

CARLISLE POLICE DEPARTMENT

Employment Application



POLICE OFFICER APPLICATION

APPLICANT NAME: _____

**Carlisle Police Department
195 N. 1st Street
Carlisle, IA 50047
(515) 989-4121**

Updated 04/06/23

CARLISLE POLICE DEPARTMENT

Employment Summary

Position: Police Officer- Full Time

Opening Date: March 1, 2023

Closing Date: Open Until Filled

How to Apply

Application materials may be obtained at: www.carlisleiowa.org or at the Carlisle Police Department.

Salary

- Current hourly pay scale: \$27.93 to \$35.99 per hour (\$58,094- \$74,859)
- July 1, 2023- \$29.05 to \$37.43 per hour (\$60,418- \$77,853)
- Current Union Contract through 2025 with a top out pay of \$85,833.

Other Incentives

- \$10,000 hiring incentive for Iowa certified law enforcement officers
- \$2,000 annually for those who maintain full- time residency within the corporate city limits.

Benefits

Shift Differential Pay, Holiday and Longevity Pay, Annual Uniform Allowance, Health Insurance- including vision, dental and supplemental, Vacation, Sick and Personal time off, IPERS retirement system, local fitness membership

Physical Agility & POST Testing

Physical agility and POST testing for non-certified applicants: Applicants will be contacted for testing dates once application materials have been recieved.

Passing physical agility scores from other law enforcement agency are accepted if conducted within six months. Applicants who have a passing POST within the last year may choose to waive the POST exam. Iowa Certified Peace Officers are not required to conduct physical agility or POST test.

Job Summary and Requirements

Seeking dedicated, hardworking, team-oriented individual to perform a wide range of law enforcement and crime prevention duties for the safety and protection of life and property in the Carlisle community. Preserve peace, order, safety, problem resolution and perform investigative work in preparation for arrests and /or criminal prosecution.

Work Schedule

Officers can expect to work 7 out of 14 days per two week pay period, however; may be expected to work nights, holidays, weekends or overtime as necessary.

Completed applications with attached resumes may be mailed to: Carlisle Police Department, P.O. Box 430, Carlisle, Iowa 50047 or emailed to mkoch@carlisleiowa.org. Questions may be directed to Chief Matt Koch at (515) 989-4121 or by email at mkoch@carlisleiowa.org.

The City of Carlisle is an Equal Opportunity Employer

CARLISLE POLICE DEPARTMENT

Instruction for Applicants

To be considered for employment, you must complete **ALL** sections of the application packet. Applicants submitting late or incomplete applications will not be included in the selection process. The information you provide will be used in the background investigation to determine your suitability for a position with the Carlisle Police Department.

Minimum Requirements:

- Be 18 years of age by the date of application.
- Be a United States citizen.
- Be able to speak, read and write the English language.
- Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20 and color vision consistent with occupational demands of law enforcement.
- Have normal hearing in each ear (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer)
- Be a graduate of an accredited high school or possess an equivalency certificate (GED).
- Be of good moral character as determined by a thorough background investigation and not be convicted of a felony or a crime involving moral turpitude.
- Not be addicted to drugs or alcohol.
- Not be opposed to use of force, including the use of deadly force, to fulfill duties.
- Must have a valid Iowa driver's license.

Application Instructions:

1. The application must be filled out completely and signed by the applicant.
2. Answer ALL the questions completely. If a question does not apply to you, enter "N/A".
3. Your application should be legibly handwritten or typed in **Blue** or **Black** ink.
4. Make sure all information contained in the application is complete and accurate.
5. Return your application to the Carlisle, Police Department, P.O. Box 430, Carlisle, IA 50047 or by email to mkoch@carlisleiowa.org

Copies of the following, if applicable, must be included with your completed application: Driver's license, high school diploma or GED certificate, college transcripts/diplomas, DD214 military discharge papers and Iowa Law Enforcement Certification certificate.

Questions may be directed to Chief Matt Koch at (515) 989-4121 or mkoch@carlisleiowa.org.

