



Albia Police Department

114 19th Ave. West Albia, Iowa 52531

(641) 932-7815 Fax: (641) 932-7381

albiapd@albiapd.us

Dear Applicant,

I would like to thank you for your interest in pursuing a career in Law Enforcement with the City and schools of Albia. We are a community of approximately 4000 people in a rural setting, employing soon to be seven full-time Officers, and a secretary/community service officer. The schools host close to 1,200 students Pre-K through 12th grade.

Included in this packet is an application form, authorization for release of personal information, hiring requirements for, and facts about Iowa Law Enforcement Academy physical standards for pre-employment testing, a description of duties performed / expected by an Albia Police Department Patrol Officer, and information regarding salary and benefits.

Interested parties are asked to fill out and return the application and authorization for release of personal information to the above address and/or the City Hall secretary. City hall is located at 120 A Street S in Albia. Applications need to be completed and turned in or may be emailed to albiapd@albiapd.us. This position is open until it is filled. The sooner we receive your application, the sooner it will be reviewed and an interview scheduled. Certified Iowa Law Enforcement Peace Officers who have worked within the last 180 days will not be required to perform physical agility or POST testing. Applicants who have tested and passed Iowa POST testing within the last 12 months will not be required to re-test.

If you have any questions, please feel free to call or contact the Albia Police Department or Albia City Hall. Thank you again for your interest!

Albia Police Department

114 19th Avenue West
Albia, Iowa, 52531
Ph: (641) 932-7815 Fax: (641) 932-7381
albiapd@albiapd.us

Qualified applicants are eligible without regard to race, national origin, sex, religion, age or marital status.

BACKGROUND INVESTIGATION APPLICATION

Notice: Application must be typewritten or clearly printed in ink. ALL questions must be answered and accompanying documents received PRIOR to background investigation. 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.

POSITION

APPLIED FOR: ☐ School Resource Officer ☐ Patrol Officer ☐ Both

On what basis are you available for employment? ☒ Full Time ☐ Part Time

How did you learn of the position? _____
(Newspaper, website, radio, word of mouth, etc.)

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 surname(s)	d. Place of Birth	e. Are you a U.S. Citizen? ☐ Yes ☐ No	
f. Birth Date (month, day, year)	g. Drivers License State of Issue	h. E-Mail Address	
i. Drivers License Number			

CONTACT INFORMATION

a. Current Mailing Address _____ Street Address/P.O. Box _____ Apt. no. _____ City _____ State _____ Zip Code	To schedule appointments we will need the following telephone numbers: Residence: () _____
b. Permanent address if different from above _____ Street Address/P.O. Box _____ Apt. no. _____ City _____ State _____ Zip Code	Alternate: () _____

EDUCATION RECORD

High School: Circle highest grade completed 8 9 10 11 12

High School diploma or equivalent (GED)? ☐ Yes ☐ No

[illegible]

EDUCATION RECORD (Continued)

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 us the anticipated completion date.

b. Has any disciplinary action, including scholastic probation and dismissal, ever been taken you during your academic career? (circle one)

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 skills (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.

[illegible]

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 forfeiture of collateral.)

Date	Place	Charge	Final Disposition	Details

COURT RECORD (Continued)

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 protective orders/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 **(circle 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 reasons? 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 section b-h

b. Dates of active duty (m, d, y)

From _____ To _____

c. Branch of Military Service

d. Highest rank attained

e. M.O.S. or Description

f. Type of discharge _____

Date DD-214

Form recorded _____ County _____ State _____

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 ever been a member of any club, society or organization?

☐ Yes ☐ No

If yes, list below *do not abbreviate*.

[illegible]**VOLUNTEER ACTIVITIES/EMPLOYMENT**

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

[illegible]

EMPLOYMENT

List your experience, starting with the most recent. Include summer and part-time employment.

