

Clinton County Sheriff's Office

Now Taking Applications for:

Deputy Sheriff

- Position Status:** Full time Civil Service Appointment
- Salary & Benefits:** Probation salary is \$23.26 hourly increasing to \$25.84 after probation. Employer paid health plan, life insurance and paid vacation after one year of employment (subject to union negotiations).
- Application Deadline:** Applications **MUST** be submitted to the Clinton County Sheriff's Office, ATTN: Tara Sbertoli by 4pm on Friday, May 27th, 2016 by mail, email or in person. **No faxed copies** please. Contact Tara Sbertoli with questions at 563.242.9211 Ext.4510 or email to tarasbertoli@gapa911.us.
- Website:** For more information please go to: www.clintoncounty-ia.gov
Click on: Employment Opportunities
- Testing:** The Clinton County Civil Service Commission will conduct testing on **June 18th, 2016 at 9:00am** at Northeast High School located at: 3690 Hwy 136, Goose Lake, Iowa. Both written and physical tests will be given this day. Please wear appropriate clothing for physical agility. Once you have turned in your application you will need to attend the testing on June 18th, **you will not be notified**. No alternative test dates are offered for sickness, vacation or other personal conflicts. The Clinton County Civil Service Commission policy is to only offer an alternative test date due to military commitment, and only for a reasonable amount of time.
- Job Description:** Maintaining order by taking appropriate action to ensure the safety and security in the Clinton County jail. Enforce security rules, regulations and procedures: receive incoming detainees; comply with booking and release orders; supervise work detail; escort detainees to and from cells for court appearances, medical treatment, visitation, etc. This is law enforcement and public safety work in the protection of life and property through enforcement of laws and ordinances. Employees in this classification perform work in varied enforcement assignments, including but not necessarily limited to corrections, motorized patrol traffic enforcement, preliminary and follow up investigation at crime scenes, serving writs and other court process actions and assisting with public safety education and community service programs. Employees must be able to act without direct supervision and to exercise independent decision making during emergency situations. Duties also include but not limited to: Assessment of driver's operational capacities; transportation of mental and substance abuse patients; searches for missing, lost, or wanted persons; separation of persons involved in domestic disputes; dwelling, building, and grounds inspection; alarm responses; arrest approach and method planning; arrests; search of persons, places, and property; use of force; checking establishment for wanted; conducting interviews and recording statements and confessions; preparing reports or affidavits; presenting testimony and evidence in civil and criminal court.

Equal Opportunity Employer

Please visit our website at: www.clintoncounty-ia.gov

3. 1 MINUTE PUSH UP TEST

This test requires pushing one's own weight off the floor. This measures the amount of force the upper body can generate and is an important area of performing police tasks requiring upper body strength. The score is calculated by the number of push ups performed in one minute. The body is supported by the hands and feet touching the ground, with legs straight and off the ground. The chest must come down and touch a fist placed under the individual's chest, then the arms must go to full extension to complete a push up.



4. 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 of performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.



What are the standards?

- The actual performance requirement for each test is based upon norms from a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon sex and age (decade). The absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

Test MALES AGE	20-29	30-39	40-49	50-59	60+
Sit & Reach	16.5	15.5	14.3	13.3	12.5
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

Test FEMALES AGE	20-29	30-39	40-49	50-59	60+
Sit & Reach	19.3	18.3	17.3	16.8	15.5
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 push ups on their knees. Normative data for these age groups have not been established.

How does one prepare for the test?

1. Preparing for the sit and reach test.

Performing sitting types of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and reach. Do 5 repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel stretch. Sit on the ground with legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



2. Preparing for the sit up test.

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute.)

3. Preparing for the push up test.

If one has access to weights, determine the maximum weight one can bench press one time. Take 60% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2.5 pounds every week.

If one does not have weight equipment, then the push up exercise can be utilized. Determine how many push ups once can do in one minute. At least 3 times a week do 3 sets of the amount one can do in one minute.

4. Preparing for the 1.5 mile run.

Following is a graduated schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.

Week	Activity	Distance	Time in Min.	Frequency
1	Walk	1 mile	20-17	5/week
2	Walk	1.5 mile	29-25	5/week
3	Walk	2 miles	35-32	5/week
4	Walk	2 miles	30-28	5/week
5	Walk/Jog	2 miles	27	5/week
6	Walk/Jog	2 miles	26	5/week
7	Walk/Jog	2 miles	25	5/week
8	Walk/Jog	2 miles	24	4/week
9	Jog	2 miles	24	4/week
10	Jog	2 miles	22	4/week
11	Jog	2 miles	21	4/week
12	Jog	2 miles	20	4/week

STATE OF IOWA

Facts about Iowa Law Enforcement Physical Standards for Pre-employment Testing



Arlen Ciechanowski, Director

Iowa Law Enforcement Academy
Camp Dodge
P.O. Box 130
Johnston, Iowa 50131-0130

Phone: (515) 242-5357 Fax: (515) 242-5471
www.state.ia.us/ilea

IOWA LAW ENFORCEMENT ACADEMY COUNCIL MEMBERS

Francis C. Donchez
Davenport Police Department

Officer Angela M. Bonar
West Burlington Police Department

Sergeant Genie Clemens
Iowa State Patrol

Patrick C. Jackson,
Des Moines County Attorney
Burlington, Iowa

Patty Link
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Sergeant Ricardo Martinez II
Nevada Police Department

Randy W. Krukow
Clay County Sheriff

Barry E. Ferguson, Senior
Supervisory Resident Agent
Federal Bureau of Investigation

David M. Giles,
Resident Agent-In-Charge
United States Drug Enforcement
Administration

PREFACE

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness status for job performance, established this physical test regimen as a pre-employment standard effective February 15, 1993.

