



City of Urbandale Police Officer

SALARY	\$35.15 - \$47.15 Hourly \$73,103.82 - \$98,063.02 Annually	LOCATION	Urbandale, IA
JOB TYPE	Full-Time	JOB NUMBER	24-Officer-02
DEPARTMENT	Police	DIVISION	Police Patrol
OPENING DATE	05/02/2024	CLOSING DATE	5/22/2024 11:59 PM Central

Summary Description

Under the general direction of the Sergeant/Captain, performs law enforcement and crime prevention services for the safety and protection of life and property in the Urbandale community. Preserves peace, order, safety, problem resolution and educates the Urbandale community. Also performs investigative work in preparation for arrests and/or criminal prosecution.

Are you looking for a career to make a difference within the community? Are you a person who is built on integrity and wants to join a department who leads with community-oriented policing? Check out the [Video of Becoming a UPD Police Officer](#) to learn more. We welcome you to apply.

Certified officers with one year of full service start at \$79,069.10. Certified officers with at two or more full years of service start at \$82,231.86 .

Additional incentive pay available for Officers:

- An additional \$600/year if you have 60 college credit hours or an associate degree.
- An additional \$1,000/year if you have 120 college credit hours or a bachelor's degree.
- Paid Parental Leave
- Shift differential if working overnight shifts.
- An \$800/year clothing allowance.
- Longevity pay
- Senior Officer pay - \$1,000 per year after five years of service and \$2,000 per year after ten years of service
- Long Weekends: every other Friday, Saturday and Sunday off
- Pension/retirement plan
- Paid overtime
- \$7,500 Certified Officer Signing Bonus
- The City of Urbandale may pay some or all of the balance due on employment contracts for certified officers.

See [Union Contract](#) for additional Benefits and Wage Schedule

Routine Job Duties/Responsibilities

- Interprets and enforces municipal, state, and federal regulations, codes, laws, and ordinances in assigned areas of the City.
- Responds to immediate calls for services in the answering of complaints, including handling "walk-in" complaints.
- Conducts uniformed preventative patrols in a 24 hour a day, seven day a week environment.
- Conducts preliminary investigations of crimes and completes appropriate reports, including, but not limited to: major crimes; traffic; theft; personal/familial and neighborhood disputes/assaults; intoxication; residential/commercial security alarms; etc.
- Prepares and completes supplementary reports related to complaints and investigations.
- Makes determination to arrest and processes arrested subject(s), which includes, but is not limited to: searching and/or seizing persons, vehicles, and/or property; collecting, preserving and processing evidence; interviewing victims/witnesses/suspects; transporting offenders; testifying in court proceedings; etc.
- Identifies and corrects safety hazards around public roadways, including, but not limited to: crash analysis, accident investigations; assisting stalled motorists or disabled vehicles; directing and controlling traffic; providing information on hazardous street conditions (e.g. non-working traffic signals, visibility during blizzards, flooded roadways, etc.), impounding vehicles, checking vehicle registration, issues traffic citations, etc.

- Acts as a partner with citizens, neighborhood groups, school systems, etc. in the resolution and identification of problems and/or for education etc., which may include, but is not limited to: referrals to other agencies; welfare checks; unlocking motor vehicles; education on law enforcement and crime prevention related topics, assisting with animal control related calls, ; Civil Code Enforcement, etc.
- Assists in emergency situations, including, but not limited to responding to Fire and EMS calls; watching and reporting on potentially severe weather conditions, etc.
- Inspects and maintains vehicle and all related law enforcement equipment.
- May be assigned to specialized police responsibilities and/or units, such as, but not limited to: Accident Investigation (AI); Field Training Officer; Firearms Instructor; Bike Patrol; Suburban Narcotics Unit and other assigned task forces; Suburban Emergency Response Team (SERT); etc.
- May provide direction and oversight to one or more Urbandale Police Reserve Officer(s).
- Establishes and maintains effective working relationships with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Performs other duties and responsibilities as assigned.

Periodic Job Duties/Responsibilities:

- Assists in receiving, searching, booking, fingerprinting, photographing and supervising prisoners
- Orders and maintains equipment and supplies.

