

Dear Applicant:

Thank you for your interest in the position of Deputy Sheriff with the Polk County Sheriff's Office.

→ **To be eligible to take the written examination, the following forms must be completed and returned to the Polk County Sheriff's Administration Office on or before the published deadline date.** (Application materials are available at www.polkcountyiowa.gov. and www.polkcountyiowa.gov/sheriff)

- Application
- Authorization for Release of Pers. Info.
- Conditional Offer of Probationary Employment



Please fill out these forms completely.

→ **In addition to the three forms listed above, the following documents must also be submitted with the application materials:**

- Certified copy of your birth certificate
- Copy of your transcript from the highest level of education completed (GED, high school, or college)
- Resume
- Military DD 214 Form (if applicable)
- Current Photo of yourself



These forms must be submitted with the application materials.

Should you have further questions, please contact Debby Drottz, Polk County Sheriff's Office at (515) 286-3054.

Thank you,

Polk County Sheriff's Office

POLK COUNTY SHERIFF'S OFFICE



Application for Civil Service Law Enforcement Employment

Date: ___/___/___

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

I. PERSONAL HISTORY STATEMENT

Form section I: Personal History Statement. Includes fields for Full Name (Last, First, Middle), Driver's License #, Street Address, Home Phone, City, State, Zip Code, Cell Phone, Gender (Male/Female), Date of Birth, Age, Race, Social Security Number, Place of Birth, and Citizenship status (Yes/No). Includes Email Address field.

Form section II: Examination and Employment History. Includes questions: 'Have you taken the Civil Service Examination before?' (Yes/No) with date; 'Where you ever employed by Polk County?' (Yes/No) with department and dates.

DO NOT WRITE IN THIS SPACE:

Form section III: Test Results. Includes fields for Agility, Written, Polygraph, Psychological, Physical, Oral, and Sheriff Int.

"An Equal Opportunity Employer"

*Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status, or mental or physical disability. No question on this application is intended to secure information to be used for such discrimination.

Return this application to: Polk County Sheriff's Office/Administration Division
ATTN: Debby Drottz
110 - 6th Avenue
Des Moines, IA 50309

III. EDUCATION RECORD

Attach copy of high school/GED diploma, official college transcripts and copy of diploma to this application. Your application will not be processed without these transcripts.

High School - Name and Address of School	Date From	Date to

College or University	Date From	Date To	Major	Degree

Other education, training, or special skills you possess:

If you are working on a degree, please give the anticipated completion date: _____

Type of degree: _____ Name of Institution: _____

Were you ever dismissed from a school, or was any disciplinary action taken against you, including scholastic probation? Yes No

If yes:

Name of school: _____ Date: _____

Type of action: _____

List awards, honors, citations, positions held in school organizations, athletic endeavors and any other recognition you received while in school:

IV. ORGANIZATION MEMBERSHIP

Are you now, or have you ever been, a member of any club, society, or organization? Yes No
 If yes, please list them below, do not abbreviate.

Name and Address	Type (Social, Fraternal, Professional, etc.)	Office Held	Date From	Date To

V. REFERENCES

Give three (3) references (not relatives, former or present employers, fellow employees, or school teachers) who are responsible adults of reputable standing in their communities, who have known you for at least five (5) years, preferably those who have known you during the past five (5) years. If retired, please give their former occupation.

1. Complete Name: _____ Addresses _____
 Residence: _____
 Business: _____
 # Yrs. Acquainted _____ Occupation _____ Telephone: (_____) _____

2. Complete Name: _____ Residence: _____
 Business: _____
 # Yrs. Acquainted _____ Occupation _____ Telephone: (_____) _____

3. Complete Name: _____ Residence: _____
 Business: _____
 # Yrs. Acquainted _____ Occupation _____ Telephone: (_____) _____

List three (3) social acquaintances in your own age group:

1. Complete Name: _____ Residence: _____

Business: _____

Yrs. Acquainted _____ Occupation _____ Telephone: (_____) _____

2. Complete Name: _____ Residence: _____

Business: _____

Yrs. Acquainted _____ Occupation _____ Telephone: (_____) _____

3. Complete Name: _____ Residence: _____

Business: _____

Yrs. Acquainted _____ Occupation _____ Telephone: (_____) _____

VI. EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period of time, indicate by setting forth the dates of unemployment.

