



Accepting applications for Police Officer

The City of Anamosa is currently accepting applications for the position of Police Officer. The Anamosa Police Department is responsible for enforcing laws, crime prevention, and maintaining public safety within the community. We are seeking applicants who are motivated, community-minded, and have a desire to connect citizens with various community resources.

Requirements/Qualifications

- U.S. Citizen and resident of Iowa (upon being employed)
- At least 18 years of age (at the time of appointment)
- Hold a valid Iowa driver's license
- Must not be addicted to drugs and/or alcohol and pass a drug screen test
- Be of good moral character as determined by a thorough background investigation (No felony convictions or crimes involving moral turpitude)
- Strong interpersonal, communication, and critical thinking skills
- Ability to perform duties with minimal direct supervision
- High school graduate or GED (College degree preferred, but not required)
- 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
- 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)
- Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer
- Undergo psychological testing (MMPI-2)
- Certified peace officer in the State of Iowa and in good standing (preferred but not required)

Responsibilities

- Enforce laws, ordinances, and regulations.
- Investigate complaints, accidents, crimes scenes, and other assigned cases.
- Apprehends, arrests, and/or issues citations for violations of laws and ordinances.
- Direct traffic and mitigate traffic hazards. Provide escorts for parades, funerals and other public events.
- Conduct security checks and crime prevention measures.
- Patrol the community to identify violations, deter crime, and provide public assistance.
- Respond to emergencies and calls for service.
- Promote an atmosphere of safety, security, and respect.
- Provide education to citizens and peers on various public safety and life-saving topics.
- Perform community outreach activities.
- Perform related duties as assigned.

Benefits/Schedule

- Work 14 out of 28 days with every other weekend off (Friday, Saturday, and Sunday)
- 12-hour day work schedule
- IPERS State Pension
- Life/Medical/Dental/Vision insurance
- 10 Paid holidays
- Generous paid leave (Vacation, Holiday time, Sick, Dependent sick, comp time, etc.)
- Shift differential for hours worked between 6pm and 6am
- Starting wages, under the collective bargaining agreement, effective July 1, 2025, are:
 - Non-certified applicant – \$27.70/hour or \$60,496.80/year
 - Step 1 after certification and 6 months of employment
 - Certified applicant (Step 1) – \$28.96/hour or \$63,248.64/year
 - Certified applicants w/prior experience (may start at Step 3) – \$32.11/hour or \$70,128.24/year
- Top out pay (Step 5) – \$36.83/ hour or \$80,436.72/year

Required materials for Application

Three items are required for successful application for the Police Officer position:

- Application packet
- Resume
- Cover letter

All items must be submitted no later than 5pm on August 15th, 2025.

Materials can be delivered in person or by mail to:


Anamosa City Hall
107 S Ford St
Anamosa, IA 52205

Materials can be delivered by email to: anamosa.employment@gmail.com

Any questions about the position can be directed to:

Chief Eric Werling
Email: eric.werling@anamosa-ia.org
Phone: 319-462-4434

Anamosa Police Department
106 N Ford Street
Anamosa, IA 52205
Jones County Dispatch: 319.462.4371
Office: 319.462.4434 Fax: 319.462.2351

	ANAMOSA POLICE DEPARTMENT ANAMOSA, IOWA		
	STANDARD OPERATING PROCEDURE		
	NUMBER: 3.2	ISSUE DATE: 10/12/18	EFFECTIVE DATE: 11/01/18
SUBJECT: JOB DESCRIPTION – POLICE OFFICER			

GENERAL:


The Police Officer performs law enforcement and crime prevention services under the general supervision of the Sergeant. The Police Officer is responsible for the safety and protection of life and property in the community. The Police Officer will be required to resolve problems, establish order, and preserve peace by enforcing laws and ordinances, patrolling assigned areas, and performing a wide variety of professional law enforcement duties as required by departmental rules and regulations, and the State Code of Iowa. The Police Officer also performs investigative work in preparation for arrests and/or criminal prosecution.

