



City of Baxter, Iowa Part-time Police Officer Recruitment

www.baxter-iowa.com

Application Deadline: Open Until Filled

Police Officer Job Summary

Under the general supervision of the Chief of Police, a Baxter police officer is charged with protecting life and property, preventing crime, apprehending criminals, and enforcing laws and ordinances in a designated area on an assigned shift. The position is subject to shift assignment and working weekends and holidays as scheduled.

- ♦ Starting Wage: \$20.00 per hour. Upon completion of FTO wage increase to \$22.00 per hour. Upon completion of probation a wage increase to \$26.00 per hour. Upon completion of the second year a wage increase to \$28.00 per hour.
- ♦ IPERS Contribution for part-time employees
- ♦ Flexible scheduling
- ♦ Opportunity to pick a specialty and sub-specialty in policing and have the department support you in learning those specialties or sub-specialties
- ♦ Casual work uniforms for general duty
- ♦ Team oriented environment with the focus on the community



The Baxter Police Department is a full-service law enforcement agency. The City of Baxter is an equal opportunity employer, and persons who are members of a protected class are encouraged to apply.



Job Qualifications

1. Must have high school diploma or equivalent.
2. Be at least 18 years of age on the last day applications are accepted.
3. Be a citizen of the United States.
4. Hold a valid Iowa driver's license upon hire.
5. Be of good moral character.
6. Have no felony or aggravated misdemeanor convictions or crimes involving moral turpitude.
7. Have the ability to read, write and speak the English language.
8. Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20.
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. Not addicted to drugs or alcohol or have a long history of recreational drug use.
11. Not object to using force in the line of duty if required in order to protect their life or the lives of others.
12. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.

Application & Hiring Process Timetable

1. Online Applications — Please go to www.baxter-iowa.com and click on the department tab then police. Choose the application link and complete an application. Send to bdaggett@baxter-iowa.com.
2. Written (POST) and Physical Fitness Test (ILEA Certified not required to complete.) - Date & Time TBD
3. Oral Interviews — Date & Time TBD
4. Conditional Employment Offer & Testing — Psychological Testing (MMPI) & Medical Examination
5. Final Job Offer — TBD

Police Officer Hiring Process Overview

Online Application and Initial Screening

Candidates must apply online at www.baxter-iowa.com by the designated deadline.

All candidate applications will be screened to determine if minimum qualifications have been met and no known disqualifiers exist (see *Criteria Standards for Disqualification*). Candidates who are deemed qualified to test will be invited to participate in the assessment process.

Test Prep

Candidates will be invited to participate in test preparation activities in order to prepare for the written and physical fitness exams. Test prep event times and dates will be announced following the close of the application period and will give applicants a chance to learn more about the written test and to practice the push-ups, sit-ups and running portions of the physical fitness test. A practice test and study guide for the written test also may be purchased at www.applytoserve.com/study.

Written Test (POST)

The National Police Officer Selection Test (POST) is used as an entry-level written test to gauge mental skills, basic intelligence and education level in police applicants. A score of 70% on each section is required according to Iowa Law Enforcement Academy standards.

The POST exam measures the applicants' skills in the following categories:

Mathematics — The ability to use math to solve problems, including the basics of addition, subtraction, division and multiplication.

Reading Comprehension — Read a passage relating to police duty and answer questions based on the passages. No prior knowledge of law or law enforcement is needed to answer the questions. This demonstrates applicants' ability to read, understand and retain what they read from a variety of sources such as police reports, witness statements, court documents, etc.

Grammar — This section requires applicants to identify errors in grammar, punctuation and spelling.

Incident Report Writing — The applicant will read a sample incident report form and use the information to answer questions. This demonstrates the applicant's ability to write clear and concise sentences and paragraphs using simple correct grammar.

Applicants who are ILEA certified are not required to take the POST exam and will be awarded 100 points in lieu of taking the exam.

Physical Fitness Test

The Baxter Police Department utilizes the Iowa Law Enforcement Academy's physical fitness testing standards as a pre-employment standard. The physical fitness test established by ILEA consists of three events: the one-minute push-up test, the one-minute sit-up test and the 1.5 mile run.

Candidates 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.										

A detailed description of each physical test is available on the Iowa Law Enforcement Academy website at <https://ileatraining.org/files/DDF/Form-PTStandards.pdf>.

The Baxter Police Department may accept passing physical fitness test results from other agencies if the passing test occurred within 60 days of application. A signed letter along with certification of the test results from the testing agency will be required. In lieu of the fitness test, certified lateral candidates will be required to submit a self-assessment of their fitness prior to hire. Additional information will be provided upon application.

Oral Interview

Upon successful completion of the POST and physical fitness test, candidates will be scheduled for a personal interview. The interview has a one-hour time limit and consists of approximately 12-15 multi-part questions.

Background Investigation

The Baxter Police Department conducts a thorough background investigation on each police officer candidate to determine the character of a potential employee. The investigation includes verification and review of identity, education, employment history, personal references, credit rating, criminal history, driving record and a fingerprint check.

Conditional Offer of Employment

After careful review and consideration of applicant materials, test scores, oral interview scores, etc., selected candidates are given a "Conditional Offer of Employment." These candidates are invited to continue in the selection process and complete the remaining test phases.

Psychological Testing (MMPI-2)

The Baxter Police Department utilizes the Minnesota Multiphasic Personality Inventory-2 (MMPI-2) to assess candidates during the hiring process. The MMPI-2 is the most widely used and researched test of adult psychopathology as well as the most widely used and researched tool for pre-employment psychological testing for high-risk public safety positions. The test is also used by clinicians to assist with the diagnosis of mental disorders and the selection of appropriate treatment methods.

The MMPI-2 consists of 567 true-false questions and takes approximately 60 to 90 minutes to complete. The Newton Police Department administers the test online to candidates who have successfully completed the written and physical fitness tests, oral interview and background investigation.

Physical Exam

Following successful completion of the psychological and polygraph exams, candidates for employment are scheduled for a pre-employment physical to determine whether they are physically able to perform the duties of a law enforcement officer.

The pre-employment physical includes a vision exam, urinalysis, bloodwork, drug screen, ECG, readmill stress test and chest X-ray and is completed in accordance with MFPRSI and Iowa Law Enforcement Academy protocols.

Final Offer

Select police officer candidates who successfully complete the written exam, physical fitness exam, oral interviews, background investigation, psychological exam, polygraph exam, drug screen and physical exam will be provided a final offer of employment and, upon acceptance, will be given a start date and shift assignment.

Police Academy

Upon hire, all non-certified Baxter Police Department recruits will be enrolled in the next available 16-week police officer training program at the Iowa Law Enforcement Academy at Camp Dodge in Johnston, Iowa.

ILEA tuition is paid for by the City of Baxter under a reimbursement contract. The training program runs Monday through Friday, and officers are dismissed over the weekends.

For more information on ILEA, visit <https://ileatraining.org/>.



Field Training

The 14-week Field Training Program is an extension of the law enforcement selection process that combines pre-field training with objective evaluations to ensure that the standards of a competent law enforcement officer are met.

Police officer trainees are assigned to a specially trained Field Training Officer throughout the Field Training Program who will teach, mentor and evaluate the trainee toward a successful completion and solo patrol assignment.

Certified lateral candidates will participate in an accelerated 6-week Field Training Program.

Probationary Period

All Police Officers hired by the Baxter Police Department are on probation for 12 months after graduating from the Iowa Law Enforcement Academy or 12 months post hire for certified lateral candidates.



Baxter Police Department

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