



## COUNTY OF POLK

### Human Resources

111 Court Ave, Suite 390

Des Moines, Iowa 50309

Ph. 515.286.3200

Fax 515.286.3316

**Jim Nahas, Director**

Email: [jim.nahas@polkcountyiowa.gov](mailto:jim.nahas@polkcountyiowa.gov)

Dear Applicant:

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

To be eligible to take the physical ability and written examinations on SATURDAY, OCTOBER 31, 2020 you must complete an online application at

<https://www.governmentjobs.com/careers/polkia>.

Please contact the Employment Division at (515) 286-3200 with any additional questions or for assistance with the application process.

Thank you,

Polk County Human Resources

**DETENTION OFFICER EXAMINATION**  
**POLK COUNTY SHERIFF'S OFFICE**  
**DES MOINES, IOWA**

**PURPOSE:** To establish an eligibility list for Detention Officer positions available at the Polk County Jail Facility

**WHEN:** Saturday, October 31, 2020

**WHERE:** Polk County River Place Office Building  
2309 Euclid, Des Moines, Iowa 50310

**PARKING:** Free parking is available

**TIME:** 7:30 a.m. Registration (Photo ID required)  
8:00 a.m. Testing

Examination schedule for Saturday, October 31, 2020 includes:  
Written and physical ability examination and fingerprinting.

**To be eligible to take this examination, you must bring the following documents with you:**

A valid photo ID or Drivers License.

For further information about the position of Detention Officer or to request an accommodation call 515-286-3200.

A post-offer drug screen and physical examination to ensure candidate meets the essential physical requirements of the position and a criminal background check are required.

Applications are subject to the Open Records Law.

Polk County is an Equal Opportunity Employer.

## Functional Job Analysis Detention Officer

**Company:** Polk County

**Department:** Sheriff Department

**Job Title:** Detention Officer (Validated)

**Shift Hours:** 8 hrs

**Tools/Equipment:** Radio, pepper spray, taser, firearm, flashlight, handcuffs, patrol vehicle, tactical equipment as needed

**PDC Level:** Heavy

**Main Objective:** Under general supervision ensures the protection, welfare, safety, custody and control of inmates incarcerated in the Polk County Jail.

**Essential Function:** Respond to emergency situations, may include confrontations and use of physical restraint.

Demand	Force	Height	Distance	Reps	Frequency	Comments
Lift from Floor to Waist	75 lbs				Occasional	Assist another officer moving combative, restrained &/or injured person (can be up to 150 lbs but encouraged to get assistance)
Carry	75 lbs		10 feet		Occasional	Assist another officer moving combative, restrained &/or injured person (can be up to 150 lbs but encouraged to get assistance)
Pull, Horizontal	100 lbs		50 feet		Occasional	Assist another officer moving combative, restrained &/or injured person.
Push/Pull Horizontal	75 lbs				Occasional	To defend self; To assist suspect into position; waist to shoulder height
Grip	60 lbs				Occasional	To perform a "hold", to escort someone
Pinch - 2pt	6 lbs				Occasional	To depress firearm trigger
Climb		8 inches			Frequent	Stairs
Reach, Forward					Occasional	To restrain person
Bend					Occasional	To restrain person
Hand Coordination					Occasional	To use handcuffs, pepper spray, taser, firearm, baton; To load/unload firearm
Walk			100 yards		Occasional	Quick movement to respond to emergency (running short distances)
Sit					Occasional	Office chair for working on reports, monitoring facility
Crouch / Kneel					Occasional	To restrain person on ground; To fire weapon from low level

**Occasional 1-33% (1-100 reps)**  
**Frequent 34-66% (101-500 reps)**  
**Continuous 67-100% (500+ reps)**

**Functional Job Analysis**  
 Detention Officer

**Essential Function: Administer medical care & CPR**

Demand	Force	Height	Distance	Reps	Frequency	Comments
Lift from Floor to Shoulder	15 lbs				Occasional	To access Medical Kit 15 lbs
Carry	15 lbs		100 feet		Occasional	To transport Medical Kit 15 lbs
Pull, Horizontal	100 lbs		35 feet		Occasional	To move an injured person with assistance.
Push Vertical	50 lbs				Occasional	To perform CPR compression
Grip	17 lbs				Occasional	12-20 times in 1 minute; To squeeze airbags; simulated using Jamar in 3rd position
Climb		8 inches			Frequent	Flight of stairs
Reach, Forward			24 inches		Constant	To administer medical attention to injured person
Bend					Occasional	Repeatedly up to 20 minutes to administer CPR &/or medical attention to injured person
Stand					Occasional	Tile, concrete, carpet
Walk					Occasional	Tile, concrete, carpet
Crouch / Kneel					Occasional	Up to 10 minutes; To administer CPR &/or medical attention to injured person

## Functional Job Analysis

### Detention Officer

**In Summary:** The Detention Officer's physical job demands require occasional maximum lift of 75 lbs floor to waist; occasional lift floor to shoulder 15 lbs; occasional maximum carry of 75 lbs 10 ft; occasional maximum horizontal pull force of 100 lbs; occasional maximum horizontal push/pull force of 75 lbs; occasional vertical push force 50 lbs; occasional maximum grip force of 60 lbs; occasional maximum pinch force of 6 lbs; frequent climb; occasional bend; occasional crouch / kneel; occasional forward reach; occasional hand coordination; occasional sit; occasional running may be required, and occasional walk. See Job Analysis. PDC Level: Heavy

**Additional Comments:** Adverse working conditions exist within this position. Exposure to human blood, body fluids and all types of weather conditions is expected. This position contains an element of risk to personal safety.