Name and Address of Employer	Date From	Date To	Salary	Position and kind of work	Supervisor	Reason for leaving
Name _____ Address _____ City/State _____ Telephone _____						
Name _____ Address _____ City/State _____ Telephone _____						
Name _____ Address _____ City/State _____ Telephone _____						
Name _____ Address _____ City/State _____ Telephone _____						

Name _____ Address _____ City/State _____ Telephone _____						
Name _____ Address _____ City/State _____ Telephone _____						
Name _____ Address _____ City/State _____ Telephone _____						
Name _____ Address _____ City/State _____ Telephone _____						

VII. MILITARY RECORD

Have you registered with Selective Service, if applicable? Yes No

Have you ever served on active duty in the Armed Forces of the United States? Yes No

Highest rank attained: _____

Branch of military service: _____ Serial Number: _____

Dates of Active Duty: From ____ / ____ / ____ To ____ / ____ / ____

Type of discharge: _____

Date DD-214 form was recorded: ____ / ____ / ____ County: _____ State: _____
(Provide a copy of your DD-214)

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

If yes, state the reason(s) and nature of action(s):

Have you ever been classified 1-Y (registrant qualified for military service only during time of war or national emergency?) Yes No If yes, state reason(s):

VIII. OPERATOR'S LICENSE

Are you a licensed motor vehicle operator? Yes No If yes, list the state(s) you are licensed in:

_____ Driver's License Number _____

Has your driver's license ever been suspended, revoked, or denied in this or any other state? Yes No
If yes, explain:

IX. COURT RECORD

Have you ever been arrested or charged with any violation, including traffic offenses or have you ever been arrested for past due tickets? Yes No (List all such matters even if you were not formally charged or there was no court appearance, including whether you were found guilty, and if the matter was settled by payment of fine, or forfeiture of bond or collateral).

Date	Place	Charge	Disposition	Details

Has any member of your immediate family, i.e. spouse, brothers, sisters, or children ever been a plaintiff or defendant in any civil or criminal court action?

Name	Relation	Charge	Date	Disposition

Have you ever been a plaintiff or defendant in any court action (including divorce)? Yes No
If yes, explain by furnishing dates, place, court, names of parties involved, nature of action, and final disposition:

X. RELATIVES

Please use complete names, including middle name (no initials) and complete these addresses:

Father _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Mother _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Child _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Child _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Child _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Brother _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____
Brother _____ Business Name _____
Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Brother _____ Business Name _____
Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Sister _____ Business Name _____
Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Sister _____ Business Name _____
Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Sister _____ Business Name _____
Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Other relatives with whom you have resided for an extended period of time (indicate relation):

Name _____ Business Name _____

Street Address _____ Street Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Are there any incidents in your life not mentioned herein which may reflect on your ability to perform the duties which you may be called upon to undertake? Yes No

If yes, please explain:

Are you willing to take a polygraph examination (lie detector) which is required of all applicants?

Yes No

If no, please explain:

Are there any additional remarks you would like to make?

Please attach a Resume' to this application.

I, hereby swear and affirm that each statement and all information in or supplementing this application (personal and physical evaluation) are complete, true, and accurately recorded to the best of my knowledge. I understand that providing false, misleading, and/or incomplete information on this application is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.

Signature of Applicant

Date: _____ / _____ / _____

The Polk County Sheriff's Office is an Equal Opportunity Employer.



Accredited by the American Correctional Association

Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Polk County Sheriff's Office and Polk County Civil Service Commission whether the said records are of a 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, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statement of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and 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 any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Polk County Sheriff's Office 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, I further release the Polk County Sheriff's Office from any and all liability which may be incurred as a result of collecting such information.

