

Submit resume by going to www.cityofwaterlooia.com, clicking on Career Opportunities, reviewing the Police Officer Recruit description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Do not submit resume directly to Police Department – it will not be processed. Deadline to submit resume is Noon on Friday, December 31, 2021.

WE WILL NOT PROCESS THE RESUME OF ANY CANDIDATE WHO, DURING THE PREVIOUS FIVE YEARS HAS NOT PASSED A POLYGRAPH TEST, DRUG TEST, PSYCHOLOGICAL EXAMINATION OR OTHER BACKGROUND TESTING WITH THE WATERLOO POLICE DEPARTMENT.

NEW: An applicant who is currently certified in the State of Iowa will not be required to participate in the physical fitness testing or the written examination. They will be required to participate in the oral interview portion of the testing.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAM
POLICE OFFICER RECRUIT**

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|------------------------|----------|-----------------------------------------|
| DEPARTMENT | : | POLICE DEPARTMENT |
| SALARY | : | \$28.01 (\$58,260.80 annualized) |
| FLSA | : | NON-EXEMPT |
| CIVIL SERVICE | : | INCLUDED |
| BARGAINING UNIT | : | POLICE PROTECTIVE ASSOCIATION |

GENERAL DESCRIPTION OF DUTIES

Entry level position responsible for protection of life and property, prevention of crime through patrol and/or directed activities, enforcement of State and local laws and ordinances relating to criminal and traffic violations, and solution of crime through preliminary investigation, identification, apprehension and conviction of criminals; other duties as assigned. The work is performed under the general direction of a Watch/Unit Commander but considerable leeway is granted for the exercise of independent judgment and initiative.

MINIMUM QUALIFICATIONS

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| <ol style="list-style-type: none"> 1. Eighteen years of age by the application deadline date. Verification of birth date will be required at a later date. 2. Uncorrected vision not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement. Will be verified as part of a post job offer physical examination. (Will be operating police vehicles in a variety of weather conditions and at night, must be able to clearly identify suspects, must be able to move quickly and safely to apprehend suspects or respond to and report on traffic accidents, perform traffic control and watch duties; able to identify suspect clothing and vehicles and see and respond to traffic lights when on a call or in vehicle pursuit). 3. Normal hearing in each ear. Will be verified as part of a post job offer physical examination. Hearing aids are acceptable if a candidate can | <ol style="list-style-type: none"> 4. United States citizen and able to provide documentation if requested; resident of Iowa or intend to become a resident upon being employed; willing to comply with the City of Waterloo Residency Policy for Critical Employees within two years of hire date (must live within thirty mile radius of Waterloo City Hall). 5. High school graduate or equivalent certificate that meets at least the minimum scoring requirements by the State of Iowa as determined by the State Department of Public Instruction, by the application deadline date. Verification of high school graduation//equivalent will be required at a later date. |
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6. No current alcohol or drug addiction; must have been rehabilitated for a least one year and not presently undergoing treatment; must successfully pass a drug test as part of a post job offer physical examination.

Please review drug use standards under "Background Investigation."

7. Legally able to carry a weapon; an employee who loses this right will be immediately terminated.
8. Able to speak, understand, read, and write the English language.
9. Must possess a current driver's license from state of residence and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business. Must obtain Iowa driver's license prior to employment. An applicant's driving record will be reviewed at the time of application, prior to certification of the Civil Service List and prior to an offer of employment. After hire, driving record will be reviewed at least annually.

10. Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, State and national fingerprint files and must not have not been convicted of a felony or a crime involving moral turpitude. The City of Waterloo will also conduct a post job offer polygraph test. A candidate who does not meet these standards will be eliminated from consideration.
11. Is not by reason of conscience or belief opposed to the use of force when necessary to fulfill job duties.
12. Following a conditional offer of employment the City of Waterloo and the State of Iowa require a physical examination by a physician of the City's choice, including a drug test, to determine if an applicant is capable of fulfilling the responsibilities of this job classification.
13. Required to submit to and pass Civil Service Examination testing procedures including written cognitive (basic skills) testing, physical fitness testing, polygraph, psychological and oral interview testing. If hired, required to obtain State of Iowa certification for Police Officer by attending training classes at the Iowa Law Enforcement Academy or other educational institution as approved. Failure to successfully complete this program for any reason will result in termination.

EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)

These functions are considered essential for successful performance in this job classification and are derived from the performance objectives stated in Medical Protocol for Police Officers, Municipal Fire and Police Retirement System of Iowa.

A Police Officer shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

1. Essential Patrol Functions
 - a. Drive motor vehicle under non-emergency conditions.
 - b. Search persons, vehicles and places.
 - c. Drive motor vehicle under emergency circumstances.

