



ENTRY-LEVEL POLICE OFFICER POSITION

APPLICATIONS DUE:	Continually accepting applications. Applications must be submitted by the 2 nd Wednesday of the month to be included in that month’s testing. Applications submitted after that date will test the following month.
COMPLETE ONLINE APPLICATION:	ONLINE FORM: Link in job posting on www.cityofmarion.org/employment
TESTING:	<p>DATE/TIME – The 3rd Wednesday of every month, at 8:00 A.M.</p> <p>LOCATION – Marion Police Department, 6315 Highway 151, Marion, IA 52302</p> <p>PHYSICAL FITNESS TEST – Information attached</p> <p>TIMED ESSAY QUESTION</p> <p>POST – The National Police Officer Selection Test (POST) is an entry-level basic skills test that helps law enforcement agencies select the most qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job. The POST is a valid, job-related test designed specifically for law enforcement use, which measures these basic skills: Arithmetic, Reading, Comprehension, Grammar, and Incident Report Writing.</p> <p>INTERVIEW – Those applicants receiving a passing score on the POST will be given a time to return to the Marion Police Department the 4th Wednesday of the month for the initial interview process.</p>
APPLICATION CHECKLIST:	<input type="checkbox"/> Submitted City of Marion Online Application (cover letter/resume optional) <input type="checkbox"/> Military Discharge Separation Papers DD214 showing box 24: Character of Service (If Applicable) Honorable Discharge required for Veteran’s Preference points.
REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a citizen of the U.S. and a resident of Iowa or intend to become a resident upon employment. • Must be at least 18 years of age at the time of appointment. • Must have a valid driver’s license issued by the State of Iowa upon employment. • Must be a high school graduate with a diploma or possess a G.E.D. equivalency certificate. <p>See job description for complete information.</p>
COMMUNICATION:	Communication will be sent via the email provided on your application. Please monitor your email closely throughout this process for confirmations and updates.
QUESTIONS:	<p>About the civil service process: Rachel Bolender 319-743-6327</p> <p>About the department/position: Anne Kroll 319-200-7707</p>

We encourage certified Iowa Peace Officers to apply. The following lateral transfer incentives have been created:

A lateral hire of a police officer is an individual who, prior to beginning employment with the Marion Iowa Police Department, has achieved current certification as a law enforcement officer through utilizing the definition provided in the State of Iowa Code Chapter 501. Utilizing those criteria to define an Iowa lateral law enforcement officer hire, any lateral police officer hired to fulfill an open officer’s position will be given credit for those prior years of service as a certified officer or deputy and their starting salary as well as benefit earning hours (vacation and sick leave) will be placed accordingly within the current MPPA adopted salary scaled. Lateral law enforcement hires will be given a sick leave bank of 80 hours upon being hired. Prior years of service will be calculated using the starting and ending dates of employment, as an officer or deputy, with another agency. Prior years of service will not be counted towards seniority or longevity pay. In addition to the salary enhancements above, Iowa certified lateral police officers hired will be afforded a \$7,500.00 hiring incentive payment, to be included on their first paycheck, and a second \$7,500.00 hiring incentive payment to be included on their first paycheck after their 6th month anniversary with the city, which represents funds normally expended by the department to send a non-certified hire through the Iowa law enforcement academy. Recipients of the two payments will be required to enter into an agreement in which they agree to reimburse the department if they voluntarily resign within 4 years of being hired.



Join Our Agency!

WHO WE ARE

Marion Police Department is a dynamic group of hard-working, community-oriented employees who exemplify integrity and professionalism. Marion is located in Linn County in eastern Iowa. The department consists of 48 sworn officers, nine dispatchers and five non-sworn employees and we expect to grow in the coming years along with our community of about 43,000 residents.

WHAT WE CAN DO FOR YOU

We offer state of the art technology and equipment in a supportive community.

Training, special assignments and extra work opportunities are abundant on our team and employee development is of great importance to the executive staff.

The City of Marion seeks quality employees that can embrace technology, be open to change and innovation and encourage the same in others. Candidates must be able to deal with others decisively and tactfully while cultivating and maintaining positive public relations. This is a position of public trust and there can be no question with regard to personal or professional ethics.