Account for all time. If unemployed for a period of time, indicate and set forth dates of unemployment.

a. Name of Employer	Dates of Employment	Salary / Hourly Wage
Address	Position and Kind of Work	
City & State	Name of Supervisor	
Telephone Number ()	Reason for Leaving	
b. Name of Employer	Dates of Employment	Salary / Hourly Wage
Address	Position and Kind of Work	
City & State	Name of Supervisor	
Telephone Number ()	Reason for Leaving	
c. Name of Employer	Dates of Employment	Salary / Hourly Wage
Address	Position and Kind of Work	
City & State	Name of Supervisor	
Telephone Number ()	Reason for Leaving	
d. Name of Employer	Dates of Employment	Salary / Hourly Wage
Address	Position and Kind of Work	
City & State	Name of Supervisor	
Telephone Number ()	Reason for Leaving	
e. Name of Employer	Dates of Employment	Salary / Hourly Wage
Address	Position and Kind of Work	
City & State	Name of Supervisor	
Telephone Number ()	Reason for Leaving	
f. Name of Employer	Dates of Employment	Salary / Hourly Wage
Address	Position and Kind of Work	
City & State	Name of Supervisor	
Telephone Number ()	Reason for Leaving	

RELATIVES

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

a. Father	Employer Telephone Number ()
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth date Telephone Number ()	
b. Mother	Employer Telephone Number ()
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth Date Telephone Number ()	Occupation
c. Spouse (If wife, include maiden name)	Employer Telephone Number ()
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth Date Telephone Number ()	Occupation
d. Child's Name	Child's Name
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth Date Telephone Number ()	Birth Date Telephone Number ()
d. Child's Name	Child's Name
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth Date Telephone Number ()	Birth Date Telephone Number ()
Child's Name	Child's Name
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth Date Telephone Number ()	Birth Date Telephone Number ()
Child's Name	Child's Name
Street Address	Street Address
City State Zip Code	City State Zip Code
Birth Date Telephone Number ()	Birth Date Telephone Number ()

RELATIVES (Continued)

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

Name and Relationship	Employer	Telephone Number ()
Street Address	Street Address	
City State Zip Code	City State Zip Code	
Birth Date Telephone Number ()	Occupation	
Name and Relationship	Employer	Telephone Number ()
Street Address	Street Address	
City State Zip Code	City State Zip Code	
Birth Date Telephone Number ()	Occupation	
Name and Relationship	Employer	Telephone Number ()
Street Address	Street Address	
City State Zip Code	City State Zip Code	
Birth Date Telephone Number ()	Occupation	
Name and Relationship	Employer	Telephone Number ()
Street Address	Street Address	
City State Zip Code	City State Zip Code	
Birth Date Telephone Number ()	Occupation	
Name and Relationship	Employer	Telephone Number ()
Street Address	Street Address	
City State Zip Code	City State Zip Code	
Birth Date Telephone Number ()	Occupation	

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 their former occupation.

a. Complete Name	Occupation	Number of Years Acquainted
Home Address		Telephone Number ()
Business Name and Address		Telephone Number ()
b. Complete Name	Occupation	Number of Years Acquainted
Home Address		Telephone Number ()
Business Name and Address		Telephone Number ()
c. Complete Name	Occupation	Number of Years Acquainted
Home Address		Telephone Number ()
Business Name and Address		Telephone Number ()

Give three social acquaintances

a. Complete Name	Occupation	Number of Years Acquainted
Home Address		Telephone Number ()
Business Name and Address		Telephone Number ()
b. Complete Name	Occupation	Number of Years Acquainted
Home Address		Telephone Number ()
Business Name and Address		Telephone Number ()
c. Complete Name	Occupation	Number of Years Acquainted
Home Address		Telephone Number ()
Business Name and Address		Telephone Number ()

To the best of my knowledge, the information provided on this Background Investigation Application form is accurate. I fully understand that intentionally providing incorrect or false information on this form may disqualify me from being hired by the City of Albia, or may be cause for my later dismissal if hired.

Signed _____

Date _____

Applicant's Signature

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of full disclosure of all records concerning myself to any duly authorized agent of the City of Albia, whether the said records are public, private, or of a confidential nature.

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, records of commercial or retail credit agencies (including credit reports and / or rating); 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; complaints of grievances filled 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 City of Albia. I also certify that any person(s) who may furnish information 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 City of Albia from any and all liability which may be incurred as a result of collecting such information.

A photocopy of this release form will be valid as an original thereof, even though said photocopy 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"

SIGNED _____ DATE _____

WITNESS _____ DATE _____

FREQUENTLY ASKED QUESTIONS OF THE IOWA LAW ENFORCEMENT ACADEMY

How do I apply to come to the Law Enforcement Academy?