*Non-certified applicants will be required to submit to a physical agility test (Cooper Test) and POST test, while selected applicants will undergo and MMPI psychological exam, extensive background investigation, oral interview board, pre-employment physical and drug screening and any other testing deemed necessary by the Chief of Police. Each of the foregoing application phases must be passed satisfactorily in order for the applicants to continue to the next phase of the process. **Iowa law enforcement certified applicants are not required to complete the physical agility or POST test.***

CARLISLE POLICE DEPARTMENT

Position Description

POSITION

Police Officer

FSLA CLASSIFICATION

Non-Exempt

FACILITY AND WORK AREA

City of Carlisle Police Department plus other sites and locations generally within the City of Carlisle.

REPORTS TO

Chief of Police, Sergeant or designee.

JOB SUMMARY

Under general supervision, serves the citizens of Carlisle by providing protection for life, property and the civil and constitutional rights of citizens, by actively participating in enforcement of laws and crime prevention activities. Patrols assigned areas to enforce local, county, state and federal criminal, motor vehicle and related laws, ordinances and codes. Provides visible deterrent to criminals while concurrently providing security to citizens.

JOB FUNCTIONS

The following duties are normal for this position, but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Patrol, using a squad car, ATV, bicycle or on foot, the entire community to identify violations of the law, and to be a visible deterrent to crime.
- Provides assistance to the public as needed; responds to all complaints and appears at the scene of crimes, emergencies, disturbances or criminal acts.
- Assists other officers, provides back-up when requested and cooperates with other law enforcement agencies and City departments.
- Operates speed detection equipment; enforces traffic and criminal laws; arrests violators of the law for violation of local ordinances or state statutes using standard operating procedures and policies.
- Mandatory reporter for suspected child abuse situations.
- Prepares incident reports, arrest reports, accident reports and daily logs pertaining to that day's activities; familiarizes self with the activities of the previous shift by reading daily logs, incident reports, arrest records, etc.
- Conducts building security checks on required residences; conducts door and security checks on area businesses, City buildings, parks and playgrounds.
- Notifies necessary personnel of situations needing attention within the city.
- Monitors inclement weather conditions.
- Conducts bar checks to ensure compliance and to deter intoxication, disturbances and liquor law violations.
- Responds to citizen concerns and inquiries; addresses inquiry or refers citizens in need of assistance to appropriate persons or agencies.
- As approved, attends, trainings, workshops and seminars to update knowledge and skills.
- Appears in response to subpoenas at hearings or in court to supply evidence and give testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups and at schools as requested and directed.
- Promote a positive image of the department by being engaged in the community through police duties and community policing efforts.
- Keeps the police administration informed of departmental operations and developments that he/she will need to know to effectively coordinate the management of the Police Department.
- Inspects firearms and other weapons to ensure they are clean and operational; inspects first aid equipment and supplies to ensure that they are ready and available.
- Investigates accidents and crime scenes including interviewing suspects, victims and witnesses, completing field reports, fingerprinting and photographing.

- Remains observant for problems relating to public property; notes damage to public property and reports problems to the proper department, or briefs officer following on the next shift.
- Mediates and/or counsels persons in situations where persons are in dispute or disagreement.
- Interviews witnesses and suspects.
- Serves as the animal control officer; picks up stray or abandoned animals and transports them to the designated shelter.
- Performs many duties involving confidential data.
- Maintains radio contact with dispatcher and communicates effectively with all persons.
- Provides first aid and requests additional assistance to provide medical attention.
- Investigates death scenes and notifies medical examiner as necessary.
- Processes persons arrested through the detention facility
- Monitor's condition of equipment and patrol car; keeps all items in proper working condition; reports needed repairs to police administration or ranking officer on duty.
- Regular attendance is essential for this position.
- Provides police support for school functions, public gatherings, funerals, etc.
- Assists other city departments as necessary.
- Other duties as apparent or assigned.

PHYSICAL AND ENVIROMENTAL CHARACTERISTIC

Required Physical Activities

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, hearing, talking.

Physical Characteristics of the Job

This position can be classified as heavy work requiring exertion of up to fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull or lift extremely heavy objects such as a human or a motor vehicle.

Environmental Conditions

The work is performed both inside and outside including seasonal exposure to cold and heat. The worker is also exposed to darkness or poor lighting, dirt/dust, isolation, noise, visual strain, wetness/humidity, traffic hazards, firearms and bodily injury. Also, the work may expose the employee to dangerous and/or stressful situations and circumstances, unpleasant social situations, significant work pace pressure, irregular work hours and contains an element of risk to personal safety.

Vision Requirements

The minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/or data, and the use of a computer terminal.