PURPOSE:

To establish the job description for the Police Officer at the Anamosa Police Department.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Enforce all laws, ordinances, and regulations and bring all persons committing any offense before the proper court.
2. Monitor and review new laws and legislative changes. Attend required and/or assigned training pertaining to the profession of law enforcement.
3. Note suspicious persons and/or activities and take immediate action or report observances through the appropriate chain-of-command.
4. Investigate complaints, accident and crimes scenes, and other assigned cases to apprehend violators and enforce laws. Conduct thorough investigations to determine if charges should be filed.
5. Apprehends, arrests and/or issues citations for violations of laws and ordinances.
6. Direct traffic and mitigate traffic hazards. Provide escorts for parades, funerals and other public events.
7. Conduct security checks and crime prevention measures upon request.
8. Patrol the community to identify violations, act as a deterrent to crime, and to provide public assistance as needed.
9. Conduct proper handling and reporting of motor vehicle accidents, in accordance with the requirements of the Iowa Department of Transportation (Code of Iowa, Sec. 321.266).
10. Perform and assist with receiving, searching, transporting, booking-in, and fingerprinting prisoners. Ensure that the basic safety and security needs of prisoners are met during custody and conveyance.
11. Perform required duties during routine and emergency circumstances. When requested, provide aid to other city employees in the execution of their official duties.

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12. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance. Interview witnesses, victims, and suspects. Appear in court to present evidence and testimony.
13. Complete required paperwork, including incident reports, arrest reports, accident reports, and other miscellaneous documentation. Prepare accurate and timely reports and complete required follow-up on assigned cases.
14. Inspect the condition of department equipment and weapons to ensure they are in acceptable condition and in compliance with safety regulations.
15. Follow required procedures pertaining to the proper recording and storage of incoming, returned, and destroyed evidence.
16. Communicate department and personnel issues, operational conditions, and efficiency recommendations throughout the organizational structure, using the proper chain-of-command, to carry out the policies and goals of the organization.
17. Assist with the field training program for all new police officers.
18. Assist with animal control duties and handle stray/injured animals.
19. Assist department personnel and provide back-up to officers as necessary.
20. Remain apprised of the operations and activities of the Anamosa Police Department, using all available communication methods utilized by the department (i.e. daily logs, Roll Call, reports, case files, emails, voicemails, etc.).
21. Adhere to the policies and standard operating procedures established by the Anamosa Police Department, and those listed in the City's Personnel Manual.
22. Maintain effective public relations and represent the police department in a tactful and courteous manner, respond to public inquiries, and mediate civil issues. Immediately forward citizen complaints to the Chief of Police, directly and/or through the proper chain-of-command.
23. Perform related duties as assigned.

REPORTS TO:


The Police Officer works under the general supervision of the Police Sergeant.

SUPERVISES:

The Police Officer does not exercise any supervisory duties.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalency is required, an Associate's Degree (2-year degree) in Criminal Justice or related field is preferred.
- Strong critical thinking skills and the ability to handle stressful situations and hostile or irrational persons
- Ethical and of good moral character
- Strong interpersonal skills

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- Ability to handle confidential information in a sensitive manner
- Ability to perform duties with minimal direct supervision
- Good oral and written communication skills including
- Ability to use sound, independent judgment during stressful, emotional, and/or physically taxing situations
- Ability to understand laws, ordinances, rules, regulations, policies, and procedures as they pertain to the profession of law enforcement
- Ability to analyze situations, make observations, obtain pertinent information, recall important facts, question witnesses, and pursue effective and reasonable courses of action, during routine and emergency situations.
- Ability to operate a vehicle safely and efficiently.
- Proficiency with PCs and computer software and applications
- General knowledge of office equipment including, but not limited to: telephone, calculator, photo copier, and shredder
- Must have and maintain a valid Iowa driver's license.
- Any equivalent combination of education and experience

SPECIAL QUALIFICATIONS:

- Shall be able to meet minimum standards for Iowa Law Enforcement Officers as prescribed by the Code of Iowa and Iowa Law Enforcement Academy.
- Must obtain an Iowa Professional permit to carry weapons
- Must obtain Iowa NCIC Certification
- Must obtain CPR/First Aid Certification

EQUIPMENT USED:

Firearms, portable and mobile radios, radar units, less lethal weapons, computers/mobile data terminals, telephones, copy/fax machines, and other police-related equipment.