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

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

Signature of Applicant

Date

Conditional Offer of Probationary Employment

Purpose:

The purpose of this agreement is to extend to you a conditional offer of probationary employment. A final offer of employment will be extended only if you satisfy all the requirements established by the Polk County Civil Service Commission, are named to the certified list of candidates by the Polk County Civil Service Commission, and a vacancy for an entry level Polk County Deputy Sheriff exists. All candidates are required to successfully comply with these conditions:

Terms and Conditions:

You must meet all the following conditions to be considered for employment:

1. Meet all the minimum standards established by the Iowa Law Enforcement Academy to be a peace officer in the State of Iowa.
2. Have successfully completed a written examination and physical fitness test developed by the Iowa Law Enforcement Academy.
3. Meet the physical requirements necessary to fulfill the responsibilities of a deputy sheriff determined through a medical history and physical examination by a licensed physician.
4. Satisfactorily complete psychological or personality testing as prescribed by the Iowa Law Enforcement Academy.
5. Complete polygraph testing, a thorough background investigation and interview with the Civil Service Commission to determine character, judgment, and fitness for the position.
6. Be certified by the Civil Service Commission as eligible for appointment to the position of Polk County Deputy Sheriff.

When a vacancy exists allowing the Polk County Sheriff to appoint a deputy sheriff, the appointment will be made from the list certified by the Polk County Civil Service Commission to the Polk County Sheriff. The existence of a vacancy for a position of deputy sheriff does not guarantee you a final offer of employment for the position.

Length of Agreement

This conditional offer of employment shall remain in effect until the Civil Service Commission determines whether you shall be certified as eligible for appointment. If you are not certified as eligible or it is determined you do not meet any of the above terms and conditions, the conditional offer shall no longer be effective. If you are certified as eligible, the offer shall remain in effect one year from the date signed below.

Name (Please Print)

Applicant's Signature

Date

Bill McCarthy, Polk County Sheriff

Polk County Civil Service Commission

Bill Hansen Commissioner • Helen Youngs Commissioner • Florence Buhr Commissioner

Deputy Sheriff Minimum Employment Qualifications to be Considered for Employment

1. Must be a citizen of the United States.
2. Be at least 21 years of age at the time of the written examination.
3. Hold a valid Iowa driver's license.
4. Not be addicted to drugs or alcohol (Code of Iowa, chapter 341A.11).
5. 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 have not been convicted of a felony or a crime involving moral turpitude.
6. Successfully pass physical fitness test.
7. Be a high school graduate or hold a GED certificate.
8. Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
9. 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).
10. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
11. Undergo psychological testing.
12. Undergo cognitive (basic skills) testing.
13. No marijuana usage within two (2) years and all other drug usage within three (3) years of application date.

Polk County Civil Service Commission

Bill Hansen Commissioner • Helen Youngs Commissioner • Florence Buhr Commissioner

Physical Fitness Test Minimum Scores for Employment as a Deputy Sheriff (scores indicate the 40th percentile of fitness)

- Sit-ups Muscular Endurance: The score is the number of bent leg sit-ups performed in one minute. With both hands behind the neck, *not the head*, the sit-ups will be performed by lying on a mat or on the floor with knees approximately at a 45 degree angle and hands touching the mat. Sit up to touch the elbows to the knees, then back down to touch hands (behind neck) to mat. Your hands must touch the mat each time you complete a sit-up, and your buttocks must remain on the floor for each sit-up. It may be necessary to have someone hold your feet to maintain the proper angle of your knees.
- Sit-and-Reach Flexibility: The sit-and-reach test measures flexibility of the lower back and ham strings. The test involves stretching out from a sitting position with arms extended to touch the toes or beyond. Feet should be perpendicular to the floor (toes not pointed), with shoes removed. Place hands on top of each other so that the middle fingers are perfectly aligned. Your knees cannot bend while reaching. The distance to the toes is 15” and the scores (distances) indicated reflect that distance plus or minus the required number of inches. Example: 16.5” = 15” to the toes + 1.5”.
- Push-ups Absolute Strength: The score is the number of push-ups performed in one minute. Each push-up must be performed with hands flat (or fisted if more comfortable) on the floor, approximately under the shoulders, chest touching the floor. Raise body up to a locked arm position, then lower back down to touch chest to floor. Legs will be straight with feet perpendicular to the floor, toes bent.
- 1.5 Mile Run Cardiovascular Capacity: 1.5 mile run. The score is in minutes and seconds.

