

**Jackson County Civil Service Commission
c/o Jackson County Supervisors
201 West Platt
Maquoketa, IA 52060**

**Information Regarding Application and Testing Procedures for
Jackson County Deputy Sheriff**

Civil Service Testing on October 12, 2019

Application Deadline: **4:30 p.m. on Wednesday, September 25, 2019**

Application

Persons who wish to take the Civil Service test for the position of Jackson County Deputy Sheriff are expected to complete and return the test application, releases and waivers no later than 4:30 p.m. on Wednesday, September 25, 2019. Application materials must be returned to the:

Jackson County Board of Supervisors office
201 W. Platt St.
Maquoketa, Iowa 52060

Testing:

<u>Photo ID will be required for both tests!</u>

Both tests will be held on the same day: Saturday, October 12, 2019.

Report to Location (both physical and written): *[No other notification will be sent.]*

Jackson County Sheriff's Office
104 South Niagara St.
Maquoketa, IA 52060

Physical Test: **8:00 a.m. (late arrivals will not be admitted)**

Written Test: **1:00 p.m. (late arrivals will not be admitted)**

Physical Fitness Test:

All applicants are Required to take the physical fitness test and **MUST** check in by 8:00 a.m.

(Failure to correctly perform any of the exercises or exceeding the prescribed time limits will disqualify the applicant from further consideration in the selection process.)

Physical Fitness testing will be in accordance with State Mandated Standards adopted by the Iowa Law Enforcement Academy. Testing information is included in your application packet.

Written Test:

All applicants that pass the physical fitness testing will be permitted to take the required written Police Officer Standard Testing (POST) authorized by the Iowa Law Enforcement Academy. The POST test for Deputy Sheriff will be administered by the Jackson County Civil Service Commission. No transfer of previous POST scores will be allowed.

Written test location information will be given out after physical testing is completed.

**Jackson County Civil Service Commission
c/o Jackson County Supervisors
201 West Platt
Maquoketa, IA 52060**

Scoring:

All POST tests will be returned to Stanard for scoring which may take 3-4 weeks. Applicants will be notified by mail of their results.

Long-form Application and Required Documents:

Finalists will be expected to complete a long-form application and provide the Required Documents by the stated deadline. (See Required Documents Notification)

Oral Interviews:

If you pass both the written POST and the physical fitness tests, complete the Long-form application and provide the Required Documents, you will be contacted by the Civil Service Commission to schedule an oral interview.

Certification of Civil Service List:

The Civil Service Commission will give the Sheriff a certified list of ten applicants. This list will be active for two years or until another exam is conducted. Once a list has been certified, the Sheriff's Department can hire any applicant on that list to fill a vacancy.

Selection Process:

- All candidates must meet the basic requirements for law enforcement officers established by the Iowa Law Enforcement Academy. These requirements provide that, prior to appointment, the candidate 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.

**PLEASE BE ADVISED THAT THE SELECTION PROCESS
UP TO THIS POINT MAY TAKE FROM 3 TO 4 MONTHS**

For further information, please contact LuAnn Goeke, Secretary, Jackson County Civil Service Commission, 563-652-3181, Ext. 1755, jcbos@co.jackson.ia.us.

*Jackson County is an Affirmative Action/Equal Opportunity Employer.
Women, minorities and military veterans are encouraged to apply.*

**Jackson County Civil Service Commission
c/o Jackson County Supervisors
201 West Platt
Maquoketa, IA 52060**

REQUIRED DOCUMENTS NOTIFICATION

Those who score in the top group on the written test, and pass the physical agility test, will be required to provide the following documents to Jackson County Human Resources, Jackson County Courthouse, 201 W. Platt St., Maquoketa, Iowa.

IMPORTANT: Please get these materials ready well in advance, since there will NOT be enough time to get the material together after you are notified of the test results. The documents required for background checks are:

- a. Copy of high school transcript and diploma. Copies can be obtained from the school from which you graduated. If you have a GED, obtain a transcript from the school you last attended.
- b. Copy of college transcripts. This can be obtained from the Registrar at each college you attended.
- c. Copy of military discharge paper, DD214. This can be obtained from the County Recorder where it was filed or through the Veterans Administration in your area.
- d. Copy of your driving record. Copies can be obtained by contacting your local Driver's License station or from the Driver's License Bureau in your state capital.
- e. Copy of your birth certificate or baptismal record. This can be obtained from the County Recorder in the county in which you were born, or from the Bureau of Vital Statistics in the state capital of the state in which you were born.
- f. On a separate sheet of paper, provide us with the names, addresses and phone numbers of the following:
 - 3 personal friends
 - 1 long-time family friend
 - 1 employer/teacher/coach or professor