You must be hired by or sponsored by a Law Enforcement Agency before attending the Iowa Law Enforcement Academy.

What requirements must I meet in order to get hired by an Agency?

All minimum standards for Iowa law enforcement officers must be satisfied:

The person must :

- 1. Be a U. S. Citizen and a resident of Iowa or intend to become a resident upon being employed;
- 2. Be 18 years of age at the time of appointment;
- 3. Hold a valid Iowa driver's license;
- 4. Not be addicted to drugs or alcohol [modified for Chapter 400 civil service positions by §400.17 of the Code of Iowa];
- 5. Be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude;
- 6. Successfully pass physical fitness tests; (see chart below)
- 7. Not be opposed to use of force to fulfill duties;
- 8. Be a high school graduate or hold a GED certificate;
- 9. 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;
- 10. 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)
- 11. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
- 12. Undergo psychological testing.
- 13. Undergo cognitive (Basic Skills) testing.

Can some agencies apply different tests and higher standards than the minimum state standards?

Yes they can as long as all of the minimum standards and tests are successfully passed prior to hire.

I am an officer who has been trained and certified in another state. Do I still have to go through the Academy?

No, providing that the person has actually served as a sworn officer in the other state within twelve months before the hiring date in Iowa, and that the training received for certification in the other state was

at least 160 hours. The person may then be eligible for **Certification Through Examination** in Iowa. Application must be made to the Academy within 120 days after hiring. All minimum standards for Iowa law enforcement officers must be met prior to hiring. Although you may not *have* to attend the Academy to receive certification it is strictly up to the hiring agency if they *want* you to attend.

I am an officer who is already certified and who is working for another jurisdiction. Does that person still have to meet the minimum standards?

Certified Iowa law enforcement officers who move from one Iowa agency to another with no more than a six month break in service are not required to re-verify compliance with minimum standards; however, a background investigation including fingerprint checks and psychological examination are necessary prior to hiring. Agencies may establish additional standards. Civil service provisions and requirements, if any, still apply.

We wish to hire a person who has undergone radial keratotomy (Lasik) and whose vision is now within standards. Is this acceptable?

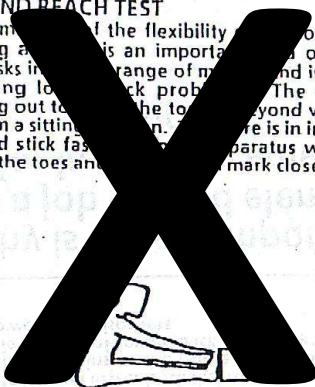
The minimum standards for Iowa law enforcement officers do not address the radial keratotomy procedure; thus it is within the discretion of each individual hiring authority, who must certify to the Academy that all hiring standards have been met, to make that determination. If the question arises, the Academy strongly recommends consultation with appropriate eye doctors.

Minimal Physical Fitness Performance Requirements Chart					
Males	Age				
Test	20-29	30-39	40-49	50-59	60 +
1 Minute Sit-up	38	35	29	24	19
1 Minute Push-up	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43
Females	Age				
Test	20-29	30-39	40-49	50-59	60 +
1 Minute Sit-up	32	25	20	14	6
1 Minute Push-up	15	11	9	* 12	* 5
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44

* Females in excess of 49 years of age may do pushups on their knees. Normative data for these age groups have not been established.

1. SIT AND REACH TEST

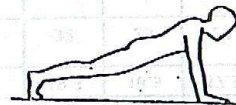
This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks in a wide range of motion and is important in minimizing lower back problems. The test involves stretching out to the toes beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to a apparatus with 15 inches being at the toes and the mark closest the body.



3. 1 MINUTE PUSH UP TEST

This test requires them to push their own weight off the floor. Women may do the push-ups on their knees. This measures the amount of force the upper body can generate and is an important area for performing police tasks requiring upper body strength. The score is calculated by the number of push-ups performed in one minute.