Thank you for your referral to ARC Physical Therapy +. Please call me at 913-831-2721 with any questions.

  
\_\_\_\_\_  
Mary Peters, PT, CEAS

09/26/2017

\_\_\_\_\_  
Date

**Polk County Sheriff's Office**  
**GENERAL REQUIRMENTS**  
***Detention Officer***

<b>Chapter 50 Administrative Code – Minimum Standards for Jail Personnel</b>		
<b>CODE</b>	<b>REQUIREMENT</b>	<b>COMMENT</b>
	<b>General Requirements</b>	
50.10(1)(e)	Citizen of the United States / Resident of Iowa	Adjacent state exemption
50.10(1)(a)	Must be 18 years of age at time of the Written Exam	
50.10(1)(e)	Valid driver's license or chauffeur's license issued in Iowa	Adjacent state exemption
50.10(1)(c)	Not addicted to drugs or alcohol	
50.10(1)(c)	Good moral character / not convicted of felony crime	Moral turpitude, tax evasion, perjury, drug sales, sex crimes
50.10(1)(c)	No record of serious assault, domestic abuse, stalking, weapons crime	Weapon used in a crime
50.10(1)(e)	Pass physical test	
50.10(1)(d)	Not opposed to use of force	
50.10(1)(e)	High school graduate with diploma or GED	
50.10(1)(e)	Uncorrected vision 20/100 in both eyes / Corrected vision 20/20	Includes color vision
50.10(1)(e)	Meets hearing standards	Functional hearing
50.10(1)(e)	Examination by physician or surgeon	Meets physical standards
50.10(1)(b)	Must pass Written Cognitive Exam / Be able to read/write English language	
50.10(1)(f)	Must undergo Psychological Evaluation	MMPI

CHAPTER 50.10 *While no person can be recruited, selected, or appointed to serve as a jail administrator or jailer who does not meet minimum requirements, agencies are not limited or restricted in establishing additional standards.*

<b>NO.</b>	<b>POLK COUNTY SHERIFF'S OFFICE DISQUALIFIERS</b>	<b>TIME</b>	<b>WILL/ MAY</b>
	<b>SUBSTANCE USE/ABUSE</b>		
1	Conviction of OWI 2 <sup>nd</sup>	12 years	WILL
2	Any adult use or possession of illegal drugs other than marijuana/synthetic marijuana	2 years	WILL
3	Any adult use of marijuana/synthetic marijuana at or after the time of the job posting	After Job Posting	WILL
4	Any adult manufacture, cultivation, distribution or sale of drugs		WILL
5	Admitted problem with drugs/alcohol or as revealed through background investigation		MAY
6	Any use of prescription drugs that were not prescribed for the applicant		MAY
	<b>CRIMINAL BEHAVIOR</b>		
7	Past Conviction of a Felony		WILL
8	Past Conviction of a serious or aggravated misdemeanor		MAY
9	Any outstanding criminal warrant at time of application		WILL
10	Currently the subject of a criminal investigation		WILL
	<b>CONDUCT</b>		
11	Other than honorable discharge from military		WILL
12	Any forgery, alteration or falsification of facts on application		WILL
13	Missing scheduled appointments during process w/o permission		MAY
14	Unsatisfactory reference(s)		MAY
	<b>CURRENT LAW ENFORCEMENT, DETENTION OR CORRECTION OFFICERS</b>		
15	Accepted a bribe or was involved in any theft or dishonest act while employed as an Officer		WILL
16	Any Job related disciplinary action of a serious nature		WILL

**A "MAY" disqualifier is determined at the sole discretion of the Sheriff.**

Rev. 07/08/2019





**CIVILIAN DETENTION OFFICER  
PHYSICAL ABILITY  
TESTING COMPONENTS**

**Appropriate Attire**

Applicants must wear appropriate athletic attire to participate in the physical ability testing. We recommend sweat shirt and pants or tee shirt and shorts with tennis shoes. Jewelry such as watches, rings, bracelets, and necklaces should be left at home. Polk County is not responsible for lost or damaged personal property.

**How will physical ability be measured?**

The Physical Ability Test Battery consists of three (3) basic tests. Each test is a content valid test. The tests will be given in sequence.

**What are the standards?**

The actual performance requirement for each test is based upon norms of current employee population. The applicant must pass every test component.

**What are the components?**

**1. 400 Yard Run**

- ❖ The applicant must run two (2) complete laps around the course. Care must be exercised on turns to avoid a fall.

This component tests the applicant's aerobic fitness/endurance as it relates to those job activities which involve emergency response running.

**2. Weight Drag/Figure – 50 Feet**

- ❖ Following the 400 Yard Run, the applicant will lift a 150 pound simulator from the ground by grasping the wrists of the simulator. The applicant must drag the simulator 50 feet.

This component tests the applicant's ability to manipulate a weight as a simulation of job related activities which requires physical manipulation as well as endurance.

Components 1 and 2 must be completed in 2 minutes and 45 seconds in order to advance to the Weight - Lift Component. **Failure to complete these components in the required time will disqualify the applicant.**

**3. Weight – Lift Component**

- ❖ The applicant will be required to lift a 165 pound suspended simulator six inches and hold for a period of 15 seconds. **Failure to complete this component will disqualify the applicant.**

This component tests the applicant's strength ability to lift an inmate who had attempted suicide by hanging.