- d. Respond to calls.
 - e. Patrol assigned area in a vehicle.
 - f. Transport prisoners.
 - g. Make checks of various types of premises.
 - h. Check condition/status of assigned patrol equipment.
 - i. Warn offenders in lieu of arrest or citation.
 - j. Administer first aid.
 - k. Assist elderly or disabled persons or individuals in need of similar assistance.
 - l. Evacuate persons from dangerous areas.
 - m. Make arrests.
 - n. Issue citations for non-traffic offenses.
2. Other Important Patrol Functions
- a. Escort vehicles or persons.
 - b. Respond to and resolve animal complaints.
 - c. Advise vehicle owners to remove abandoned vehicles.
 - d. Patrol assigned area on foot.
 - e. Check businesses for compliance with licensing requirements.
 - f. Handle canines.
3. Essential Traffic Functions
- a. Enforce traffic and parking laws and ordinances.
 - b. Investigate traffic accidents and aid the injured.
 - c. Request emergency assistance for accidents.
 - d. Locate witnesses to accidents.
 - e. Identify owner of vehicle involved in accident.
 - f. Issue parking or traffic citations.
 - g. Administer roadside sobriety tests.
 - h. Follow suspicious vehicles.
 - i. Check vehicles for proper registration.
 - j. Control, regulate and direct vehicular and pedestrian traffic.
 - k. Operate breathalyzer test apparatus.
 - l. Collect physical evidence from accident scenes.
 - m. Assist stranded motorists.
 - n. Direct traffic using barriers, flares and hand signals.
 - o. Arrange for obtaining blood/urine samples for sobriety tests.

- p. Measure skid marks.
 - q. Remove hazards from roadway.
4. Other Important Traffic Functions
- a. Plan traffic patrol tactics.
 - b. Manually push a stalled motor vehicle with or without assistance.
5. Essential Arrest/Apprehension Functions
- a. Identify and apprehend offenders.
 - b. Handcuff suspects or prisoners.
 - c. Conduct frisk and pat down.
 - d. Advise persons of constitutional rights.
 - e. Seize contraband.
 - f. Use deadly force when necessary.
 - g. Fire weapons on duty.
 - h. Pursue suspect in vehicle.
 - i. Pursue suspect on foot.
 - j. Check welfare and maintain security of prisoners.
 - k. Detain prisoners for temporary holding purposes.
 - l. Accompany prisoners to their arraignments.
6. Other Important Arrest/Apprehension Functions
- a. Participate in raids.
 - b. Check individual making bond for wants or warrants.
 - c. Fingerprint suspects.
 - d. Organize and conduct photo or station-house lineups.
7. Essential Physical Functions
- a. Sit for long periods of time.
 - b. Clean and inspect weapons.
 - c. Maintain target practice skills, including the standards necessary to maintain qualification.
 - d. Subdue and arrest resisting/attacking individuals.
 - e. Encounter resistance during an arrest or in an emergency.
 - f. Sit or stand for long periods of time.
 - g. Encounter armed suspects.
 - h. Wear bulky equipment.
 - i. Recover weapon from suspect who gives it up voluntarily.
 - j. Walk up and down flights of stairs.
 - k. Perform an evasive maneuver to recover weapon from suspect.
 - l. Wear a protective vest.

- m. Run fast for a short period of time to apprehend a suspect.
 - n. Run to person requiring emergency assistance.
 - o. Climb over obstacles such as fences, shrubs, ditches.
 - p. Sprint a distance of less than 50 yards.
 - q. Walk for long periods of time.
 - r. Climb over obstacles lower than six feet.
 - s. Lift, pick up, and/or carry injured/deceased persons.
8. Other Important Physical Functions
- a. Run a distance of over 50 yards.
 - b. Jump from elevated surfaces.
 - c. Force entry into buildings.
 - d. Pull self up over obstacles.
 - e. Lift, pick up and/or carry heavy objects or equipment.
 - f. Pull self through openings.
 - g. Climb through small openings (e.g., windows).
 - h. Physically push large/heavy objects.
 - i. Drag injured/deceased persons.
 - j. Crawl in confined areas (e.g. attics).
 - k. Run for a long period of time.
 - l. Carry an unconscious person unassisted.
9. Essential Investigative Functions
- a. Investigate crimes against persons and property.
 - b. Collect and preserve evidence.
 - c. Investigate suspicious persons or vehicles.
 - d. Locate witnesses to crimes.
 - e. Investigate accidents.
 - f. Search crime scenes for physical evidence.
 - g. Search premises or property.
 - h. Secure accident, crime, and disaster scenes.
 - i. Interview suspects and witnesses.
 - j. Make judgements re: probable cause for warrantless searches.
 - k. Document chain of custody of evidence.
 - l. Search for missing people.
 - m. Diagram crime and accident scenes.
 - n. Transport property or evidence.
 - o. Review information on criminal and traffic activity in area and roll call