17-19	20-24	25-29	30-34	35-39	40-44
12	11	10	9	8	7
11	10	9	8	7	6
10	9	8	7	6	5
9	8	7	6	5	4
8	7	6	5	4	3
7	6	5	4	3	2
6	5	4	3	2	1
5	4	3	2	1	0
4	3	2	1	0	0
3	2	1	0	0	0
2	1	0	0	0	0
1	0	0	0	0	0
0	0	0	0	0	0



3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

17-19	20-24	25-29	30-34	35-39	40-44
12:30	13:00	13:30	14:00	14:30	15:00
13:00	13:30	14:00	14:30	15:00	15:30
13:30	14:00	14:30	15:00	15:30	16:00
14:00	14:30	15:00	15:30	16:00	16:30
14:30	15:00	15:30	16:00	16:30	17:00
15:00	15:30	16:00	16:30	17:00	17:30
15:30	16:00	16:30	17:00	17:30	18:00
16:00	16:30	17:00	17:30	18:00	18:30
16:30	17:00	17:30	18:00	18:30	19:00
17:00	17:30	18:00	18:30	19:00	19:30
17:30	18:00	18:30	19:00	19:30	20:00
18:00	18:30	19:00	19:30	20:00	20:30
18:30	19:00	19:30	20:00	20:30	21:00
19:00	19:30	20:00	20:30	21:00	21:30
19:30	20:00	20:30	21:00	21:30	22:00
20:00	20:30	21:00	21:30	22:00	22:30
20:30	21:00	21:30	22:00	22:30	23:00
21:00	21:30	22:00	22:30	23:00	23:30
21:30	22:00	22:30	23:00	23:30	24:00
22:00	22:30	23:00	23:30	24:00	24:30
22:30	23:00	23:30	24:00	24:30	25:00
23:00	23:30	24:00	24:30	25:00	25:30
23:30	24:00	24:30	25:00	25:30	26:00
24:00	24:30	25:00	25:30	26:00	26:30
24:30	25:00	25:30	26:00	26:30	27:00
25:00	25:30	26:00	26:30	27:00	27:30
25:30	26:00	26:30	27:00	27:30	28:00
26:00	26:30	27:00	27:30	28:00	28:30
26:30	27:00	27:30	28:00	28:30	29:00
27:00	27:30	28:00	28:30	29:00	29:30
27:30	28:00	28:30	29:00	29:30	30:00
28:00	28:30	29:00	29:30	30:00	30:30
28:30	29:00	29:30	30:00	30:30	31:00
29:00	29:30	30:00	30:30	31:00	31:30
29:30	30:00	30:30	31:00	31:30	32:00
30:00	30:30	31:00	31:30	32:00	32:30
30:30	31:00	31:30	32:00	32:30	33:00
31:00	31:30	32:00	32:30	33:00	33:30
31:30	32:00	32:30	33:00	33:30	34:00
32:00	32:30	33:00	33:30	34:00	34:30
32:30	33:00	33:30	34:00	34:30	35:00
33:00	33:30	34:00	34:30	35:00	35:30
33:30	34:00	34:30	35:00	35:30	36:00
34:00	34:30	35:00	35:30	36:00	36:30
34:30	35:00	35:30	36:00	36:30	37:00
35:00	35:30	36:00	36:30	37:00	37:30
35:30	36:00	36:30	37:00	37:30	38:00
36:00	36:30	37:00	37:30	38:00	38:30
36:30	37:00	37:30	38:00	38:30	39:00
37:00	37:30	38:00	38:30	39:00	39:30
37:30	38:00	38:30	39:00	39:30	40:00
38:00	38:30	39:00	39:30	40:00	40:30
38:30	39:00	39:30	40:00	40:30	41:00
39:00	39:30	40:00	40:30	41:00	41:30
39:30	40:00	40:30	41:00	41:30	42:00
40:00	40:30	41:00	41:30	42:00	42:30
40:30	41:00	41:30	42:00	42:30	43:00
41:00	41:30	42:00	42:30	43:00	43:30
41:30	42:00	42:30	43:00	43:30	44:00
42:00	42:30	43:00	43:30	44:00	44:30
42:30	43:00	43:30	44:00	44:30	45:00
43:00	43:30	44:00	44:30	45:00	45:30
43:30	44:00	44:30	45:00	45:30	46:00
44:00	44:30	45:00	45:30	46:00	46:30
44:30	45:00	45:30	46:00	46:30	47:00
45:00	45:30	46:00	46:30	47:00	47:30
45:30	46:00	46:30	47:00	47:30	48:00
46:00	46:30	47:00	47:30	48:00	48:30
46:30	47:00	47:30	48:00	48:30	49:00
47:00	47:30	48:00	48:30	49:00	49:30
47:30	48:00	48:30	49:00	49:30	50:00
48:00	48:30	49:00	49:30	50:00	50:30
48:30	49:00	49:30	50:00	50:30	51:00
49:00	49:30	50:00	50:30	51:00	51:30
49:30	50:00	50:30	51:00	51:30	52:00
50:00	50:30	51:00	51:30	52:00	52:30
50:30	51:00	51:30	52:00	52:30	53:00
51:00	51:30	52:00	52:30	53:00	53:30
51:30	52:00	52:30	53:00	53:30	54:00
52:00	52:30	53:00	53:30	54:00	54:30