Typical Qualifications

Must be able to pass a pre-employment offer: professional reference checks, drug screen, 411 physical, motor vehicle report and background check including polygraph and MMPI. Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- High School Diploma or GED is required but those with at least an AA degree in an accredited college or university in diversified academic subjects or 3 years of active military, may be given preference.
- Twenty years of age on or before application deadline date. Citizen of the United States at the time of application. No felony convictions or convictions for crimes involving moral turpitude.
- Uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20.
- Certification as an Iowa Police Officer within twelve months of employment
- NCIC Certification within twelve months of employment
- CPR/First Aid/AED certifications within twelve months of employment
- Valid Iowa Drivers' License
- Ability to meet all physical standards for the job as specified by the Police Retirement System
- Ability to perform physical functions of the job while wearing personal protective equipment.
- Positions filled within the Urbandale Police Department require employees to reside within a 50 mile radius of the police department.

Supplemental Information

PLEASE READ ALL INFORMATION THOROUGHLY!!

A completed City application and a copy of your unofficial or official school transcripts or DD214 plus your release waivers must be submitted by the application deadline. The preferred method to submit documentation is to scan a copy of your official school transcripts or DD214 - then attach the copy to your application. You may also send documentation via email to blauck@urbandale.org.

We do not need your original official school transcripts - a copy is sufficient. The Civil Service examination includes the physical agility test, the POST, a scored onsite oral board interview and a background investigation. Candidates must pass each component to be considered.

WAIVERS : All applicants taking the Urbandale Police Department physical agility assessment must sign a release waiver of liability [*Link HERE*](#) prior to testing. All Candidates must complete the waiver *Release of Information* form [*Link HERE*](#) waivers need to be included in your application as an attachment or emailed to blauck@urbandale.org. prior to the close of the job posting.

Testing Process:

The physical agility test and POST will be administered on **Thursday, June 6, 2024 and Friday, June 7, 2024**. More information regarding the testing location and times will be sent to qualifying candidates.

*Note - we will accept passing Cooper physical fitness test scores from other agencies within the state of Iowa. If you have passed the Cooper physical fitness test on or after **December 6, 2023**, we will accept test results directly from that agency. The agency can email results to blauck@urbandale.org.

Applicants who have a passing POST score on file since **June 6, 2023** may choose to waive the POST exam. Noncertified candidates without a passing POST score on file within the past year are required to take the exam. In-State Certified Officer candidates will be able to waive the POST exam with proper documentation of their police officer certification. Out-

of-state certified officer candidates will be required to take the POST test if do not have a passing POST test score on file within the twelve months of the POST test date.

POST exam study guides will be available free of charge to candidates requesting a copy. Requests may be made to Sgt. Rebecca Taylor at t1097@urbandale.org. Please include your name and mailing address when requesting a study guide.

Oral Board Interviews will be conducted week of **June 10, 2024 - June 13th, 2024**. Please make sure to have availability on those dates if you advance to the oral interview step.

The Civil Service eligible list will be certified by the Middle of **June, 2024**. The Civil Service List remain eligible for one (1) year. For more information about the the position and a career with the Urbandale Police Department visit: www.urbandale.org/policejobs.

All candidate communication will be via the City's online career site: www.governmentjobs.com (Neogov). It is important that all candidates submit a valid email address in their application to receive information regarding all components of the selection process including testing locations, dates and test times. Candidates are also encouraged to choose to receive text message notifications to avoid missing important information about the recruitment process.

Check out the Urbandale [Police Department Careers Page](#) and [Video of Becoming a UPD Police Officer](#) for more information!

[Link HERE](#) for frequently asked questions answered by the Iowa Law Enforcement Academy (ILEA). Those meeting the minimum qualifications are encouraged to reapply for future openings if not successful.

Finalists will be subject to a post-offer physical, including drug testing, a polygraph examination, and psychological evaluation. Persons with disabilities must submit requests for ADA accommodations related to the selection process to the Human Resources Department, in writing, prior to the application deadline.