- information.
 - p. Recover and inventory stolen property.
 - q. Investigate complaints of drug law violations.
 - r. Check stolen status on property through computer network.
 - s. Estimate value of stolen or recovered goods.
 - t. Process crime scene, fingerprints, accident scene, etc.
 - u. Conduct surveillance of individuals/locations.
10. Other Important Investigative Functions
- a. Trace stolen goods.
 - b. Review crime lab reports and records to aid investigation.
 - c. Examine dead bodies.
11. Essential Communications Functions
- a. Interact and work with citizens.
 - b. Provide accurate oral descriptions.
 - c. Talk with people to establish rapport.
 - d. Explain complaints to offenders, victims, witnesses.
 - e. Exchange information with other law enforcement officials.
 - f. Participate in meetings with other officers (roll call).
 - g. Mediate family disputes.
 - h. Conduct interviews.
 - i. Comfort emotionally upset persons.
 - j. Advise victims, witnesses and offenders on legal procedures.
 - k. Refer persons to agencies providing social services.
 - l. Contact higher level supervisors regarding problems.
12. Other Important Communications Functions
- a. Conduct parent-juvenile conferences.
 - b. Contact lower level supervisors regarding problems.
 - c. Make presentations to groups.
13. Essential Community/Public Relations Functions
- a. Use knowledge of community resources (e.g., detox).
14. Essential Court Functions
- a. Testify in cases or hearings.
 - b. Confer with prosecutors or city

- attorney.
 - c. Testify in criminal and civil court cases.
 - d. Read and review reports and notes for court testimony.
 - e. Present evidence in legal proceedings.
15. Other Important Court Functions
- a. Escort prisoners to and from court.
16. Essential Planning/Organizing Functions
- a. Perform special duties as assigned by superiors.
17. Essential Paperwork Functions
- a. Write reports.
 - b. Obtain written statements from witnesses.
 - c. Obtain written statements from suspects.
18. Other Important Paperwork Functions
- a. Write memos.
 - b. Review and sign reports to ensure completeness and accuracy.
19. Important Training Functions
- a. Train other personnel and new officers.
20. Essential Administrative Functions
- a. Determine whether incidents are criminal or civil matters.
 - b. Make judgements re: arrest/release of suspects/offenders.
 - c. Serve subpoenas and search/arrest warrants.
 - d. Place children in protective custody.
21. Other Important Administrative Functions
- a. Conduct or supervise searches of property.
 - b. Inform other units of major incidents.
 - c. Request assistance from other agencies.
 - d. Deal with barricade/hostage situations.
 - e. Direct assisting officers or public service personnel.
22. Essential Stress-Related Functions
- a. Work in a highly stressful and emotional environment and remain calm and in control.
 - b. Cope with the stress that the job creates

- for family life.
 - c. Handle stress of being highly visible as an officer and being held to a higher standard of conduct.
 - d. Handle stress of violent situations.
 - e. Deal with the strain of the work shift.
 - f. Cope with stress from responding to many service calls.
 - g. Handle stress of traumatic incidents.
 - h. Handle stress created from witnessing domestic conflicts.
 - i. Adjust to rotating shift assignments, work holidays, etc.
 - j. Handle stress from responsibility of carrying a weapon.
23. Other Important Stress-Related Functions
- a. Handle stress associated with high profile cases.
24. Essential Hazardous Functions
- a. Use proper equipment when dealing with blood borne diseases.
 - b. Deal with people afflicted with blood borne diseases (HIV, HBV, TB, hepatitis).
 - c. Handle contaminated evidence (blood, needles, etc.).
25. Other Important Hazardous Functions
- a. Administer first aid to subjects with blood borne diseases.
 - b. Be exposed to hazardous materials, smoke inhalations, etc.
26. Essential Equipment
- a. Automobile
 - b. Handcuffs
 - c. Flashlight
 - d. Typewriter/Word Processor
 - e. Plastic Gloves
 - f. Breathalyzer
 - g. Camera
 - h. Radio
 - i. Chemical Agent
 - j. Guns/Weapons
 - k. Other equipment required by the Department
27. Other Important Equipment
- a. Fingerprint Equipment
28. Works independently and with others with minimum supervision.
29. Attends work regularly at the designated place

and time.