52:30	53:00	53:30	54:00	54:30	55:00
53:00	53:30	54:00	54:30	55:00	55:30
53:30	54:00	54:30	55:00	55:30	56:00
54:00	54:30	55:00	55:30	56:00	56:30
54:30	55:00	55:30	56:00	56:30	57:00
55:00	55:30	56:00	56:30	57:00	57:30
55:30	56:00	56:30	57:00	57:30	58:00
56:00	56:30	57:00	57:30	58:00	58:30
56:30	57:00	57:30	58:00	58:30	59:00
57:00	57:30	58:00	58:30	59:00	59:30
57:30	58:00	58:30	59:00	59:30	60:00
58:00	58:30	59:00	59:30	60:00	60:30
58:30	59:00	59:30	60:00	60:30	61:00
59:00	59:30	60:00	60:30	61:00	61:30
59:30	60:00	60:30	61:00	61:30	62:00
60:00	60:30	61:00	61:30	62:00	62:30
60:30	61:00	61:30	62:00	62:30	63:00
61:00	61:30	62:00	62:30	63:00	63:30
61:30	62:00	62:30	63:00	63:30	64:00
62:00	62:30	63:00	63:30	64:00	64:30
62:30	63:00	63:30	64:00	64:30	65:00
63:00	63:30	64:00	64:30	65:00	65:30
63:30	64:00	64:30	65:00	65:30	66:00
64:00	64:30	65:00	65:30	66:00	66:30
64:30	65:00	65:30	66:00	66:30	67:00
65:00	65:30	66:00	66:30	67:00	67:30
65:30	66:00	66:30	67:00	67:30	68:00
66:00	66:30	67:00	67:30	68:00	68:30
66:30	67:00	67:30	68:00	68:30	69:00
67:00	67:30	68:00	68:30	69:00	69:30
67:30	68:00	68:30	69:00	69:30	70:00
68:00	68:30	69:00	69:30	70:00	70:30
68:30	69:00	69:30	70:00	70:30	71:00
69:00	69:30	70:00	70:30	71:00	71:30
69:30	70:00	70:30	71:00	71:30	72:00
70:00	70:30	71:00	71:30	72:00	72:30
70:30	71:00	71:30	72:00	72:30	73:00
71:00	71:30	72:00	72:30	73:00	73:30
71:30	72:00	72:30	73:00	73:30	74:00
72:00	72:30	73:00	73:30	74:00	74:30
72:30	73:00	73:30	74:00	74:30	75:00
73:00	73:30	74:00	74:30	75:00	75:30
73:30	74:00	74:30	75:00	75:30	76:00
74:00	74:30	75:00	75:30	76:00	76:30
74:30	75:00	75:30	76:00	76:30	77:00
75:00	75:30	76:00	76:30	77:00	77:30
75:30	76:00	76:30	77:00	77:30	78:00
76:00	76:30	77:00	77:30	78:00	78:30
76:30	77:00	77:30	78:00	78:30	79:00
77:00	77:30	78:00	78:30	79:00	79:30
77:30	78:00	78:30	79:00	79:30	80:00
78:00	78:30	79:00	79:30	80:00	80:30
78:30	79:00	79:30	80:00	80:30	81:00
79:00	79:30	80:00	80:30	81:00	81:30
79:30	80:00	80:30	81:00	81:30	82:00
80:00	80:30	81:00	81:30	82:00	82:30
80:30	81:00	81:30	82:00	82:30	83:00
81:00	81:30	82:00	82:30	83:00	83:30
81:30	82:00	82:30	83:00	83:30	84:00
82:00	82:30	83:00	83:30	84:00	84:30
82:30	83:00	83:30	84:00	84:30	85:00
83:00	83:30	84:00	84:30	85:00	85:30
83:30	84:00	84:30	85:00	85:30	86:00
84:00	84:30	85:00	85:30	86:00	86:30
84:30	85:00	85:30	86:00	86:30	87:00
85:00	85:30	86:00	86:30	87:00	87:30
85:30	86:00	86:30	87:00	87:30	88:00
86:00	86:30	87:00	87:30	88:00	88:30
86:30	87:00	87:30	88:00	88:30	89:00
87:00	87:30	88:00	88:30	89:00	89:30
87:30	88:00	88:30	89:00	89:30	90:00
88:00	88:30	89:00	89:30	90:00	90:30
88:30	89:00	89:30	90:00	90:30	91:00
89:00	89:30	90:00	90:30	91:00	91:30
89:30	90:00	90:30	91:00	91:30	92:00
90:00	90:30	91:00	91:30	92:00	92:30
90:30	91:00	91:30	92:00	92:30	93:00
91:00	91:30	92:00	92:30	93:00	93:30
91:30	92:00	92:30	93:00	93:30	94:00
92:00	92:30	93:00	93:30	94:00	94:30
92:30	93:00	93:30	94:00	94:30	95:00
93:00	93:30	94:00	94:30	95:00	95:30
93:30	94:00	94:30	95:00	95:30	96:00
94:00	94:30	95:00	95:30	96:00	96:30
94:30	95:00	95:30	96:00	96:30	97:00
95:00	95:30	96:00	96:30	97:00	97:30
95:30	96:00	96:30	97:00	97:30	98:00
96:00	96:30	97:00	97:30	98:00	98



