



**CITY OF AMES**  
invites applications for the position of:  
**Police Officer**

An Equal Opportunity Employer

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**SALARY:** \$28.09 - \$38.80 Hourly  
\$58,138.23 - \$80,315.79 Annually

**OPENING DATE:** 09/15/21

**CLOSING DATE:** Continuous

**GENERAL INFORMATION:**

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for the position of Police Officer with the City of Ames Police Department. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Police Officers perform work related to the enforcement of law, maintenance of order, protection of life and property, and prevention of crime; contributes to citywide problem-solving and performs related work as required. Work is within a 24/7/365 environment and subject to shift assignment and occasional mandatory overtime. Annual salaries for Police Officers are based on a 2068 hours worked schedule. Salaries may be subject to change according to worked overtime.

**To witness what it is like to work for the City of Ames Police Department and find additional information on the pre-employment requirements, please visit the Ames PD website: [Join the Ames Police Department](#). For further information please also see [Ames Police Department Facebook Page](#) and [City of Ames Police Twitter Page](#) .**

The starting annual salary for this position is \$58,082 (\$28.0861 per hour), and months of City of Ames PD service are applied as step increases, per the PPME bargaining agreement. The current steps are outlined below:

<u>Months</u>	<u>July 1, 2021</u> Annual Pay	<u>July 1, 2022</u> Annual Pay
0-12	\$58,082	\$59,679
13-24	\$61,628	\$63,323
25-48	\$65,176	\$66,968
49-72	\$68,721	\$70,611
73-96	\$72,269	\$74,256
97-120	\$75,816	\$77,901
121-216	\$77,901	\$80,043
216+	\$80,238	\$82,445

This position is also bound by a residency requirement per the same bargaining agreement, which is outlined under "Other Supplemental Information" later in this posting.

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit the website through this link: [PSLF Program](#)

**The dates for agility and POST testing for this recruitment are as follows: October 13, November 15, and December 13. Further details will be emailed to those candidates who qualify for both testing components prior to each date. Interviews will commence the day**

**following each testing date for candidates with passing scores in agility and the POST written exam.**

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Patrols assigned area in various vehicles or on foot to prevent, discover, and deter the commission of crime; to enforce criminal laws, traffic laws, parking regulations, and City ordinances; and to check the functioning of traffic signals, and road conditions. Monitors and directs vehicular and pedestrian traffic as required.

Provides general assistance to persons in need; provides first aid for injured persons. Answers calls regarding complaints, misdemeanors and felonies; interviews persons with complaints or inquiries; attempts to make proper disposition or direct them to proper authorities. Apprehends suspects. Conducts investigations; searches for and preserves evidence; questions suspects and witnesses; takes written statements; maintains surveillance over persons and places; effects arrests and charges; creates reports; serves warrants. Answers calls involving automobile accidents; takes safeguards to prevent further accidents; clears scene of obstructions and/or wreckage. Conducts accident investigations; reports traffic control device malfunctions and obstructions of view; examines roadways and vehicles; takes various types of measurements associated with crime scenes vehicle crashes and other incidents. Enforces traffic regulations; operates radar equipment; issues traffic and parking tickets; directs traffic at community events. Assists other emergency personnel as needed; secures emergency scene. Testifies as a witness in court. Reports equipment malfunctions and performs minor maintenance and repair.

Books, fingerprints, and photographs prisoners; oversees well being of individuals in custody; follows and maintains detention facility rules and procedures. Transports individuals to and from detention facility.

Provides information to public in accordance with public reporting regulations. Engages in community policing, relationship building, and problem-solving. Embraces ongoing training to maintain professional competence. Builds trust with citizen groups. Acts as department representative providing formal and informal presentations on relevant issues to community groups, schools, etc.

Other Job Functions: May act in specialty assignments including Community Resource, School Resource, Drug Task Force or Safe Neighborhoods Team. May serve as juvenile officer, performing a full range of preventative and investigative duties. May perform duty as a detective.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

**QUALIFICATIONS:**

**Education and Experience:** Successful completion of high school, HiSet, or GED., plus 60 semester hours or 90 quarter hours in an accredited college or university in diversified academic subjects. Not to be included are technical or occupation courses; however, technical or community college credits will be considered if credits are in criminal justice, liberal arts, or a closely related field. Certification by a law enforcement academy may not substitute for any course credit.

**Licenses and Certificates:** Must obtain a valid State of Iowa drivers license upon appointment. Must demonstrate a safe and conscientious regard for traffic laws. Must meet all state standards for Peace Officer certification, complete the Iowa Law Enforcement Academy, and achieve certification within one year of appointment. Must exceed Iowa Law Enforcement Academy fitness testing standards to be eligible for hire; must complete ILEA based testing biannually.

