



EMPLOYMENT OPPORTUNITY

**The City of Anamosa, Iowa is seeking a qualified and professional law enforcement leader to serve as our...
Chief of Police.**

The Chief of Police will collaborate with city leadership and other law enforcement agencies to enforce laws and ordinances, protect life and property, implement crime prevention strategies, maintain public trust, and demonstrate the values of the Anamosa Police Department; dedication, community, and integrity.

City of Anamosa
107 S. Ford Street
Anamosa, IA52205
Office: 319-462-6055
Fax: 319-462-6081
Web: www.anamosa-iowa.org

CHIEF OF POLICE

The City of Anamosa (pop. 5,450) is seeking a qualified and professional law enforcement leader to serve as our Chief of Police.

The Chief of Police will collaborate with city leadership and other law enforcement agencies to enforce laws and ordinances, protect life and property, implement crime prevention strategies, maintain public trust, and demonstrate the values of the Anamosa Police Department; dedication, community, and integrity.

Anamosa operates under a Mayor-Council form of government with an appointed City Administrator. Anamosa is a full government service community with 7 departments including City Hall, Police, Fire, Streets, Public Utilities, Library, and Parks & Recreation.

Under the general direction of the City Administrator, the Chief of Police is responsible for managing the operations and performance of the Anamosa Police Department, in alignment with organizational policies and objectives. The administrative and professional responsibilities of the Chief of Police will include assessing, planning, organizing, coordinating, and managing the resources of the Anamosa Police Department, to include the uniformed police division, emergency services administration division, School Resource Officer Program, and nuisance enforcement initiatives. The Chief of Police will collaborate with other law enforcement agencies and provide advice, guidance, and policy recommendations to the City Administrator, city council, and various boards and committees as it relates to police matters.

Required Qualifications:

- A bachelor's degree in criminal justice, public administration, or related field (a master's degree is preferred). A combination of education and experience may be considered in lieu of a bachelor's degree.
- Eight to ten years of related work experience in public safety/law enforcement, with five years in a supervisory management position.
- Must be able to obtain an Iowa Professional Permit to Carry Weapons
- Must pass a pre-employment physical and drug screen, psychological examination (MMPI-II), and meet the certification standards established by Iowa Law Enforcement Academy.
- Be of good moral character and have not been convicted of a felony or crime involving moral turpitude, or domestic violence.
- Must have and maintain a valid Iowa driver's license.
- Good working knowledge of law enforcement operations, management, budgeting, workplace safety, labor relations, and related matters.
- Must have and maintain a valid Iowa driver's license.
- Must establish residency within the city limits of Anamosa, within one year being appointed to the position (within 6 months is preferred).


Starting salary will be \$92,000-\$97,000 per year DOQ/DOE.

Interested parties should submit resume, cover letter, and City employment application to Anamosa City Hall or via email to anamosa.employment@gmail.com.

Deadline to apply: Friday, September 26, 2025

For additional information please contact
Jeremiah Hoyt, City Administrator
Email: jeremiah.hoyt@anamosa-ia.org
Phone: (319)462-6055

The City of Anamosa is an Equal Opportunity Employer

	ANAMOSA POLICE DEPARTMENT ANAMOSA, IOWA		
	STANDARD OPERATING PROCEDURE		
	NUMBER: 3.5	ISSUE DATE: 10/12/18	EFFECTIVE DATE: 11/01/18
SUBJECT: JOB DESCRIPTION – CHIEF OF POLICE			

GENERAL:


Under the general direction of the City Administrator, the Chief of Police is responsible for the operation and performance of the Police Department including the Uniformed Police Division and Emergency Services Administration Division. The administrative and professional responsibilities of the Chief of Police will include assessing, planning, organizing, coordinating, and managing the activities and personnel of the police department. The Chief of Police also provides advice, guidance, and policy recommendations to the City Administrator, City Council, other city departments, and various boards and committees as it relates to police department matters. In the performance of his/her duties, the chief of police will collaborate with other law enforcement agencies.

PURPOSE:


To establish the job description for the Chief of Police 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. Provide recommendations and assist in the development of laws and ordinances regarding public safety. Provide recommendations for installing and/or removing traffic control devices. Provide recommendations regarding department activities, policies, and needs.
3. Monitor and review new laws and legislative changes; keeping department personnel apprised of the same. Attend conferences, training events, and meetings to stay informed of various matters and procedures pertaining to law enforcement and the management of a law enforcement organization.
4. Identify community priorities with respect to crime prevention, law enforcement, and the protection of life and property. Attend meetings, training events, and presentations with citizens, businesses, civic organizations and interest groups to support and promote community priorities.
5. Monitor criminal activity and determine proactive law enforcement strategies and/or programs to be implemented.
6. Execute and return all writs and other processes directed to the Police Chief.
7. Report all motor vehicle accidents investigated to the State Department of Transportation (Code of Iowa, Sec. 321.266).
8. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
9. When requested, provide aid to other City officers, boards, and commissions in the execution of their official duties.