RANK OF POLICE OFFICER

- Annual starting pay of \$61,930
- Full pay and benefits while attending the Iowa Law Enforcement Academy
- Paid vacation, holiday, and sick leave
- Annual uniform allowance
- Comprehensive benefits package
- Municipal Fire and Police Retirement System of Iowa
- Tuition reimbursement and education credits
- Opportunity of overtime and comprehensive time
- Competitive promotion process
- 12-hour patrol shifts (each officer has Fri/Sat/Sun off every other week)

LATERAL TRANSFERS

- Certified Iowa officers receive \$15,000 hiring bonus (\$7,500 with first paycheck and \$7,500 after one year of service)
- Out of state certified officers receive \$10,000 hiring bonus (\$5,000 with first paycheck and \$5,000 after one year of service)
- Out of state certified officers must be eligible for certification through exam pursuant to Iowa Administrative Code 501 IAC 3.8 and obtain Iowa certification within 9 months of being hired
- 80 hours of sick leave provided on first day
- Credit given for each year of prior continuous law enforcement experience with pay and benefits set accordingly within the current MPPA contract pay and earnings scale

Apply today at www.cityofmarion.org/employment.

Open testing every other month. Contact a member of our Recruitment Team at 319-377-1511.

JOB DESCRIPTION



JOB INFORMATION			
<i>Job Title:</i>	Police Officer	<i>Civil Service:</i>	Yes
<i>Department:</i>	Police	<i>Bargaining Unit:</i>	MPPA
<i>Reports to Position:</i>	Shift Supervisor	<i>Pay Grade:</i>	Per contract
<i>Location:</i>	Police Department	<i>Overtime Status:</i>	Paid Overtime
<i>Effective Date:</i>	04/01/18	<i>FLSA Status:</i>	Non-Exempt

JOB SUMMARY
<p>Police officers perform the line function of the police department including a wide variety of duties involving the enforcement of laws and prevention of crimes. Provides support and assistance to special crime prevention and law enforcement programs. Performs a variety of technical and administrative tasks in support of law enforcement services and activities.</p>

ESSENTIAL JOB DUTIES/WORK PERFORMED
<ul style="list-style-type: none"> • Patrol designated areas of the City of Marion by car, foot or other means to preserve law and order, discover and prevent the commission of crimes and enforce traffic as well as other laws and ordinances; protect real and personal property by providing security checks of residential, business and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators and crimes in progress; issue warnings and citations and makes arrests. • Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints and related incidents; investigate complaints and take appropriate action, which may include the use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions. • Conduct investigations at incident scenes; determine what, if any, crime has been committed; identify, collect, preserve, process and book evidence; locate and interview victims and witnesses; identify and interrogate suspects. • Work in partnership with the County Attorney’s Office to obtain and file criminal complaints on arrested subjects. • Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations. • Serve as liaison and public relations officer to the public; establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of police activities. • Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the city for mutual aid in the suppression of civil disturbances, apprehension of criminals or other related requests. • Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills and general law enforcement skills. • Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain and calibrate specialized equipment and devices. • Initiate and complete reports, legal documents and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made and incidents observed; prepare investigative reports and case information.

- Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
- Direct traffic at fires, special events and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other city functions as needed.
- Enforce parking regulations, issue citations and tow vehicles that are in violation of codes.
- When assigned as a field training officer, train new police officers, document trainee progress and prepare evaluations.
- When assigned as school resource officer, serve as a law enforcement officer, law related counselor and law related instructor at assigned school; create a positive role model for students; serve as liaison between students and law enforcement; investigate crimes that occur within the school and on school property; provide information and assistance to school staff and administration, parents and students regarding law enforcement and community problems; make group presentations; attend committee meetings; maintain program statistics and reports.
- Communicate effectively over law enforcement radio channels and technological devices while initiating and responding to radio communications.
- Receive, review and analyze reports and case information on law enforcement activities requiring special and detailed investigations.
- Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property including child and elder abuse claims, homicides, rape and assaults with deadly weapons and crimes involving vice, gaming and narcotics violations; follow cases from reporting, to arrest, to prosecution.
- Contact, interview and interrogate victims, complainants, witnesses, suspects and others involved in cases and incidents; obtain statements, documents and factual and physical evidence.
- Collect, preserve, maintain and book evidence and recovered property found that is involved with suspected crimes.
- Hold stakeouts, perform undercover activities, conduct surveillance activities and other observation assignments.
- Prepare investigative reports and case information; recommend disposition of cases with legal authorities.
- Review information and evidence obtained for presentation in court cases; testify in court concerning evidence and facts gathered during the investigative process.
- Remain on-call during stipulated time periods to respond to incidents that could require major investigative follow-up and criminal identification work at the scene of the incident.
- Perform related duties as required.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of the geographies of the City of Marion and surrounding areas.
- Knowledge of criminal and traffic laws and ordinances and their proper application.
- Knowledge of police department policies, rules and regulations.
- Knowledge of criminal court procedures.
- Knowledge of social service agencies and the services they provide.
- Ability to write clear and comprehensive reports.
- Ability to obtain information through observations, interviews and interrogations.
- Ability to detect or be aware of different odors to assist in establishing probable cause in law violations such as driving while under the influence of alcohol.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to understand and execute oral and written directions.
- Skill in the care and safe use of firearms.
- Skill in traffic direction.
- Skill in defensive and pursuit driving techniques.
- Skill in the use of control and self-defense police tools.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- See Essential Functions & Physical Abilities for Sworn Personnel Document