Age/Sex	Sit Ups (performed in 1 minute)	Sit-and-Reach	Push-Ups (performed in 1 minute)	1.5 Mile Run
Male				
20 – 29	38	16.5	29	12:51
30 - 39	35	15.5	24	13:36
40 – 49	29	14.3	18	14:29
50 – 59	24	13.3	13	15:26
60 +	19	12.5	10	16:43
Female				
20 – 29	32	19.3	15	15:26
30 – 39	25	18.3	11	15:57
40 – 49	20	17.3	9	16:58
50 – 59	14	16.8	12*	17:54
60 +	6	15.5	5*	18:44

*Females in excess of 49 years of age may do push-ups on their knees.

Suggested Training*

Preparing for the Muscular Endurance (sit-up) test:

The progressive routine is to do as many bent-leg sit-ups (hands behind the head with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets (three groups of the number of repetitions you did in one minute).

Preparing for the Flexibility (sit-and-reach) test:

Performing sitting types of stretching exercises daily will increase this area. There are two (2) recommended exercises:

- Sit-and-reach – Do five (5) repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes while keeping the legs straight. Hold for ten (10) seconds.
- Towel stretch – Sit on the ground with the legs straight. Wrap a towel around the feet holding the ends with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

Preparing for the Absolute Strength (push-up) test:

Determine how many push-ups you can do in one minute. At least three (3) times per week do three (3) sets of the amount you can do in one minute.

Preparing for the Cardiovascular Capacity (1.5 mile run) test:

Below is a graduated schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

Week	Activity	Distance (miles)	Time (minutes)	Frequency (x per week)
1	Walk	1	17 – 20	5
2	Walk	1.5	25 – 29	5
3	Walk	2	32 – 35	5
4	Walk	2	28 – 30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	4
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

*Suggestions by the Institute for Aerobics Research.

Polk County Civil Service Commission

Bill Hansen Commissioner • Helen Youngs Commissioner • Florence Buhr Commissioner

110 – 6th Avenue
Des Moines, IA 50309

Deputy Sheriff's Schedule of Examinations

1. Physical Fitness Test: (Advertised on-line/newspaper at least thirty (30) days prior to the examination with a deadline for accepting applications.)
2. Written Examination (possibly given on same day as physical fitness test.)

The following examinations will be scheduled and you will be notified of the dates:

3. Polygraph
4. Background Check
5. Fingerprinted
6. Physical – Polk County Health Department
7. MMPI Psychological Examination
8. Clinical interview with psychologist to discuss results of the MMPI Examination
9. Oral Interview with the Civil Service Commission
10. Interview with the Sheriff/Command Staff

Please be advised that this testing process may take six months or longer and the Polk County Civil Service Commission will determine the order of the examinations.

If you continue to pass each of these steps in the testing, you will move on and be notified of the next scheduled examination. If you fail any of these, you will be notified by mail/email and will be removed as an applicant for this testing process.

Failure to appear for any of the scheduled examinations, without prior notice to the Polk County Civil Service Commission via Debby Drottz @ 515-286-3054 will disqualify the applicant from further consideration.

CLASS CODE: 310205
PAY GRADE: 17
UNIT: Teamsters
FLSA: Non-Exempt

DEPUTY

Distinguishing Features Of The Class:

Under general supervision, performs responsible law enforcement duties in the protection of life/property through crime prevention/enforcement of laws and ordinances. Deputies work in diverse areas such as patrol, traffic control, criminal/accident investigations, narcotics, civil process, execution of warrants, courthouse security, transportation/ extradition, and community relations. As deputies gain experience/training they become eligible for specialty assignments including search/rescue, hostage rescue/negotiation, criminal/accident investigation, narcotics, bomb squad, field/jail training officer, and firearms instructor. A Deputy's duties range from periods of physical inactivity to situations requiring extreme physical exertion/exposure to danger. Employees must be able to act without immediate supervision/exercise independent judgement in meeting emergencies.