Albia Police Department

**Monroe County Law Center
114 19th Ave. West Albia, Iowa 52531**

From Albia Police Department's Policy and Procedure Manual:

POLICE OFFICER:

A Police Officer is under direct supervision and is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the enforcement of law and ordinances in a designated area on an assigned shift.

QUALIFICATIONS:

1. A police officer must be a graduate from High School or equivalency test.
2. He/she must have some knowledge of modern police practices and methods.
3. He/she must have the ability to deal firmly and courteously with the public.
4. He/she must meet all state hiring standards.
5. He/she must have the ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
6. The ability to obtain information through interview and interrogation.
7. The ability to express ideas clearly and concisely, orally and in writing, and to prepare standard records and reports.
8. The ability to develop skill in the use and care of firearms.
9. The ability to establish and maintain an effective working relationship with other employees, city officials and the public.
10. Must possess a valid Iowa Driver's license.
11. Must meet minimum standards established by the Iowa Law Enforcement Academy and the State of Iowa and complete any entry requirements established by the Albia Police Department.

SCHOOL RESOURCE OFFICER DESCRIPTION:

School Safety is the top priority for the Youth Services Division. The School Resource Officer (SRO) will work in the school during regular school hours handling all complaints on campus and the ability to counsel students; must be familiar with juvenile laws; and ability to obtain intelligence information regarding harassment, bullying, drug trafficking, criminal activities within the school and the surrounding community. The position of School Resource Officer uses a multi-faceted law enforcement approach while fulfilling, within the schools. To achieve this objective, advanced training is required which will challenge deputies to meet the highest level of law enforcement standards. SROs will serve as back-up to road patrol officerR; when schools are closed, which includes summer months. SROs will complete field training upon hire, prior to school assignment.

- Interpret and enforce all applicable federal, state and local laws, general orders, directives, and policies and procedures of the Albia Police Department.
- Work independently under limited supervision
- Must possess above average written and verbal communication skills to include the ability to conduct an investigation and subsequent interview
- Must have the ability to lead safety and security training with students, staff, and first responders
- Must have the ability to instruct in a classroom
- Must successfully complete the SRO academy, active shooter course Must be willing to instruct courses within the school and speak to the public
- Must have the ability to communicate and be able to balance a working relationship between Law Enforcement School Administrators and Emergency Management

SROs serve as a positive role model for students and help build positive relationships between law enforcement and the school community. They provide a sense of security for students and staff, deter crime and violence, and respond effectively to emergencies. The key responsibilities and duties of School Resource Officers are aimed at promoting safety, fostering positive relationships, and ensuring a conducive learning environment in schools.

