a firearm, other than for hunting, target practice or weapon qualification? If yes, explain: _____

h. Have you ever stolen anything from a law enforcement or fire agency including found items and/or evidence? If yes, explain: _____

i. Have you ever improperly disclosed information on a case? If yes, explain:

j. Has any job related disciplinary action ever been taken against you? If yes, explain:

k. Have you ever been suspended, with or without pay, for any reason? If yes, explain:

l. Have you ever done anything for which you could have been fired or suspended?
If yes, explain: _____

CARTER LAKE POLICE DEPARTMENT

OFFICE OF CHIEF OF POLICE

950 E. Locust Street, Carter Lake, Iowa 51510

Ph. (712) 347-5920

Dear Peace Officer Applicant:

The Carter Lake Police Department appreciates your interest in law enforcement and your desire to work for the City of Carter Lake. Enclosed you will find peace officer application material for your review, completion, and return.

The Application Form, Pre-Employment Questionnaire, and the Physical Self-Assessment Questionnaire must be filled out completely. Grade transcripts from college and high school must accompany the application materials, in addition to a copy of your birth certificate. If you have served in the military, a copy of your DD214 must also be submitted. If you are currently serving in the military, the DD214 form must be submitted once you have been released from duty. We also require that a resume be submitted with your application.

Please do not submit your application until all necessary materials are enclosed with your application. Incomplete applications are subject to disqualification.

Following the closing date for applications, the Carter Lake Police Department will be holding a testing date. Candidates who have turned in complete application packets will be sent a letter announcing the test date. On the date of testing you will be given a Police Officer Selection Test, or P.O.S.T. test consisting of several sections covering grammar, reading comprehension, math skills, and report writing. No previous knowledge of law or police procedures will be required for any portion of the test. After a short break, those candidates who have passed the P.O.S.T. examination will be required to complete a physical assessment test. After that, those candidates who successfully complete the physical assessment will be evaluated through background investigations, oral board interviews, physical and psychological examination (including drug screening,) and an interview with the Chief of Police.

Again, thank you for your interest in the Carter Lake Police Department. If you have any questions, please contact me a 712-347-5920.

Sincerely,

Shawn Kannedy

Shawn Kannedy
Chief of Police

Carter Lake Police Department Benefits

- 11 paid holidays per year
- Ability to live anywhere in the metro area.
- 12 sick day's accrual during the first year
- Shift differential for officers working between 1500 and 0700.
- Longevity pay beginning the 2nd year of employment.
- Overtime paid at time and one-half or compensatory time
- Double time and a half holiday pay.
- In-house overtime opportunities
- \$20,000 paid life insurance; additional policy available
- 100% paid medical and dental insurance
- Retirement program
- \$200 yearly uniform maintenance
- \$700 yearly uniform allowance
- Pre-tax health, dental, and life insurance spending program
- Continuous in-service training programs
- Career advancement program
- Competitive promotional opportunities
- Military Leave
- Eligible for retirement after completing 22 years of service and at 55 years of age

PEACE OFFICER SELECTION PROCESS

The selection process for the Carter Lake Police Department requires successful completion of the eight steps below. Failing any step will result in elimination from the process. Applicants are ranked by standings achieved after each step. Those applicants whose standings are the highest will proceed to the next steps.

1. Minimum Qualifications Screening:

From information supplied by the applicant on the application forms and obtained from computerized record files (driver's license and criminal history,) an initial evaluation is made to determine that applicants meet education/experience and moral character standards. All applicants meeting the minimum qualifications are invited to take the written examination.

2. Written Test:

Each applicant must take and pass the Police Officer Selection Test (POST). The POST is a timed aptitude test divided into four sections. The basic sections are: basic arithmetic, reading comprehension, grammar/spelling/punctuation, and writing skills. Applicants cannot score less than 70% on any of the four sections of the test and the overall average must be 80% or greater. Applicants passing the written exam continue to the physical assessment portion of the process. A passing score from another agency within the last year prior to the Carter Lake Police Department's exam time will be considered and may allow a candidate to be exempt from testing.

3. Physical Assessment:

The Physical Assessment consists of sit-ups, push-ups, sit and reach, and a 1.5 mile run. Time and repetitions vary depending on the age and gender of the applicant. The physical assessment takes place the same day as the written test. All applicants passing the physical assessment will be scheduled for an oral board interview. Oral boards may be scheduled several weeks after the physical assessment has been completed.

4. Oral Board Interview:

Each applicant advancing to the Oral Board phase will be interviewed by a panel of 2-4 members of the Department. Applicants are evaluated by each board member and the average of the combined score becomes the final interview score.

Conditional Offer of Employment

After careful review and consideration of applicant materials, test scores, oral board interview, etc., the Chief of Police and his/her appointees select applicants who will receive a "Conditional Offer of Employment." Selected applicants are invited to continue to the final steps of the selection process.