Equipment and Materials Used

Firearms, ASP baton, handcuffs, mobile and portable radio, telephone, police vehicle and attachments, computer hardware and software, speed measurement equipment, first aid equipment, City of Carlisle Code of Ordinances, Code of Iowa, calculator, pepper spray, TASER, DataMaster , PBT, body camera and other equipment as assigned.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform arithmetic, algebraic and geometric calculations.
- Ability to interview persons in order to obtain information; ability to guide people and to provide basic information.
- Ability to write clear, concise, grammatically correct reports; ability to use a mobile radio and telephone.
- Ability to compose original correspondence; some knowledge of legal terminology.
- Ability to have a substantial amount of contact with people.
- Ability to work independently with little guidance.

- Ability to address issues and to maintain the confidentiality of information.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to handle a wide array of social situations.
- Considerable knowledge of municipal, state and federal law; especially motor vehicle traffic laws, City ordinances and State codes.
- Ability to effectively work with the Chief of Police, police sergeants, fellow officers, police office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to learn the use and care of small firearms.
- Ability to safely and effectively drive an automobile.
- Ability to recall names, faces and details of specific incidents.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

Education, Training and Experience

Education Required:

Continued education in High School or equivalent.

Education Preferred:

Associates Degree (or equivalent) majoring in criminal justice.

Training Required:

Certification from the Iowa Law Enforcement Academy within one year from initial date of employment.

Required Special Qualifications:

- Shall possess and maintain a valid State of Iowa driver's license and have a good driving record for the past three years.
- Shall possess and maintain a professional permit to carry a weapon as issued by the State of Iowa; shall obtain Firearms Competence Certification. Shall qualify annually with handgun and shotgun.
- Shall obtain and maintain American Heart Association CPR and basic first aid or first responder certifications.
- Shall maintain annual law enforcement training required by law.
- Shall establish residency within 45 miles/minutes of the Police Department within the first six (6) months of employment.
- Shall generally be available for off-hour emergencies and/or work assignments.
- Within the first year of employment shall successfully complete certification process as an Iowa Law Enforcement Officer. Attendance at ILEA requires on-site residency Mon-Fri. Officers will be excused from the end of the training day on Fridays, due back before start of first class on Monday's during the training program.
- Must meet or exceed the minimum physical fitness standards for Iowa law enforcement officers as established by the Iowa Law Enforcement Academy.
- Must meet the minimum hiring requirements set forth by the City of Carlisle and Carlisle Police Department.
- Upon hire, or completion of ILEA Basic for a non-pre-certified police officer, shall successfully complete a Field Training Program.

The City of Carlisle retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

CARLISLE POLICE DEPARTMENT

APPLICATION INFORMATION

PERSONAL INFORMATION

Date of Application: _____

Name: _____
Last First Middle

Date of Birth: ____ / ____ / ____ Social Security Number: ____ - ____ - ____
MM DD YYYY

Driver's License Number: _____ Driver's License State: _____

Current Address: _____
Street City State Zip Code

Home Phone: () ____ - ____ Cell Number: () ____ - ____ Other Number: () ____ - ____

Sex: _____ Race: _____ Height: _____ Weight: _____

Eye color: _____ Hair Color: _____ Place of Birth: _____
City State

Email Address: _____ Social Media Accounts: _____

Aliases/Other names used: _____

Scars, Marks, Tattoos: _____

Residence History – List all locations where you have lived, regardless of period of time, for the past ten (10) years

Previous Address: _____
Street City State Zip Code Date Range

Previous Address: _____
Street City State Zip Code Date Range

Previous Address: _____
Street City State Zip Code Date Range

Are you a U.S. citizen? Yes () No ()

Have you ever applied with the Carlisle Police Department before? Yes () No ()

If yes, when? _____

Are you currently a certified peace officer in the State of Iowa? Yes () No ()

If yes, agency and certification date? _____

MILITARY SERVICE

Have you ever served in the United States Military or National Guard? Yes () No ()

What Branch: _____

| Last/Current Rank | Pay Grade | Years & months served |
|-------------------|-----------------|-----------------------|
| | | |
| Date Enlisted | Date Discharged | Supervisor |
| | | |

Type of Discharge? _____

EDUCATION

| |
|---------------------------------|
| NAME OF HIGH SCHOOL AND ADDRESS |
| PHONE NUMBER |

Do you have a high school degree? Yes () No ()

