

Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-2-20
Section Title: Selection Process
Most Recent Update: 04/13/2020

I. Policy

- A. It is the policy of the Clive Police Department to ensure integrity and professionalism within its ranks by hiring the most qualified and best suited candidates for all positions who meet or exceed established criteria set forth by the Clive Civil Service Commission.

II. Procedures-Identification of Need

- A. The Chief of Police will determine when there is a need for a hiring process for the position of police officer.
- B. The Chief of Police, in conjunction with the Civil Service Commission and the City of Clive's Human Resource Department, will develop a selection process that will ensure the best qualified candidates are identified.

III. Procedure-Application Process

- A. To apply for a position as a police officer, the applicant must complete the application forms provided by the City of Clive and all forms provided with the application. All answers to questions on the application must be true and accurate. Any false statements in the application will mean immediate disqualification of the applicant and shall also constitute grounds for immediate dismissal should the applicant be hired.
 - 1. Applicants must agree to and complete letters authorizing the Clive Civil Service Commission and the Clive Police Department to conduct a thorough and complete background examination.
 - 2. Certification and appointment will also be subject to the applicant's successful completion of the Iowa Law Enforcement Academy's course within twelve (12) months of appointment if not previously certified.
- B. All applicants shall be judged for the position applied for based on the job description by the City of Clive, the Clive Civil Service Commission's Procedures, and any applicable Clive City Ordinances.
- C. Applicants will not be considered unless they meet the following minimum requirements:

1. That he/she is a citizen of the United States of America;
2. That upon employment, he/she will reside within a thirty mile radius of Clive City Hall.
3. That he/she is at least twenty-one years of age;
4. That he/she currently holds a valid Driver's or Chauffeur's License and will have and hold a valid Iowa Driver's or Chauffeur's License within 60 days of final appointment.
5. That he/she is not addicted to drugs or alcohol;
6. That he/she be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files. That he/she 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 subornation, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales. Various factors, however, may cause an offense which is generally not regarded as constituting moral turpitude to be regarded as such. For example, a record of a number of convictions for simple assault would involve moral turpitude, whereas a singular act would not);
7. That he/she, by reason of conscience or belief, are not opposed to the use of force when appropriate and necessary to fulfill the duties of a Police Officer;
8. That he/she be of a weight proportional to their height as deemed appropriate by the examining physician;
9. That he/she be a high school graduate with a diploma or possess an equivalency certificate and are able to read and write the English language;
10. That he/she have uncorrected vision of not less than 20/100 in each eye which is correctable 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 ten out of the fourteen plates);
11. That he/she have normal hearing ability in each ear. (Hearing is considered normal when, tested by an audiometer, hearing sensitivity thresholds are within 2000Hz, and 3000Hz averaged together); tested by an audiometer, 25db measured at 1000Hz,
12. That he/she be free from any physical, emotional or mental condition, which would render him/her of performing the essential functions of duty as determined by a physician.
13. That he/she attain a satisfactory grade in a pre-employment written test, the National Police Officer Selection Test, (POST) as prescribed by the Iowa Law Enforcement Academy;
14. That he/she have been tested, by the use of testing instruments approved by the Iowa Law Enforcement Academy to determine the possession of personality

characteristics and suitability of an applicant for a law enforcement career; and

15. That he/she attain a passing grade in the physical agility test developed by the Iowa Law Enforcement Academy.
- D. With the exception of a consumer report obtained pursuant to the Fair Credit Reporting Act, no information regarding the applicant obtained by the Clive Civil Service Commission or the Clive Police Department as part of the application, examination or investigation process shall be released to the applicant or any representative of the applicant. The applicant may sign a release to allow information obtained during the application process to be released to an entity the applicant has given permission to receive such information.
 - E. Completed applications must be returned to the Clive Police Department by the posted due date.
 - F. The Physical Agility test will be administered at a place and time to be determined. This test will be administered according to the standards and protocol set forth in the physical performance manual prepared by the Iowa Law Enforcement Academy. All applicants must pass the minimum standards for each section of the physical agility test as determined by the Iowa Law Enforcement Academy. An applicant failing to pass any portion of the physical agility test will no longer be considered for employment during this testing period.
 1. All applicants must participate in the physical agility testing unless excused in advance for good reason with the approval of the Chief of Police.
 2. Transfer scores from another police agency will be accepted if completed within the previous six months and only with valid documentation of scores from the administering police agency.
 - G. Applicants passing all phases of the physical agility test shall be given a written examination, Stanard and Associates, National Police Officer Selection Test (POST) at a place and time to be determined.
 1. An applicant who has taken and passed the POST test within the previous six months will be allowed to repeat the test, or may have their previous score accepted and considered along with other applicants who pass the test.
 2. An applicant must have a score of at least 70% on each of the four sections of the test to have a passing score.
 - H. The top 30 passing scores, including ties for 30th place will then proceed to the next phase of the applicant testing process.
 - I. A detailed background investigation will be conducted on each applicant successfully passing the written POST test and physical agility test. The background investigation will be conducted through interviews. The people interviewed may include, but not limited to, references, teachers, past and present employers, co-workers, acquaintances, neighbors, and other associations.
 1. Available national database(s) for police officers who have been decertified in any state

- will be checked. Candidates decertified in another state will be deemed ineligible for hire.
2. A credit report on the applicant's financial stability may also be requested. The application submitted by each candidate will be checked for accuracy, omissions, and falsifications. Any omissions or false statements of fact in the application may result in disqualification and may be grounds for immediate dismissal if discovered following the appointment of an applicant.
 3. A criminal history and driving record check will be performed on each applicant. Fingerprints of each applicant will be submitted to the Iowa Division of Criminal Investigation (DCI) and the Federal Bureau of Investigation (FBI) as part of a criminal records check.
 4. Any applicant who posts on a social media account must permit to having that account accessed as part of the background investigation.
- J. A polygraph examination and the Minnesota Multiphasic Personality Inventory, (MMPI), a psychological test, will be administered to each applicant that passes the previous steps. A previously passed polygraph and MMPI examination may be considered for this requirement.
- K. An oral examination will be administered to all candidates that pass the previous steps. These applicants will be graded and ranked as listed below. Those applicants with a passing grade will be ranked one through ten and will then be certified to the Clive City Council as eligible for appointment as Clive Police Officers subject to successfully passing a detailed medical physical examination.
1. Applicants will be graded and ranked according to the following procedures:
 - a. Forty percent of the grade will consist of the score achieved on the written examination
 - b. Forty percent of the grade will consist of the individual board member's combined evaluation of the applicant's oral examination
 - c. Twenty percent of the grade will consist of the individual board members' evaluation of the applicant's background and previous work experience.
 - d. A combined grade of seventy percent shall be considered a passing grade. Ranking will be based on the combined grades.
- L. Any false statement of fact shall result in disqualification of the applicant and will be grounds for immediate dismissal if discovered following the appointment of an applicant.
- M. Veteran's Preference. Candidates meeting the requirements of Chapter 400.10 of the Code of Iowa qualifying for veteran's preference shall have five (5) points added to their score attained in the qualifying examinations and an additional five (5) points if the veteran has a service connected disability. However the points shall be given only upon passing the exam and shall not be the determining factor in passing.

A handwritten signature in blue ink, appearing to read "Michael G. Venema". The signature is written in a cursive style with a large, prominent initial "M".

Michael G. Venema
Chief of Police