30. Performs all work duties and activities in accordance with City policies, procedures and City, Police Department and OSHA safety rules and regulations.
31. Performs all other related duties as assigned.

WORK SCHEDULE

Assigned shift that may be any of the following:

6:45 a.m.-3:00 p.m. 2:45 p.m.-11:00 p.m.
10:45 p.m.-7:00 a.m.

Will work weekends, holidays and overtime as scheduled or needed. If assigned to a special task force or special unit, actual work hours may vary from regularly assigned shift hours. May be required to work on call. Must be available to attend court and depositions. Must be available during emergencies and to attend meetings as required.

EXAMINATION PROCESS

PHYSICAL FITNESS TEST

Applicants who meet the minimum requirements and apply by the deadline date will be required to pass a physical fitness test, as mandated by the Iowa Law Enforcement Academy. The test will be administered and scored by personnel from the Waterloo Police Department. All candidates must show a picture ID in order to participate in the Fitness Test. The physical fitness test will be held at 8:00 a.m. on Saturday, January 8, 2022 at Young Ice Arena, 125 Commercial Street, Waterloo IA 50701.

Candidates who have previously taken and passed this physical fitness test within the previous three months (October 3, 2021 – January 3, 2022) will not be required to take it again

The candidate must notify the Human Resources Department and make arrangements to have a verification of their scores on the physical fitness test sent directly from the testing City or County to the Human Resources Department by email to nancy.culpepper@waterloo-ia.org. The results must be received prior to January 6, 2022.

All applicants participating in the physical fitness test will be required to sign a waiver holding harmless the City of Waterloo, the Civil Service Commission, the owner of the location where the physical fitness test is conducted and any/all agents, officials and employees of the City of Waterloo from any liability that may

arise or allegedly arise from participation in the physical fitness test.

The examination will be graded on a pass/fail scoring system. There will be no make-up date for the physical fitness test. Each applicant will be notified immediately upon completion of the test whether they have passed.

Failure to successfully pass all sections of the physical fitness test will eliminate the candidate from further testing.

POLICE OFFICER SELECTION TEST (P.O.S.T.) WRITTEN EXAM

Applicants who have taken and passed the P.O.S.T. in the State of Iowa within the previous six months of the deadline for resumes (July 3, 2021-January 3, 2022) will not be required to take the P.O.S.T. test again. The candidate must notify the Human Resources Department by email at nancy.culpepper@waterloo-ia.org by 5:00 p.m. on Monday January 3, 2022 of their intent to use another score. The City will make arrangements to obtain a certified copy of the candidate's best passing score by contacting the testing service.

Those applicants who are not using a past score will be required to participate in a written examination designed by Stanard & Associates, as mandated by the Iowa Law Enforcement Academy. This examination consists of four sections with a total of 75 questions. The sections are (1) Reading; (2) Writing; (3) Mathematics; (4) Incident Report Writing. Each section of the examination is timed and scored separately. An applicant must score at least 70% on each individual section to pass the test.

A study guide and practice test is available for purchase by accessing this site: <https://www.ApplyToServe.com/Study/>

If an applicant has taken the P.O.S.T. in another jurisdiction within the preceding year, but is not within the six month window to use a previous score, he/she will be required to take an alternate version of the examination for the City of Waterloo. If an applicant has taken all versions of the P.O.S.T. within the preceding year, the City of Waterloo will make arrangements with the Iowa Law Enforcement Academy for permission to retest the candidate on the first version of the test the candidate took. A score from the P.O.S.T. taken in any other state will not be

accepted.

The P.O.S.T. will be conducted immediately after completion of the Physical Fitness Test with check-in at 10:00 a.m. on Saturday, January 8, 2022 at the Waterloo Center for the Art, 225 Commercial St, Waterloo IA 50701. This building is across the street from Young Ice Arena and you will be able to see it from the Arena.

All applicants must show a state driver's license or state picture I.D. card in order to participate in the written examination. There will be no make-up date for the P.O.S.T.

Failure to successfully pass all sections of the written exam will eliminate the candidate from further testing.

The Waterloo Police Department will be hosting an overview of the POST and offering sample questions on Tuesday, January 4, 2022 and again on Thursday, January 4, 2022 from 7:00- 9:00 p.m. This will be held at the Waterloo Center for the Arts, 225 Commercial St, Waterloo IA 50701.

ORAL INTERVIEW

Candidates who are already certified officers in the State of Iowa or candidates who passed both the physical fitness and POST exams will be required to appear before an interview panel. The interview panel will consist of a minimum of three people who have expertise in the areas being tested. An individual must obtain a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. A specific interview date/time will be assigned after other testing has been completed. The interviews are tentatively scheduled for January 10-12, 2022.