**Knowledge, Skills, and Abilities Necessary to Perform Essential Functions:**

Some knowledge of the purpose of law enforcement and criminal justice system.

Working skill in observing factual situations analytically and objectively and to record them clearly and completely; working skill in verbal and written communication; some skill in following strict routines.

Ability to effectively communicate and work with a wide variety people and personalities. Ability to maintain a strong and visible commitment to integrity and fairness. Working ability to react quickly and calmly in emergencies; working ability to understand and carry out oral and written instructions; working ability to handle situations firmly, courteously, tactfully, and impartially; working ability to develop proficiency in the use of firearms and in the operation of motor vehicles and computer applications; working ability to use good judgment in evaluating situations, problem-solving and making sound decisions; working ability to gather, assemble, analyze, and evaluate facts and evidence and to draw sound conclusions; some ability to obtain valid information by interview and interrogation.

**SUPPLEMENTAL INFORMATION:****Physical & Environmental Characteristics**

**Required Physical Activities:** Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, repetitive motions, manual dexterity, shooting, restraining prisoners, defensive tactics.

**Physical Characteristics of Work:** Work requires exerting a negligible amount of force constantly; up to 20 pound of force frequently; and in excess of 50 pounds occasionally to move objects. Must be able to perform physical tasks under stressful conditions.

**Vision Requirements:** Vision of at least 20/100, correctable to 20/20; vision cannot be inhibited by color blindness or night blindness.

**Environmental Conditions:** The worker may be exposed to both inside and outside environmental conditions; extreme heat (above 100 degrees) or cold (below 32 degrees) for periods of more than one hour; noise; vibration; atmospheric conditions that affect the respiratory system (i.e. dust, fumes, gasses, odors); and hazards.

**Equipment Essential to the Job:** Patrol car, 2-way radio, base radio, portable radio, mobile telephones, keys, unlocking tools, radar/tuning forks, speedometer, emergency lighting, various firearms and other weapons, safety/locking devices, impact weapon, tear gas/launcher, chemical irritants, face mask, protective vest, handcuffs, flashlight, sirens, first aid kit, defibrillator, and resuscitator. Barricades, flares, noise meter, preliminary breath test, intoxilyzer, measurement devises/wheel, still camera, latex gloves and ticket books. Various computers, printers and related software. Telephone, paper forms, various types of recording equipment. Maps, headsets, alarm boards, fingerprint equipment, GPS, copy machine, warrants and warrant records, video monitors.

**Other Equipment Used on the Job:** Prisoner transport van, pickups, bicycle, taser, small equipment and tools, recording equipment, engraver, gun cleaning tools and equipment, latex or nylax gloves, various crime scene testing materials.

**Other Supplemental Information**

\*\*For candidates who are currently enrolled in higher education courses and need these course credits to meet the minimum requirement in education for this recruitment, please ensure that you check with your educational institution that they will be able to verify your current status in those courses. Verification of passing these courses will be checked in the background process should you be given a contingent offer of employment.

**Selection Process:**

The selection process consists of an evaluation of education/experience, a physical agility test, POST written exam, oral board interview, Chief of Police interview, an extensive background investigation (including criminal history, financial and employment verification, education verification, and driving record), polygraph, psychological exam (MMPI) and physical exam (including a drug test). Candidates must successfully pass each component to continue in the process. After each oral board interview date, those candidates receiving a 70% or higher score, will be certified to our Civil Service list for Police Officer. Finalists will also be required to sign a no tobacco usage pledge.

For further details on this process, please see the Join Ames PD webpage at [Join Ames PD website](#) .

**The physical agility test and POST exam\*\* will be conducted on October 13, November 15, and December 13. These events will be by invitation only.** Due to the large number of applicants, and the number of staff required to administer the tests, we are not able to make special arrangements for those unable to test on these dates. All candidates must pass a physical agility test in order to continue to the POST exam. Candidates may be allowed to retake the POST exam on the next testing date, up until December 13, 2021. This is currently the last testing date we have scheduled.

**\*\* Any travel and lodging expenses for a candidate traveling to either of these events will not be reimbursed by the City of Ames.**

#### **Safety Precautions:**

Currently, the City of Ames does not have a mask policy for fully vaccinated individuals for COVID-19. Should there be any changes to this policy prior to testing and interviews for this recruitment, we will notify all candidates prior to each event. We strongly encourage candidates who are not fully vaccinated for COVID-19 to wear their masks.