OTHER REMARKS

Police Officers must be prepared to work abnormal and additional hours, often on short notice, in the performance of their duties and to assist with emergency situations. Police Officers are required by Iowa Code to complete a probationary period, not to exceed nine (9) months in length. Police Officers shall be subject to performance evaluations during their probationary period to determine if they are eligible to continue employment as a permanent full-time officer. Police Officers are highly encouraged to establish residency within the city limits of Anamosa, but may reside within 60 miles of Anamosa, with permission from the Chief of Police.

Anamosa Police Department

106 N. Ford Street
Anamosa, IA 52205



AN EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are eligible to compete for all positions without regard to race, national origin, sex, creed, religion, age or marital status.

APPLICATION FOR PEACE OFFICER EMPLOYMENT

Notice: Application must be computer generated, typewritten or clearly printed in ink. ALL questions must be answered and accompanying documents received PRIOR to processing. If not applicable, indicate NA (not applicable). If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

CHECK POSITION(S) APPLIED FOR.

- ☐ Police Chief
☐ Peace Officer (Patrolman)
☐ Other

PERSONAL HISTORY

a. Name in full (last, first, middle)		b. Social Security Number	
c. List all other names you have used. Include nicknames, maiden name, and previous married surname(s).	d. Have you previously applied with the Anamosa Police Department/City of Anamosa? If yes, specify dates.	e. E-Mail address	
f. Birth date (month, day, year)	g. Place of birth	h. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
i. Drivers license number		j. Current drivers license state of issue	
k. List <u>all</u> states in which you have had a drivers license issued to you:		l. Are you currently certified by the Iowa Law Enforcement Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Certified: _____ MO/DAY/YR	

CONTACT INFORMATION

a. Current mailing address			To schedule appointments we will need the following telephone numbers: Residence: () _____
_____ Street address/P.O. Box		_____ Apt. no.	
_____ City	_____ State	_____ Zip code	
b. Permanent address if different from above			Office or alternate #: () _____
_____ Street address/P.O. Box		_____ Apt. no.	
_____ City	_____ State	_____ Zip code	

EDUCATION RECORD

SUBMIT BOTH HIGH SCHOOL AND COLLEGE TRANSCRIPTS WITH THIS APPLICATION.

*******APPLICATIONS WILL NOT BE PROCESSED WITHOUT TRANSCRIPTS*******

High School: Circle highest grade completed 8 9 10 11 12 High school diploma or equivalent (GED)? ☐ Yes ☐ No

Name	Address	Dates Attended		Date Graduated
		From	To	

College/University: Circle No. of years completed 1 2 3 4 5 6 or more

Name of School and Location	Dates Attended		Credit Received		Field of Study or Area of Concentration		Type of Degree Obtained
	mo / yr	mo / yr	Semester hours	Quarter hours	Major	Minor	

- a. If you are working toward a degree, please give the anticipated completion date. _____
- b. Has any disciplinary action, including scholastic probation and dismissal, ever been taken against you during your academic career?
☐ Yes ☐ No If yes, complete the following: _____

School
Date

Type of action taken: _____
- c. List awards, honors, citations, athletic endeavors, and any other special recognition you received.