- Must be an Iowa certified peace officer or equivalent to meet the standards of a Iowa Peace Officer
- Minimum Qualifications and Education Requirements:
 - Must have obtained a high school or GED diploma
 - Must be a US Citizen
 - Must have a valid Iowa Driver's License
 - Must have a Social Security Card
 - Must pass a background check
 - Must have 2 years experience as a Law Enforcement Officer
 - Computer literacy
 - Knowledge of the City of Albia
 - Polite, courteous, and professional demeanor
 - Familiar with the juvenile justice system and alternative to arrest programs
 - Experience working as a School Resource Officer in the State of Iowa or out of state
 - Be community-service motivated, willing and able to deal with juveniles on a daily basis

All candidates must pass the following tests to be eligible for employment:

- Panel Oral Board Interview
- Physical agility testing if required
- Background Investigation

DUTIES:

1. Patrols the total area of the city on an assigned shift.
2. Prevents and discovers the commission of crimes.
3. Make his/her presence known in a manner that contributes towards the deterrence of law violations.
4. Conducts preliminary investigations at the scene of crimes.
5. Apprehends criminals and offenders.
6. Enforces vehicle and traffic laws.
7. Conducts accident investigations.
8. Gathers evidence.
9. Locates and questions suspects.
10. Handles domestic complaints.
11. Establishes traffic control and protection.
12. Testifies in court.
13. Prepares and submits clear and concise reports.
14. Conducts crime prevention and safety programs to citizen groups.
15. Perform all other related work as required by the Chief of Police.

PROBATION / EVALUATION:

Newly hired Peace Officers will work under the required probationary period of twelve (12) months. If it is apparent that the new officer is not learning the required duties and responsibilities, and is not capable of performing the duties and responsibilities required of a Peace Officer within these twelve months, the officer will be dismissed from the department.

Albia Police Department

114 19th Avenue West

Albia, Iowa, 52531

(641) 932-7815

Salary and Benefits Information

Rank: School Resource Officer / Patrol Officer

One Year Probation Period from Date of Hire

Certified Police Officer \$ 32.00/hr.

\$10,000 Sign on Bonus if Certified Officer upon hiring. \$2,000 each yr for 5 yrs.

Longevity Pay: Yes, up to 4% of annual base pay based on years of service beginning after completion of 3rd year of service.

Pension: Yes, I.P.E.R.S. as required by Iowa Law

Health Insurance: Yes, Blue Cross/Blue Shield provided by city up to 1800.00 per month as specified in Employee Handbook.

Short Term Disability provided by City.

Long Term Disability provided by City.

Life Insurance: Yes, \$ 35,000 policy provided by city.

Sick Pay: Yes, with all members earning 1 day (8 hours) per month with a maximum accumulation of 24 days (192 hours)

Vacation:	6 months	40 hours
	1-3 years	80 hours
	After 3 years	120 Hours
	After 9 years	160 Hours
	After 15 years	184 Hours

Holidays:	New Year's Day	Veterans Day
	Good Friday	Thanksgiving Day
	Memorial Day	Friday After Thanksgiving
	Independence Day	Christmas Eve Day
	Labor Day	Christmas

Clothing and Equipment Allowance: Yes, \$750.00 a year – on Uniforms/Equipment Provided by Dept.

RESIDENCY REQUIREMENTS

POLICY:

All Albia Police Department employees will meet and abide by the residency requirements established in this policy.

PROCEDURE:

- A. Location.** All members of the Albia Police Department are required to live within a forty-five (45) minute driving radius of the corporate city limits of Albia, as approved by the Chief of Police. Any employee having a question regarding a location meeting these criteria should contact the Chief of Police for clarification before establishing residency.
- B. Time Requirements.** New members of the Albia Police Department shall have sixty (60) days from completion of the Law Enforcement Academy in which to meet the residency requirements.
- C. Change in Residency.** Employees are required to provide the Department with their current home address and to notify the Chief of Police in writing of any change within three (3) calendar days.
- D. Exceptions.** Exceptions to location and time constraints may be recommended by the Chief of Police for approval by the Mayor and the City Council.