* If not do you have a GED? Yes () No ()

What year did you graduate? _____

College Education

| COLLEGE/UNIVERSITY AND ADDRESS | Type of Degree(s) | Did you graduate? | Date of Graduation |
|--------------------------------|-------------------|-------------------|--------------------|
| | | | |
| | | | |
| | | | |

Trade, Business or Military

| BUSINESS, TRADE, TECHNICAL, MILITARY SCHOOLS, ADDRESS | Type of Degree(s) | Did you graduate? | Date Received |
|---|-------------------|-------------------|---------------|
| | | | |
| | | | |

Professional Training License or Certificates

| PROFESSIONAL TRAINING INSTITUTION | Type of License / Certification(s) | Did you graduate? | Date Received |
|-----------------------------------|------------------------------------|-------------------|---------------|
| | | | |
| | | | |
| | | | |

Other languages: _____

☐ Understand ☐ Speak ☐ Write

☐ Understand ☐ Speak ☐ Write

WORK HISTORY

Please list all your employers since you began working. *Make sure all information is provided.*

*** If you need additional space for this section, please provide all the information on an additional piece of paper. ***

| | | |
|-----------------------------|---------------------------|-------------------------|
| EMPLOYER | ADDRESS, CITY, STATE, ZIP | EMPLOYER'S PHONE NUMBER |
| START DATE (mm/yyyy) | END DATE (mm/yyyy) | SUPERVISOR'S NAME |
| POSITION/TITLE | REASON FOR LEAVING | |
| BRIEF DESCRIPTION OF DUTIES | | |

| | | |
|-----------------------------|---------------------------|-------------------------|
| EMPLOYER | ADDRESS, CITY, STATE, ZIP | EMPLOYER'S PHONE NUMBER |
| START DATE (mm/yyyy) | END DATE (mm/yyyy) | SUPERVISOR'S NAME |
| POSITION/TITLE | REASON FOR LEAVING | |
| BRIEF DESCRIPTION OF DUTIES | | |

| | | |
|-----------------------------|---------------------------|-------------------------|
| EMPLOYER | ADDRESS, CITY, STATE, ZIP | EMPLOYER'S PHONE NUMBER |
| START DATE (mm/yyyy) | END DATE (mm/yyyy) | SUPERVISOR'S NAME |
| POSITION/TITLE | REASON FOR LEAVING | |
| BRIEF DESCRIPTION OF DUTIES | | |

| | | |
|-----------------------------|---------------------------|-------------------------|
| EMPLOYER | ADDRESS, CITY, STATE, ZIP | EMPLOYER'S PHONE NUMBER |
| START DATE (mm/yyyy) | END DATE (mm/yyyy) | SUPERVISOR'S NAME |
| POSITION/TITLE | REASON FOR LEAVING | |
| BRIEF DESCRIPTION OF DUTIES | | |

Were you ever terminated or asked to resign from employment? Yes () No ()

If yes, which job(s): _____

CRIMINAL HISTORY

List ALL Traffic Citations:

| Date | Violation (Specific Charge) | Location (City, State) | Disposition | Police Agency |
|------|-----------------------------|------------------------|-------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Has your driver's license ever been suspended, revoked or restricted? Yes () No ()

If so, please explain:

Has your automobile insurance ever been refused or cancelled? Yes () No ()

If so, please explain:

List ALL arrests including juvenile arrests regardless of whether or not you were convicted:

| Date | Violation (Specific Charge) | Location (City, State) | Disposition | Police Agency |
|------|-----------------------------|------------------------|-------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Explain any other time(s) you have been detained or questioned by police other than traffic violations:

FINANCIAL INFORMATION

Please list ALL current financial obligations:

| Creditor | Balance | Monthly Payments | Delinquent (Yes/No) |
|----------|---------|------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

If so, please explain: _____

Landlord's name and phone # if renting: _____

If so, please explain: _____

Please fill out and list any and all law enforcement agencies that you have applied with.

| | | |
|--------------|---------------------------|---------------------|
| AGENCY | ADDRESS, CITY, STATE, ZIP | AGENCY PHONE NUMBER |
| DATE APPLIED | CURRENT STATUS | REASON NOT HIRED |

| | | |
|--------------|---------------------------|---------------------|
| AGENCY | ADDRESS, CITY, STATE, ZIP | AGENCY PHONE NUMBER |
| DATE APPLIED | CURRENT STATUS | REASON NOT HIRED |

| | | |
|--------------|---------------------------|---------------------|
| AGENCY | ADDRESS, CITY, STATE, ZIP | AGENCY PHONE NUMBER |
| DATE APPLIED | CURRENT STATUS | REASON NOT HIRED |

Provide the names, phone number, and complete mailing address of SIX character references other than relatives, former employers or person you have resided with. Please only list people who know you well enough to provide current information.