- d. List any special abilities, (computer skills, etc.) special interests or hobbies: _____

- e. List languages, including American Sign Language (ASL), in addition to English that you speak, read and write fluently:

- f. If you are licensed or certified to practice a trade or profession, complete the following:
 Specialty: _____ License issued by: _____

INTERNSHIPS

Name of Business: _____	From: (mo/yr) _____	To: (mo/yr) _____
Address: _____	City: _____	State: _____
Work supervisor: _____	Example of duties performed: _____	
Name of Business: _____	From: (mo/yr) _____	To: (mo/yr) _____
Address: _____	City: _____	State: _____
Work supervisor: _____	Example of duties performed: _____	

RESIDENCE HISTORY

List chronologically ALL of your residences in the past 10 years (include addresses while attending school if away from home, and all military addresses including any off military base). If additional space is needed, please attach a separate sheet.

Dates		Apt. No.	Street Address	City	County	State
From	To					

FINANCIAL RECORD

a. What is the total amount of your monthly financial obligations? _____

b. Are monthly financial obligations kept current ? ☐ Yes ☐ No

If no, explain: _____

c. Do you have any sources of income other than your salary? ☐ Yes ☐ No

If yes, explain: _____

COURT RECORD

a. Have you ever been arrested or charged with any violation including traffic citations, but not parking tickets? ☐ Yes ☐ No

(List all such matters even if not formally charged, or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral.)

Date	Place	Charge	Final Disposition	Details

b. Has any member of your immediate family, i.e. spouse, parents, brother, or sister ever been arrested for any violation other than traffic? ☐ Yes ☐ No If yes, list below:

c. Have you ever been a plaintiff or defendant in any court action (including divorce)? ☐ Yes ☐ No

If yes, give date, place, court names of parties involved, nature of action, and final disposition.

SELECTIVE SERVICE / MILITARY RECORD

a. Have you ever (**check all that apply**):

Registered with the Selective Service, if applicable? ☐ Yes ☐ No

Applied for a position with any branch of the Armed Forces of the United States? ☐ Yes ☐ No

Been rejected by any branch of the Armed Forces for any reason? ☐ Yes ☐ No If yes, state reason(s):

Been inducted into any branch of the Armed Forces? ☐ Yes ☐ No

If yes, complete sections b-h

Served on active duty in any branch of the Armed Forces? ☐ Yes ☐ No

If yes, complete sections b-h

b. Dates of active duty (month, day and year)

From _____ To _____

c. Branch of military service

d. Highest rank attained

e. Serial Number

f. Type of discharge _____

Date DD-214

Form recorded _____ County _____ State _____

Provide a copy of your DD-214 with application.

g. Member of Reserve/National Guard?

☐ Yes ☐ No

Service Branch _____

Location _____

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

Nature of disciplinary action? _____

ORGANIZATION MEMBERSHIP (Optional)

a. Are you now, or have you ever been a member of any club, society or organization? ☐ Yes ☐ No

If yes, list below. **Do not abbreviate.**

Organization	City and State	Dates	List position(s) held and extent of activity

VOLUNTEER ACTIVITIES/EMPLOYMENT

Volunteer Activities (including volunteer fire fighting, police or sheriff reserve and civic activities)

Sponsoring Organization	City and State	Dates	List position(s) held and extent of activity

EMPLOYMENT

List your work experience, starting with the most recent. Include summer and part-time employment in addition to jobs held as a teenager. Account for all time. If unemployed for a period of time, indicate and set forth dates of unemployment. If you do not recall the name of a supervisor, work address, etc., indicate such on the application.

a. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
b. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
c. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
d. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
e. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
f. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
g. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	
h. Name of employer	Dates of employment	Salary
Address	Position and kind of work	
City & state	Name of supervisor	
Telephone ()	Reason for leaving	

RELATIVES

Provide complete name, including middle name (*no initials*) and complete address

a. Father			Employer		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Occupation		
b. Mother			Employer Telephone # ()		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Occupation		
c. Spouse (If wife, include maiden name)			Employer Telephone # ()		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Occupation		

d. Children

Child's Name			Child's Name		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Birth date	Telephone # ()	
Child's Name			Child's Name		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Birth date	Telephone # ()	

e. Other relatives (brothers, sisters, step parents, step brothers, step sisters)