No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test. (See 501 IAC 2.1, adopted pursuant to Section 80B.11(5), Code of Iowa.)

Upon entry into the Academy every candidate will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undue risk of injury, and with a level of fatigue tolerance to meet all Academy requirements. If at the time of entrance into the Academy an officer does not meet minimum standards, he or she will not be admitted.

This pamphlet will provide information on the rationale, purpose, testing procedures, standards of performance and fitness activities to prepare for the fitness testing. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

Provisions as to push ups for females were modified in February, 1996, and are as set forth in this brochure, effective for persons hired on or after July 1, 1996.

Any questions you may have about these standards should be directed to the Academy at 515-242-5357 or at the address shown on the cover.

What is physical fitness?

Physical fitness is a status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity of cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area of heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.

- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area of lower back disorders.

Why is fitness important as a job related element for law enforcement officers?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can minimize the "known" health risk for law enforcement officers.

Physical fitness has been demonstrated to be a bonafide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and a number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area of minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

How will physical fitness be measured?

The Physical Fitness Test Battery consists of four basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

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 involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to an apparatus with 15 inches being at the toes and the one inch mark closest to the body. Knees must be locked and the hands together as the person stretches down the measuring apparatus.



2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in number of bent leg sit ups performed in 1 minute. Hands behind the head, in the up position, elbows should touch the knees or upper portion of the thigh, in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.



POST Test

I want to let you know that S&A is now offering an online version of The National Police Officer Selection Test (POST) candidate Study Guide, as well as an online practice version of the POST itself available for purchase directly by applicants. The exam provides candidates with an opportunity to complete a full-length, timed practice version of the same POST exam. The content of the practice exam is 100% unique and contains no overlap with any content of POST versions A, B, or C. The practice version of the POST contains detailed feedback for any test item answered incorrectly by the applicant, giving them a better understanding of personal areas of strength, and opportunities for development. Stanard is providing this service to candidates in response to popular demand and request.

The POST practice exam is available for sale to applicants through S&A's ApplyToServe.com website (<https://www.ApplyToServe.com/Study/>), for a nominal charge of \$15.00. The Study Guide is available for \$5.00. Attached is a flyer should you wish to include the link to the study guide and practice test in your application announcement or on your recruitment materials.

I hope you find this information helpful. Please feel free to contact Chris Vuco should you have any questions:

Chris Vuco
Manager, Customer Support Service
Stanard & Associates, Inc.



Clinton County Employment Application

The position I am applying for is: _____

Last Name _____ First Name _____ Middle Name _____

Address _____ Street _____ City _____ State _____ ZIP Code _____

Telephone _____ Email Address _____ Social Security Number _____

Driver's License Y / N _____ Number _____ CDL License Y / N _____ Class of CDL _____

List additional names you have used: _____

Please list an additional phone number where we can leave a message:

Name _____ Relationship _____ Number _____

How did you learn about the employment opportunity?

- Newspaper
- Job Service
- Employment Agency
- Friend
- Other
- Walk-in
- Website
- Education Institution
- Employee

Please be sure to answer all items completely and accurately.

Type of work you would accept: Full time Part time Summer Temporary

Shift preferred: Day Evening Night

What date would you be available for work? _____

Have you ever filed an application with us before? Yes No If yes, Month/Year _____

Have you ever been employed with us before? Yes No

If yes, in what capacity? _____ From _____ To _____

Reason for leaving? _____

What is the minimum salary that you would accept? _____

Would you be willing to work overtime if required? Yes No

Would you be willing to relocate if required? Yes No

Would you be willing to travel if required? Yes No

Do you have any relatives, including in-laws, currently employed by us? Yes No

If yes, state the name, relationship and department in which they are employed.

Are you legally eligible to be employed in the U.S.? Yes No *Proof of identity and eligibility will be required upon employment*

Are you a veteran of the U.S. Armed Forces? Yes No

Dates of military service _____ Branch _____

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No

If so, please indicate the nature of the offense, date, state and disposition.

A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying.

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, certifications, licensures, and applicable extra-curricular activities.

List equipment and computer software you can operate if applicable to the position.

Type	Tasks Performed	Years of Experience

List construction equipment previously operated if applicable to the position.

Type	Tasks Performed	Years of Experience

Personal References

Give name, address, telephone number and relationship of three references who are not related to you and are not previous employers.

- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | | |
- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | | |
- | Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | | |

Employment Experience

List previous employment. Start with your present or last job. Add another sheet if necessary.

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		

May we contact the employer listed above? Yes No If no, why?

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		

May we contact the employer listed above? Yes No If no, why?

Employer	Dates Employed From / To	Work performed
Address		
Telephone number	Hourly Rate/Salary Starting / Final	Reason for leaving
Job title		
Supervisor		

May we contact the employer listed above? Yes No If no, why?

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationships with Clinton County is of an At-Will nature, which means that the employee may resign at any time and that Clinton County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Clinton County constitutes an employment contract unless a specific document to that effect is executed by Clinton County and be in writing.

I hereby acknowledge that as a condition of employment I may be required to submit to, and successfully pass, a criminal background check, credit history check, post-offer pre-employment physical and drug screen.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Clinton County cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of Clinton County to provide equal treatment to all Clinton County employees and applicants for Clinton County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Individuals in need of special accommodations are asked to notify our office in advance.