Illustrative Examples Of Work:

When assigned to Patrol/Field Operations:

1. Patrols an assigned area in a radio-equipped vehicle to maintain public peace, to prevent/detect the commission of crimes, to observe/ report/investigate violations of laws/ordinances, and to protect life/property.
2. Responds to calls/complaints including domestic/neighborhood disputes, rape, assault, robberies, disorderly conduct, vandalism, fire, emergencies, animal control and various incidents involving misdemeanors/ felonies; provides advice/assistance to citizens on criminal/civil processes; facilitates/mediates resolution of disputes; provides counseling/referral to community services.
3. Enforces traffic laws/issues citations; administers sobriety tests; provides assistance to motorists; controls/directs traffic; conducts vehicle searches
4. Acts as first responder at scene of accidents/crimes; secures scene, provides emergency first aide/CPR; provides death notification to family members.
5. Conducts preliminary investigations; interviews witnesses/victims to obtain statements; collects, photographs/marks evidence; reconstructs the accident/crime scene by preparing detailed sketches/diagrams; takes measurements; prepares detailed reports; may conduct follow up investigations.
6. Apprehends/arrests individuals involved in the commission of a crime; executes warrants/court orders; transports offenders to jail; enforces court orders for mental commitments/evaluations.
7. Initiates the filing of charges against suspected criminals; files probable causes, complaint forms, and criminal histories to the County Attorney's office; attends court proceedings/appears at hearings to assist/provide testimony regarding arrests/investigations.
8. Participates on internal/external committees/task-forces as assigned; conducts physical

- surveillance of suspected criminal activity; provides courthouse security.
9. Writes detailed/accurate reports to document activities including pre-preliminary complaints, supplemental/follow-up investigations, accident/incident reports, and daily activity logs.
 10. Performs other duties as assigned.

When Assigned to Civil Unit:

1. Serves legal papers such as protective orders, subpoenas, summons/petitions, garnishments, orders to appear, citations, eviction notices, and other court processes to citizens within Polk County.
2. Reprocesses, seizes, and transports property/persons as ordered by the court.
3. Performs other duties as assigned.

When Assigned to Community Relations Unit:

1. Serves as liaison between the Sheriff's Office and the community in an effort to present, coordinate, and increase awareness of various community programs including D.A.R.E, Neighborhood Watch.
2. Makes public presentations on crime prevention, safety, emergency preparedness, and personal/property protection to schools/community groups; provides training on domestic violence/protective orders to citizen groups.
3. Performs other duties as assigned.

Required Knowledge, Skills, And Abilities:

- Knowledge of the Iowa Criminal Code, Iowa Traffic Code, Judicial System, Rules of Civil Procedures, and departmental policies/standard operating procedures.
- Knowledge of the principles/practices of modern law enforcement.
- Knowledge of the constitutional rights of citizens/incarcerated persons.
- Knowledge of proper investigation principles/ practices/ techniques.
- Knowledge of first aide/CPR.
- Skill in the techniques utilized to subdue violent/uncooperative people.
- Skill in the safe operation of motor vehicles.
- Good attention to details/observation skills.
- Good visual acuity/night vision/ peripheral vision.
- Good interviewing/listening skills.
- Ability to keep detailed/accurate records/reports.
- Ability to read/comprehend complex laws/ordinances and interpret court orders.
- Ability to analyze people/situations quickly/calmly and determine/take effective/reasonable courses of action while under stress/pressure.
- Ability to de-escalate/mediate volatile situations.
- Ability to understand/carry out oral/written instructions.
- Ability to apply knowledge of law enforcement methods/procedures/techniques to specific situations.
- Ability to operate equipment such as Intoxilyzer, fingerprint/photo and personal computer.
- Ability to communicate clearly/effectively both orally and in writing.
- Proven ability/proficiency in safe use of firearms.
- Ability to deal fairly, objectively, and courteously with the general public without regard to race, ethnicity, religion, or political beliefs.
- Ability to establish/maintain effective working relationships with associates, co-workers,

representatives of other organizations, and people from diverse cultures.

- Ability to obtain/maintain valid driver's license issued by the State of Iowa.
- Ability to maintain certifications as required by assignment.
- Ability to operate communication dispatch radio.
- Ability to walk, stand, run on uneven surfaces.
- Ability to work in inclement weather.
- Ability to stand/sit for extended periods of time.
- Ability to hear conversational voice.
- Ability to meet physical/psychological standards as set forth by the Iowa Law Enforcement Academy.

Training And Experience:

- High School graduation or equivalent.

Special Requirements:

- A criminal background check will be required.
- A drug screen will be required prior to final offer of employment.

Adopted: 7/1/01
Revised: 7/1/09
Revised: 1/1/13
Revised: 6/12/14