Name and Relationship			Employer Telephone # ()		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Occupation		
Name and Relationship			Employer Telephone # ()		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Occupation		
Name and Relationship			Employer Telephone # ()		
Street Address			Street Address		
City	State	Zip code	City	State	Zip code
Birth date	Telephone ()		Occupation		

RELATIVES (Continued)

Provide complete name, including middle name (*no initials*) and complete address

Name and Relationship			Employer			Telephone # ()		
Street Address			Street Address					
City		State	Zip code		City		State	Zip code
Birth date		Telephone ()		Occupation				

Name and Relationship			Employer			Telephone # ()		
Street Address			Street Address					
City		State	Zip code		City		State	Zip code
Birth date		Telephone ()		Occupation				

Do you have any relatives/friends currently employed with the Iowa Department of Public Safety? ☐ Yes ☐ No

Name: _____	Relationship: _____	Division: _____
Name: _____	Relationship: _____	Division: _____
Name: _____	Relationship: _____	Division: _____

REFERENCES

Give three references (*not* relatives, present employers, or school teachers) who are responsible adults of reputable standing in their communities, preferably those who have known you well during the past five years. If retired, give former occupation.

a. Complete name		Occupation		No. yrs. acquainted.
Home address			Home phone ()	
Business name and address			Bus. phone ()	

b. Complete name		Occupation		No. yrs. acquainted.
Home address			Home phone ()	
Business name and address			Bus. phone ()	

c. Complete name		Occupation		No. yrs. acquainted.
Home address			Home phone ()	
Business name and address			Bus. phone ()	

Give three social acquaintances

a. Complete name		Occupation		No. yrs. acquainted.
Home address			Home phone ()	
Business name and address			Bus. phone ()	

b. Complete name		Occupation		No. yrs. acquainted.
Home address			Home phone ()	
Business name and address			Bus. phone ()	

c. Complete name		Occupation		No. yrs. acquainted.
Home address			Home phone ()	
Business name and address			Bus. phone ()	

Anamosa Police Department



UNDERSTANDING OF APPLICATION PROCEDURE

I, _____, understand that my application will **NOT** be processed for a peace officer position with the Anamosa Police Department unless **all** required materials have been completed and included with the application. I understand that I must submit the following materials in order for my application to be processed:

- ☐ Application form (Pages 1A – 9A)
- ☐ High school grade transcripts or copy of G.E.D.
- ☐ College grade transcripts if applicable
- ☐ Copy of birth certificate
- ☐ Copy of DD214 (military discharge document) if applicable.
- ☐ Copy of I.L.E.A. certification if applicable.

Applicants born in the state of Iowa are able to obtain a certified copy of their birth certificate by contacting or stopping by the Iowa Department of Public Health, Vital Records Bureau in the Lucas State Office Building located in Des Moines. A nominal fee will be required for the record search and includes one certified copy. The phone number for the Department of Public Health is: (515) 281-4944. The web address is: http://www.idph.state.ia.us/eh/health_statistics.asp. It is also possible for applicants to obtain a certified birth certificate from their county courthouse of birth.

I understand that I must meet and maintain all minimum qualification standards, including physical requirements and personal conduct from the time my application is submitted through the end of the selection process. **I understand that providing false, misleading and/or incomplete information is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.**

I understand that all submitted materials become the property of the Anamosa Police Department and will **NOT** be returned to me. (It is suggested that applicants make copies of their application materials for their personal file.)

(Signature of Applicant)

_____/_____/_____
(Date)

Anamosa Police Department



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 Anamosa Police Department, whether the said records are of a public, private or confidential nature, including criminal histories.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements 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 that 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 Anamosa Police Department. I also certify that any person(s) who may furnish such information in good faith 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 Anamosa Police Department from any and all liability which may be incurred as a result of collecting such information.

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.

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

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

(Signature of Applicant)

(Date)

The Anamosa Police Department is an equal opportunity employer.