SCORING

Those individuals who successfully complete the oral interview will have their final scores determined by taking an average of their oral interview scores plus any veteran's preference, City employee, education and residency points as outlined below:

1. Applicants who qualify, as outlined, and are full time regular employees of the City of Waterloo will have one additional point per full year of employment up to a maximum of five points added to their final score.
2. Honorably discharged men and women from

the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States will have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

3. Applicants with a Bachelor's Degree from an accredited college or university (appropriate accreditation at sole discretion of City of Waterloo) (must have verification of degree by providing a copy of **final transcripts**) will have two additional points added to their final score.
4. Applicants who have been a resident of Waterloo, Iowa for a minimum of three years as of the date of the written exam will have five additional points added to their final score.

The top thirty applicants as ranked by their total points, as outlined will be the individuals placed on the certified list. However, potential future employment will be contingent upon possession of a good driving record based on City of Waterloo driver performance criteria, passing a State mandated physical examination including a drug test, successful completion of a background investigation including a fingerprint check and polygraph test, and successfully passing the Minnesota Multiphasic Personality Inventory Test II (MMPI II) as mandated by the Iowa Law Enforcement Academy.

REIMBURSEMENT AGREEMENT

All applicants certified on the Civil Service Lists will be required to sign an Employee Reimbursement Agreement prior to consideration for employment. Failure to sign this agreement will eliminate the candidate from further consideration and their name will be removed from the Civil Service List.

POLYGRAPH TEST & BACKGROUND INVESTIGATION

In order to be employed as a Police Officer with the City of Waterloo Police Department, a candidate is required to meet certain minimum qualifications as indicated in this job description. Whether a candidate meets these minimum qualifications will be determined by use of a background investigation, a post job offer polygraph test, and one or more interviews by law enforcement personnel. Questions

will cover all areas of the minimum qualifications. Questions will also include but not be limited to the following:

1. Driving Record
 - a. A candidate will not be considered for employment at any time if they have been convicted of perjury or making false statements during driver's licensing procedures.
 - b. Must possess a current driver's license from state of residence and good driving record based on City of Waterloo driver performance criteria. Must hold a valid Iowa driver's license in order to be certified by Iowa Law Enforcement Academy. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period.
2. Conviction of a felony or a crime of moral turpitude, as defined by written regulations of the Iowa Law Enforcement Academy, will disqualify a candidate.
3. A candidate who gives false or misleading information on the employment application, the Personal History Statement, during a background interview by the Police Chief or his designee, or as part of the polygraph testing process will be disqualified.
4. A history of illegal drug use will disqualify the candidate.
 - a. Use of marijuana or any of its derivatives within one (1) year of the deadline for submission of the resume.
 - b. Use or experimentation of marijuana or any of its derivatives at any time before one year prior to the deadline for submission of the resume will be evaluated by the Police Chief or his designee, but in

- o case will a candidate be further considered if said use or experimentation goes beyond twenty (20) individual uses.
 - c. Use of any other illegal drug or the abuse of a legal substance in the last five (5) years or experimentation that goes beyond two (2) uses.
 - d. Use of any illegal drug after becoming a candidate.
 - e. The illegal sale, delivery or manufacture of any drug.
5. The candidate is eligible and able to obtain a permit to carry weapons under Iowa law.

Indications of deception perceived by the polygraph test may disqualify a candidate.

MMPI II EXAMINATION

Prior to an applicant being hired from the Civil Service Certified List, the applicant must satisfactorily complete a pre-employment personality test, as mandated by the Iowa Law Enforcement Academy that measures those attributes that are determined to be most relevant to one's success as a police officer. The MMPI II is conducted by a local psychologist.

The test measures five categories:

1. Validity
2. Personal adjustment
3. Interpersonal relations
4. Behavioral stability
5. Employment objectives

The examination consists of 567 true/false questions. The Iowa Law Enforcement Academy has mandated the MMPI II Personality Test successfully be completed prior to an applicant being hired.

Applicants taking the MMPI II will receive a rating in one of several categories: A, B, B?, C, C?, retest, D, E. An applicant receiving a retest, D rating, or E rating will undergo further psychological evaluation prior to employment and may be eliminated from consideration. An applicant with an A rating, B rating, or C rating could be required to undergo further evaluation, prior to employment, if deemed necessary by the Chief of Police or the contracted psychologist and could result in removal from the Certified Civil Service List based on that evaluation.

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Minority, female & disabled individuals are encouraged to apply. A.A./E.E.O.