The City of Urbandale is committed to providing Equal Employment Opportunity for all employees and applicants of the City. No personnel decision or action shall be unlawfully influenced in any manner by consideration of an individual's race, sex, color, creed, religion, national origin, ancestry, age, disability, sexual orientation, gender identify, genetic information, or other characteristic protected by applicable state or federal laws.

Agency	Address
City of Urbandale	3600 86th St. Urbandale, Iowa, 50322
Phone	Website
515-278-3900	http://www.urbandale.org

Police Officer Supplemental Questionnaire

*QUESTION 1

Provide your social security number in XX-XX-XXXX format, **REQUIRED**

*QUESTION 2

Please provide your date of birth in MM/DD/YYYY format, **REQUIRED**

*QUESTION 3

Have you taken a polygraph with another agency(ies)? If yes, name of agency(ies); **REQUIRED**

*QUESTION 4

Have you successfully completed the Iowa Law Enforcement Academy (ILEA) or any other state law enforcement academy?

- Yes from ILEA
- Yes from another state
- No

*QUESTION 5

Have you ever been convicted of a felony?

***QUESTION 6**

Have you ever been convicted of income tax evasion?

- Yes
- No

***QUESTION 7**

Have you ever been convicted of perjury?

- Yes
- No

***QUESTION 8**

Have you ever been convicted of theft?

- Yes
- No

***QUESTION 9**

Have you ever been convicted of indecent exposure?

- Yes
- No

***QUESTION 10**

Have you ever been convicted of a sex crime?

- Yes
- No

***QUESTION 11**

Have you ever been convicted of conspiracy to commit a crime?

- Yes
- No

***QUESTION 12**

Have you ever been convicted of defrauding the government?

- Yes
- No

***QUESTION 13**

Have you ever been convicted of illegal drug sales?

- Yes
- No

***QUESTION 14**

Have you ever been convicted of domestic abuse?

- Yes
- No

***QUESTION 15**

Have you ever been convicted of assault? A "yes" answer will not necessarily disqualify you from testing. A thorough background investigation will be conducted to discover the circumstances under which the crime was committed and determine eligibility for employment as Police Officer.

- Yes
- No

***QUESTION 16**

Have you ever been convicted of stalking? A "yes" answer will not necessarily disqualify you from testing. A thorough background investigation will be conducted to discover the circumstances under which the crime was committed and determine eligibility for employment as Police Officer.

- Yes
 No

***QUESTION 17**

Have you ever been convicted of use and abuse of alcohol and/or other drugs? A "yes" answer will not necessarily disqualify you from testing. A thorough background investigation will be conducted to discover the circumstances under which the crime was committed and determine eligibility for employment as Police Officer.

- Yes
 No

***QUESTION 18**

Have you ever been convicted of any offense in which a weapon was used? A "yes" answer will not necessarily disqualify you from testing. A thorough background investigation will be conducted to discover the circumstances under which the crime was committed and determine eligibility for employment as Police Officer.

- Yes
 No

***QUESTION 19**

Do you have a High School Diploma or GED?

- Yes
 No

***QUESTION 20**

If you have a college degree have you attached copies of your unofficial school transcripts or DD214 (if applicable) to this application? If no, please fax to 515-331-6755, email to blauck@urbandale.org or mail to Human Resources, 3600 86th St. Urbandale, IA 50322 prior to the application deadline.

- Yes
 No

***QUESTION 21**

How did you **ORIGINALLY** become aware of this job opening?

***QUESTION 22**

Have you taken the POST since June 6, 2023?

- Yes
 No

***QUESTION 23**

Are you currently a certified peace officer? If yes, please list what state you are certified in. Please email in your certification from the academy and the curriculum used for your academy to be reviewed by the department and ILEA peace officer.

***QUESTION 24**

Have you applied to any other law enforcement agencies in the past 12 months? If so, please list agencies.

***QUESTION 25**

Have you taken a MMPI and Psychological Assessment with another agency(ies)? If yes, name of agency(ies)

***QUESTION 26**

Were you referred by a current employee? If yes, please list who referred you.

* Required Question