5. Polygraph Examination/Voice Stress Test:

During the Polygraph Exam or Voice Stress Test (Examination will be decided by hiring authority based on availability.) Information on all applicant materials and oral board responses will be verified. Emphasis is placed on illegal drug use/abuse, detected and undetected criminal conduct, and misrepresentation of information given during the previous phase. You can dismiss yourself from the testing at any time, however, this will also result in elimination from the current hiring process. This does not eliminate a candidate for future consideration in another application period.

6. Physical and Psychological Examinations:

Applicants are required to complete the MMPI (Minnesota Multi-Phasic Personality Inventory.) The MMPI consists of 567 true/false questions. Applicants are scheduled for a session with the department's psychologist where the MMPI is scored and evaluated. The psychologist will make a hiring recommendation. A physical examination is scheduled with the department's medical doctors. The doctor will make a hiring recommendation.

7. Background Investigation:

Once an applicant has passed the physical and psychological examinations, a background investigation is completed. References, employers, schools, co-workers, and other sources are contacted and interviewed.

8. Final Offers:

Final offers of employment are extended to applicants at the conclusion of the process. The Chief of Police and/or his/her designees based on qualifications and merit, as well as availability or a vacancy.

9. Academy:

Any applicant offered a formal offer of employment will attend the Iowa Law Enforcement Academy. The academy is 12 weeks in duration and is held at Camp Dodge in Johnston, Iowa (a suburb of Des Moines.) The academy runs Monday through Friday. Applicants are dismissed over the weekends. The start date for each applicant's academy class varies based on availability and coverage.

Preference for eligible veterans will be considered in accordance with applicable provisions of the Code of Iowa.

Applicant will be responsible for all personal costs, e.g., transportation, lodging, meals, etc., incurred during the selection process.

CITY OF CARTER LAKE

JOB SPECIFICATION

POSITION: Police Officer

DEPARTMENT: Police

IMMEDIATE SUPERVISOR: Sergeant or Corporal

NATURE OF WORK: The Police Officer performs law enforcement work in all aspects of the protection of life, property and civil rights of individual citizens. The Police Officer enforces Federal, State, County, and Municipal statutes, laws and ordinances. The Police Officer also maintains law and order and makes arrests when necessary.

EDUCATION STANDARDS: High School diploma or G.E.D. Knowledge and/or experience in police work preferred. College degree or courses in police related fields preferred. Iowa Law Enforcement Academy graduate preferred. If not already certified must attain during first year of employment. Must be in good mental and physical condition and able to pass the exams required by the State of Iowa in those areas. Must not have a record of a felony conviction or a record of questionable character. Must possess a current valid Iowa driver's license.

FUNCTIONS OF POSITION: The Police Officer enforces all laws and ordinances, maintains law and order and makes arrests when necessary. The Police Officer does all the required reports necessary for each incident or call answered. The Police Officer performs patrol duties, traffic control duties and issues warnings or citations in connection with these duties. The Police Officer serves warrants and makes arrests accordingly. The Police Officer performs all duties connected with investigations including surveillance, interviewing witnesses and analyzing evidence. The Police Officer performs other duties as assigned. The Police Officer also answers Animal Control calls in the absence of the Animal Control Officer or when the Animal Control Officer is off duty.

The Police Officer position is hired by the Chief of Police and is evaluated for merit review by the Chief of Police. The Police Officer position is full time with full time benefits as outlined in the personnel manual and police union membership is optional.

This form is used to provide a general description of job duties. It is not intended to be used as a training device or to define the limits of the job duties performed by the employee.

MINIMUM STANDARDS FOR CARTER LAKE POLICE DEPARTMENT

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

1. Is a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed.
2. Has reached his or her 21" birthday at the time of his or her 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 conducted or 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 nonexclusive list of acts have been *held* by the courts to involve moral turpitude: income tax evasion, perjury, or its subordination, 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, a 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 conducted by the Carter Lake Police Department and required 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 his or her duties?
8. Has successfully obtained a High School diploma or GED.
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, Pseudo-Isochromatic Plates test, requires correct identification of fourteen out of eighteen plates.
10. Has normal hearing in each ear. Hearing is considered normal when, tested by an audiometer, hearing sensitivity thresholds are within 25db measured at 1000 Hz, 2000 Hz and 3000 Hz averaged together.
11. Is examined by a licensed physician or surgeon as specified by the Carter Lake Police Department, and meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
12. Has satisfactorily passed a pre-employment written examination, consisting of reading and writing skills as required by the Iowa Law Enforcement Academy.
13. Has satisfactorily passed a psychological examination, as required by the Iowa Law Enforcement Academy.
14. Has successfully passed a pre-employment polygraph as required by the City of Carter Lake.
15. Has successfully completed an oral interview.