QUALIFICATIONS

- High school diploma required, AA degree preferred. Successful completion of probationary period (one year) required. Candidate must have valid Iowa driver's license.

WORKING CONDITIONS

- 24/7 on-call commitment
- May be assigned to patrol or investigative functions

REQUIRED BACKGROUND CHECKS

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Credit Check
- Pre-Employment Physical
- Polygraph

Essential Functions & Physical Abilities for Sworn Personnel Document	
<i>Pertains to:</i>	All Sworn Law Enforcement Positions
<i>Department:</i>	Police
<i>Effect. Date:</i>	04/01/18

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

All sworn law enforcement officers must possess the ability to perform, under direction, on any day and at any time, the following essential functions of the position with or without a reasonable accommodation:

- Reliable and regular attendance including for assigned shifts and trainings.
- Ability to speak the English language fluently to effectively communicate with the public and co-workers and to identify when an individual has a need for a translator.
- Ability to read and write fluently in the English language, including the ability to write clear and accurate records such as investigative reports and citations.
- Ability to conduct initial investigation of alleged criminal conduct.
- Ability to establish and maintain effective working relationships with superiors, co-workers, and the general public.
- Ability to work under stressful conditions.
- Ability to analyze situations and use sound judgment in adopting effective and expedient plans of action pursuant to departmental rules and regulations.
- Ability to act and work independently and as a member of a team.
- Ability to establish and maintain control in defusing volatile situations.
- Ability to perform essential physical functions while wearing protective equipment.
- Ability to make observations and remember pertinent facts.
- Ability to administer first aid and CPR to persons who are injured or ill.
- Ability to hear speech and other sounds which permits the employee to communicate effectively.
- Has an uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20.
- Has color vision consistent with the occupational demands of law enforcement.
- Ability to lift 40 lb. on a regular basis and 80 lb. on an infrequent basis.¹
- Sufficient manual dexterity and personal mobility which allows the employee to operate equipment in order to respond to and perform essential job functions in emergency situations.
- Ability to operate all required equipment, including, but not limited to any equipment listed under "Required Knowledge and Skills."
- Ability to run, jump, walk, squat, climb and crawl in all conditions, both indoor and outdoor.
- Ability to engage in physical combat to apprehend suspects and/or defend oneself or others in a physical altercation.
- Must pass any and all physical or medical tests administered including pre-employment physical or medical tests given after a contingent offer.
- Must pass any and all drug tests administered including pre-employment drug test given after a contingent offer.
- Ability to remain alert for long periods of time and at all times during a 24 hour period of time.

¹ Regular basis is defined as more than 50% of the time while on duty, infrequent basis is defined as less than 50% of the time while on duty.