[illegible]

PERSONAL QUESTIONNAIRE

If it became necessary to take a human life during your duties as a law enforcement officer, would you be able to do so?

Yes () No ()

If no, please explain:

Note: in the next questions the words "drink" or "used" means one time or more, including experimentation. If any answer is yes, give full and complete answers.

Do you drink alcoholic beverages? Yes () No ()

If yes, to what degree?

Have you ever used marijuana? Yes () No ()

If yes, what were the circumstances?

How many times have you used marijuana?

When was the last time you used marijuana?

Have you ever used, possessed, distributed or sold any illegal drugs, including but not limited to: marijuana, opiates, pills, heroin, cocaine, ecstasy, methamphetamines, steroids, etc.? Yes () No ()

If yes, what were the circumstances?

When was the last time?

Have you ever used prescription drugs other than under the supervision of or as prescribed by a physician?

Yes () No ()

If yes, what were the circumstances and drug(s)?

When was the last time?

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of the position you are applying for? Yes () No ()

If yes, please explain:

Have you been totally honest and forthcoming in this application? Yes () No ()

I _____ attest that all statements and information provided in this application are true and correct. I understand that any deliberate omissions or false statements will result in the rejection of my application or could be grounds for dismissal if employed.

Signed: _____ Date: _____

CARLISLE POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, DO HEREBY AUTHORIZE a review of and full disclosure of all records concerning myself whether said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or 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, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances 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, including polygraph examination that is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment. 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.

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

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

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

Printed Name

Signature

Date

CARLISLE POLICE DEPARTMENT

PHYSICAL FITNESS STANDARDS

| Iowa Law Enforcement Physical Agility Standards | | | | | |
|---|-------|-------|-------|-------|-------|
| Minimal Physical Fitness Performance chart | | | | | |
| Males | | | Age | | |
| Test | 20-29 | 30-39 | 40-49 | 50-59 | 60+ |
| 1 Minute Sit-up | 38 | 35 | 29 | 24 | 19 |
| 1 Minute Push-up | 29 | 24 | 18 | 13 | 10 |
| 1.5 Mile Run | 12:51 | 13:36 | 14:29 | 15:26 | 16:43 |
| Females | | | Age | | |
| Test | 20-29 | 30-39 | 40-49 | 50-59 | 60 + |
| 1 Minute Sit-up | 32 | 25 | 20 | 14 | 6 |
| 1 Minute Push-up | 15 | 11 | 9 | * 12 | * 5 |
| 1.5 Mile Run | 15:26 | 15:57 | 16:58 | 17:54 | 18:44 |

*Females in excess of 49 years of age may do pushups on their knees.

1. 1 MINUTE PUSH UP TEST:

This test requires you to push your own weight off the floor. Women may do the push-up on their knees. This test measures the amount of force the upper body can generate and is an important area for performing police tasks requiring upper body strength. The number of push-ups performed in one minute calculates the score.

2. 1 MINUTE SIT UP TEST:

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in number of bent leg sit-ups performed in 1 minute.

3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

CARLISLE POLICE DEPARTMENT

POST TEST INFORMATION

Stanard & Associates has an online version of The National Police Officer Selection Test (POST) candidate study guide, as well as an online practice version of the POST itself is available for purchase directly by applicants. The exam provides candidates with an opportunity to complete a similar, full-length, timed practice version of the POST exam. The content of the practice exam is 100% unique and contains no overlap with any content of POST versions A, B, C or D. The practice version of the POST contains detailed feedback for any test questions answered incorrectly by the applicant, giving them a better understanding of personal areas of strength and opportunities for development. The POST practice exam and study guide are available for sale to applicants through Stanard & Associates' job application and recruitment website:

<https://www.applytoserve.com/Study/>