**Jackson County Civil Service Commission
c/o Jackson County Supervisors
201 West Platt
Maquoketa, IA 52060**

**DEPUTY SHERIFF APPLICATION FOR EXAMINATION
(PLEASE TYPE OR PRINT IN INK)**

**Application deadline: 4:30 p.m. Wednesday, September 25, 2019
or postmarked no later than September 25, 2019.**

Chapter 341A.6 of the Code of Iowa provides that the Civil Service Commission shall administer practical tests designed to determine the ability of persons examined to perform the duties of the position for which they are seeking appointment. In compliance with Chapter 341A.6, the Jackson County Civil Service Commission shall administer the National Police Officer Selection Test (POST) and a physical fitness test. All testing scores shall be confidential.

Persons who wish to take the civil service test for the position of Jackson County Deputy Sheriff are expected to complete and return the application, releases and waivers no later than **4:30 p.m. on Wednesday, September 25, 2019**. All materials must be returned to Jackson County Board of Supervisors office, 201 W. Platt St., Maquoketa, Iowa 52060. Finalists will be expected to complete a longer application at a later date. (See Required Documents Notification.)

Instructions: *Clearly print or type answers. Answer all questions completely. Applications not properly completed may be rejected.*

1. _____
 First name Middle initial Last name (any other name)

2. _____
 Present Address City County State Zip

3. How long have you lived at this address? Years _____ Months _____

4. Contact info:

Home phone:	
Cell phone:	
Other phone:	
Type of other phone:	
E-Mail address:	

5. Confidential information:

Social Security Number:	
Date of Birth (mo/date/year)	
Place of birth (city/state)	
Driver's License No.	

**Jackson County Civil Service Commission
c/o Jackson County Supervisors
201 West Platt
Maquoketa, IA 52060**

6. Are you a qualified elector of the State of Iowa? Yes ___ No ___
7. How long have you been a resident of the State of Iowa? Years _____ Months _____
8. Have you ever served in any branch of the military? Yes ___ No ___

If yes:

Branch of Service:	
Dates of Service:	
Ranks Held:	
Date and Type of Discharge:	
Type of Duty:	

I understand I am to report to the **Jackson County Sheriff's Office**
no later than 8:00 a.m., Saturday, October 12, 2019, for the physical fitness test and
no later than 1:00 p.m., Saturday, October 12, 2019, for the written test.

*Jackson County is an Affirmative Action/Equal Opportunity Employer.
Women, minorities and military veterans are encouraged to apply.*

APPLICANT STATEMENT

I hereby make application for the position of Deputy Sheriff of Jackson County, Iowa. I certify the statements made by me on this application are true and correct to the best of my knowledge.

I understand that false statements made on this application will disqualify me from taking the examination and/or for appointment as Deputy Sheriff, if I pass the examination.

Signature: _____

Date: _____

**Jackson County Civil Service Commission
c/o Jackson County Supervisors
201 West Platt
Maquoketa, IA 52060**

RELEASE AND WAIVER

In consideration of Jackson County, Iowa, through its Civil Service Commission and Sheriff's Office, administering, at my request, a physical qualification test on **Saturday, October 12, 2019**, as part of my application to be certified as eligible for the position of Deputy Sheriff. I hereby state that I am, to the best of my knowledge and belief, of sound health and able to undertake such physical qualification test, and do hereby release Jackson County, Iowa, and its officers and agents, from any and all liability for injuries or sickness incurred as a result of said physical qualification and waive any and all claims therefore.

Dated this _____ day of _____, 2019.

Applicant signature

PERSONAL INFORMATION RELEASE

TO WHOM IT MAY CONCERN:

I hereby authorize you or your designee to release information concerning me, whether on record or not, to the Jackson County Sheriff's Office.

I also hereby release any individual, partnership, firm or corporation and their officers, agents and employees from any liability for any damage whatsoever for issuing such information.

A photocopy of this authorization is considered as valid as the original.

Dated this _____ day of _____, 2019.

Applicant signature

Complete form, Print and Sign in all three (3) places.