- Ability to interact with the public including, but not limited to, subduing persons, taking persons into custody, breaking up altercations, effectively managing confrontations, enforcing laws including traffic laws, directing traffic, maintaining order in crowds, administering first aid to persons who are ill or injured, questioning suspects and witnesses, and others.
- Ability to use deadly force under legal circumstances when necessary.
- Knowledge of the Marion Police Department rules and regulations.
- Knowledge of federal, state and local laws, including individual rights.
- Knowledge of City geography, including specific persons and places the officer must come into contact with on a regular basis.
- Knowledge of methods and techniques appropriately employed by police in a variety of circumstances.
- Knowledge of proper radio procedures.
- Skill in carrying out a variety of police procedures used in, but not limited to, the following situations: crowd control, traffic direction, arrest and detention of suspects, preservation of evidence, first aid to ill and injured, questioning suspects and witnesses, and others.
- Skill in safely operating a motor vehicle in a variety of conditions and at high speeds, including maintaining all required licensure.
- Skill in properly using and maintaining equipment including but not limited to: automobiles, firearms, nightsticks, aerosol irritant, handcuffs, two-way radios, emergency and first aid equipment, and other police equipment.
- Skill in operating a personal computer, including using program applications appropriate to assigned duties and responsibilities.
- Skill in public speaking.
- Skill in making and recording various types of measurements.
- Skill in taking fingerprints and photographs.
- Must be able to adhere to City of Marion residency requirements policy as it pertains to police officers.
- Ability to perform related work as directed.

An employee's inability to perform any of his or her essential job functions and/or lack of required knowledge or skills may pose a direct threat to the health or safety of the employee, other individuals in the work place, and/or citizens encountered during work.

Required Special Qualifications

- United States Citizen and resident of Iowa or intends to become a resident of Iowa upon hire.
- 18 years of age upon date of hire.
- Valid Iowa Driver's License upon date of hire.
- Meets minimum hiring standards as outlined in Iowa Administrative Code 501.
- Must be a certified law enforcement officer or become a certified law enforcement officer within 365 days of hire.



IOWA LAW ENFORCEMENT ACADEMY

PHYSICAL TESTING STANDARDS

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness in job performance, established the physical test regimen as a pre-employment standard effective February 15, 1993. Provisions were modified and effective August 6, 2020.

No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test, as prescribed in 501 IAC 2.1(6), adopted pursuant to Section 80B 11(5), Code of Iowa)

Upon entry into the Academy, every recruit will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undue risk of injury. If, at the time of entrance to the Academy, an officer does not meet minimum standards, he or she will not be admitted.

The physical fitness test established by the Council consists of three events:

1. 1 Minute Push-Up Test

The push-up event measures the endurance of the chest, shoulder, and triceps muscles. Recruits will have one minute in which to do as many push-ups as they can.

2. 1 Minute Sit-Up Test

The sit-up event measures the endurance of the abdominal and hip-flexor muscles. Recruits will have one minute to perform as many sit-ups as they can.

3. 1.5 Mile Run

The 1.5mile run is used to assess your aerobic fitness and your leg muscles' endurance. They must complete the run without any physical help. They are being tested on their ability to complete the course in the shortest time possible. Although walking is authorized, it is strongly discouraged.

STANDARDS

All recruits are required to meet the standards of the 40th percentile for each age and sex group.

Event	Age Group Repetitions/ Run Time									
	M	F	M	F	M	F	M	F	M	F
	<20-29	<20-29	30-39	30-39	40-49	40-49	50-59	50-59	60-65	60-65
PU	29	15	24	11	18	9	13	12*	10	5*
SU	38	32	35	25	29	20	24	14	19	6
1.5M Run	12:51	15:26	13:36	15:57	14:29	16:58	15:26	17:54	16:43	18:44
*Females in excess of 49 years of age may conduct pushups on their knees.										



IOWA LAW ENFORCEMENT ACADEMY

PHYSICAL TESTING STANDARDS

TEST ADMINISTRATION

At the beginning of each physical test, the grader will provide the following directions:

1 Minute Push-Up Test

On the command 'get set,' assume the front leaning rest position by placing your hands where they are comfortable. Your feet may be together or up to 12 inches apart. When viewed from the side, your body will form a generally straight line from your shoulders to your ankles. On the command 'go,' begin the push-up by bending your elbows and lowering your entire body as a single unit until your upper arms are parallel to the ground. Then, return to the starting position by raising your entire body until your arms are fully extended. Your body must remain rigid in a generally straight line and move as a unit while performing each repetition. If you fail to keep your body generally straight, to lower your whole body until your upper arms are parallel to the ground, or to extend your arms completely, that repetition will not count, and the scorer will repeat the number of the last correctly performed repetition.