#### **Residency Requirement**

All employees governed by the PPME contract (which includes Police Officers) are required to reside within an area bordered by State Highway 65 on the east, County Road R-27 north of Boone and Des Moines River south of Highway 30 on the west, Story County line on the north, and Polk County Road F-22 on the south. Communities intersected by the borderlines shall be within the area. For further details of what area this includes, please view the Ames Employee Residency Map link here: [MAP](#).

#### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

*NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.*

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.cityofames.org/jobs>

Job #21-2214-02  
POLICE OFFICER  
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OUR OFFICE IS LOCATED AT:  
515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

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## Police Officer Supplemental Questionnaire

- \* 1. All applicants who meet the minimum requirements of this recruitment will be subject to a preliminary criminal history and motor vehicle record (MVR) check. I understand the information obtained in these checks will be used to make hiring decisions for this recruitment.
- Yes  No
- \* 2. All candidates will have a review of their driving records during a preliminary background check investigation. The violations that may disqualify a candidate from further consideration if the offense occurred within certain time frames are listed below. The listed disqualifying factors may not be all inclusive. A history of repeated disregard for traffic regulations, public safety and the level of offense, may also disqualify a candidate. Please acknowledge that you are aware you will be disqualified due to traffic and public safety violations for any of the following acts if found in your recent history: (a) Reckless driving, careless driving, or similar offense (1 offense in the last 3 years or 2 offenses in the last 5 years) (b) Operating While Intoxicated, Driving Under the Influence (OWI, DUI) of any controlled substance, or driving with a suspended or revoked license (1 offense in last 5 years) (c) All moving violations as defined by state code (4 offenses in last 3 years) (d) Eluding or attempting to elude a police officer (1 offense in last 5 years) (e) Suspension (1 offense in last 2 years) (f) Revocation (1 offense in last 5 years) (g) Hit & Run - Failure to Give Information or Failure to Give Information and Aid (1 offense in last 10 years)
- Yes, I understand I may be disqualified due to a history of disregard for traffic regulations, public safety and certain levels of offense, as listed above. I also understand that this list is NOT all inclusive.
- \* 3. For questions 3 and 4, the information provided will only be used to run the criminal history and MVR checks and will not be used in the evaluation of applications. Your responses to these two questions will not be viewable on your application. #3 What is your date of birth, including month, day, and year?
- \* 4. #4. What is your social security number?
- \* 5. Iowa Administrative Code rule 501-2.1(80B) sets the general requirements for law enforcement officers in Iowa. Pursuant to this rule, if an offer of employment is extended, a thorough background investigation will be conducted on your criminal history to determine whether you are of good moral character and have not been convicted of a felony or a crime involving moral turpitude. The rule defines moral turpitude 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. A) Please acknowledge that you are aware you will be disqualified due to moral turpitude if convictions for any of the following acts are found in your criminal history: (a) a felony (b) tax evasion (c) perjury (d) theft (e) sex crime (f) conspiracy to commit a crime (g) defrauding the government (h) illegal drug sale(s) (i) assault, domestic abuse, domestic violence, and/or stalking (j) any offense where a weapon was used in the commission of the crime.
- Yes, I understand I will be disqualified due to felony conviction(s) and /or convictions of moral turpitude.
- \* 6. B) Please also acknowledge that you understand the above list of acts of moral turpitude is **nonexclusive**.
- Yes, I understand the above list of acts of moral turpitude is nonexclusive.
- \* 7. Are you currently a certified peace officer?
- Yes  No
- \* 8. Have you completed and passed the Police Officer Selection Test (POST) within the last 10 months?
- Yes  No
- \* 9. Have you completed and passed an ILEA qualifying physical fitness test with another police department within the last 6 months? If you answer "yes" below, you must email Human Resources (hr@cityofames.org) requesting that those scores be substituted for the Ames Physical Agility Test **AND provide a certified copy of those scores by 12:00pm on the day prior to the testing date you are invited to participate.** *Substitute scores from another agency will only be allowed if candidates show good cause as to why they are unable to attend the Ames Physical Agility Test.*
- Yes  No

- \* 10. I acknowledge the following minimum education requirement for this position: Successful completion of high school, HiSet, or GED., **PLUS** 60 semester hours or 90 quarter hours in an accredited college or university in diversified academic subjects. Not to be included are technical or occupation courses; however, technical or community college credits will be considered if credits are in criminal justice, liberal arts, or a closely related field. Certification by a law enforcement academy may not substitute for any course credit.

Yes  No

- \* 11. I also understand that I will need to meet at least the minimum education requirement of Police Officer no later than a date of hire within a final offer of employment with the City of Ames.

Yes  No

- \* Required Question