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- 10.** Act as a liaison and coordinate law enforcement operations with other city, county, state and federal law enforcement agencies as necessary.
- 11.** Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance. Appear in court to present evidence and testimony.
- 12.** Provide oversight for intelligence gathering operations and ensure that all departmental and intelligence files are properly and securely maintained.
- 13.** Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged, who made the arrest, and the disposition of the charge.
- 14.** Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council. Attend City Council meetings to provide information and/or physical security as necessary.
- 15.** Compile and submit information and reports to the City Administrator and/or City Attorney as requested. Consult with City Administrator and/or City Attorney on non-routine matters.
- 16.** Compile and submit information and reports, as required by law, to various Federal, State, and Local government agencies.
- 17.** Be in command of all officers appointed for police work and be responsible for the care, maintenance, and use of all vehicles, equipment, and materials of the department.
- 18.** Plan, organize, and manage the operations and affairs of the Anamosa Police Department. Coordinate and direct department resources during emergencies and special events or projects.
- 19.** Develop the organizational structure and chain-of-command, maintaining communication within the department to carry out the policies and goals of department and the city.
- 20.** Oversee the financial aspects of the police department, including preparation and presentation of the annual budget, accounting for department revenues and expenditures, directing the implementation of the department's budget, and applying for appropriate grants and other outside funding opportunities. Oversee capital expenditures for equipment and facilities as needed. Assure that operations of the police department are within authorized resources.
- 21.** Maintain adequate staffing, through the authorization and/or preparation of work schedules and leave requests.
- 22.** Manage the personnel functions of the department including selection and training, performance evaluations, complaints against employees, informal inquiries, internal investigations, grievances, awards and disciplinary procedures, training directives and needs, and other general personnel matters.
- 23.** Provide guidance and assistance to subordinate personnel by instructing proper procedures, advising of law enforcement problems, and responding to calls when necessary.

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- 24.** Recommend, interpret, and establish the organizational policies and standard operating procedures within the Anamosa Police Department.
- 25.** Ensure employee adherence to the organizational policies and standard operating procedures established within the Anamosa Police Department, as well as those listed in the City's Personnel Manual.
- 26.** Maintain effective public relations and represent the police department in a tactful and courteous manner, respond to public inquiries, prepare press releases, receive citizen complaints, and mediate civil issues.
- 27.** Direct the development and implementation of strategic plans for the police department consistent with the City's long-term objectives.
- 28.** Performs related duties as assigned.

REPORTS TO:


The Chief of Police works under the general guidance and direction of the City Administrator.

SUPERVISES:

The Chief of Police exercises supervision over all police department personnel through direct oversight or indirect subordinate supervision.

MINIMUM QUALIFICATIONS:

- A bachelor's degree (4-year degree) in criminal justice, public administration, or related field, a master's degree is preferred. Additional years of experience beyond the minimum requirements may be exchanged for the education requirement at the rate of one year of additional experience for one year of the required education.
- Eight to ten years of related work experience in public safety/law enforcement field, with five years in a supervisory management position (Sergeant or above).
- Ability to organize, direct and coordinate a variety of projects and activities
- Strong leadership and management skills
- Strong ethical, professional and service oriented leadership
- Strong interpersonal skills
- Ability to handle confidential information in a sensitive manner
- Ability to work efficiently with no direct supervision
- Excellent oral and written communication skills including
- Ability to use sound, independent judgment
- Extensive knowledge of and ability to apply law enforcement principles, practices, and methods, including, but not limited to: court procedures/practices, state/federal reporting.
- Extensive knowledge of local, state and federal laws, codes or ordinances relating to municipal law enforcement

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- Good working knowledge of law enforcement operations, management, budgeting, workplace safety, labor relations, and related matters
- Ability to read and understand departmental policies, rules, laws and regulations.
- 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 possess an Iowa Professional permit to carry weapons
- Must have and maintain Iowa NCIC Certification
- Must have and maintain CPR/First Aid Certification

EQUIPMENT USED:

Proficient use of 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

The Chief of Police must complete a probationary period, not to exceed six months in length. The Chief of Police shall be subject to one or more performance evaluations during the probationary period to determine if they are eligible to maintain their position on a permanent basis. The Chief of Police is often required to work irregular and unscheduled hours, in excess of 40 hours per week, to perform duties and/or assist with emergency situations. The Chief of Police shall be required to establish residency within the city limits of Anamosa, within six months of being appointed to the position.

Anamosa Police Department

100 E. 1st St.
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.