An altered, front-leaning rest position is the only authorized rest position. That is, you may sag in the middle or flex your back. When flexing your back, you may bend your knees, but not to such an extent that you are supporting most of your body weight with your legs. You must return to, and pause in, the correct starting position before continuing. You may not rest on the ground or raise either hand or foot from the ground. You may reposition your hands and/or feet during the event as long as they remain in contact with the ground at all times. You will have one minute in which to do as many push-ups as you can. Watch this demonstration.

1 Minute Sit-Up Test

The sit-up event measures the endurance of the abdominal and hip-flexor muscles. On the command "get set", assume the starting position by lying on your back with your knees bent at a 90-degree angle. Your feet may be together or up to 12 inches apart. Another person, or object, will hold your feet or ankles. The heel is the only part of your foot that must stay in contact with the ground. Hands must remain on or about the head. On the command "go", begin raising your upper body to the up position. In the up position, elbows should touch the knees or the upper portion of the thigh. In the down position, the back must come down so that shoulder blades touch the floor. Your arms and elbows need not touch the ground. A repetition will not count if you fail to reach the up position, fail to keep your hands on your head, arch or bow your back and raise your buttocks off the ground to raise your upper body, or let your knees exceed a 90-degree angle. If a repetition does not count, the scorer will repeat the number of your last correctly performed sit-up. The up position is the only authorized rest position. You may not stop and rest in the down position. You must make a continuous physical effort to sit up. You may not use your hands or any other means to pull or push yourself up to the up position or to hold yourself in the up position to rest. You will have one minute to perform as many sit-ups as you can. Watch this demonstration.

1.5 Mile Run

The 1.5mile run is used to assess your aerobic fitness and your leg muscles' endurance. You must complete the run without any physical help. At the start, line up behind the starting line. On the command 'go,' the clock will start. You will begin running at your own pace. To run the required 1.5miles, you must complete (describe the number of laps, start and finish points, etc.). You are being tested on your ability to complete the course in the shortest time possible. Although walking is authorized, it is strongly discouraged. You may not be physically helped in any way (for example, pulled, pushed, picked up, and/or carried) or leave the designated running course for any reason. Note: It is legal to pace during the run as long as there is no physical contact and it does not physically hinder others taking the test.

ENTRY LEVEL POLICE OFFICER EMPLOYMENT PROCESS FAQ'S

IS MY APPLICATION COMPLETE?

APPLICATION CHECKLIST

- Completed online application
- Cover letter/Resume (Optional)
- Military Discharge Separation Papers DD214 showing box 24: Character of Service (If Applicable)

WHERE DO I MAIL OR DROP OFF MY COMPLETED APPLICATION?

Visit www.cityofmarion.org/employment to complete the online application located within the job posting.

IF I HAVE ALREADY TAKEN THE POLICE OFFICER SELECTION TEST (POST), DO I HAVE TO TAKE IT AGAIN?

At the time of the testing, we will have a listing of test scores for those of you who have already taken the POST. Iowa State Code limits the number of times (2) an applicant can test on each form (A, B, & C) of the POST within a twelve-month period. A waiting period of 90 days before an applicant can retest on the same form is also required. Applicants' POST scores are good for 12 months from the day they test until they are hired or placed on a Civil Service Commission certified list. If eligible, you will have the option to retest or use your highest score. If you decide to retest, your new score will be used as your test score. If you are already an Iowa certified Police Officer, you do not need to take the POST.

WHAT IS THE EMPLOYMENT PROCESS?

Applications are accepted through a specified date and time. Applicants must attend all required activities on the testing date. There will be a written test and a physical test. If you pass both tests you will be scheduled for an interview the following week. Everyone will participate in the physical test even if you are already a certified Police Officer or have previously tested. Further interviews, background investigations, medical testing, and polygraph examinations will be scheduled as needed by the police department.

HOW WILL YOU COMMUNICATE WITH ME?

Communication will be sent via the email provided on your application. Please monitor your email closely throughout this process for confirmations and updates.

WHO DO I CONTACT WITH QUESTIONS ABOUT?

Hiring Process	Civil Service Commission Clerk	319-743-6327
Job specific questions	Police Administrative Assistant	319-200-7727
Employee Benefits	Human Resources Manager	319-743-6329