

SIOUX CITY CIVIL SERVICE COMMISSION
2019 Rules Governing Examinations (Revised 02/05/2019)
Entrance Examinations for Police Officer

A. Entrance examination for Police Officer.

1. To qualify for the examination, applicants must:
 - a. Be able to read, write, and speak the English language.
 - b. Be of good moral character.
 - c. Not be an alcohol or drug addict.
 - d. Be age 21 by **March 15, 2019**
 - e. Completion of at least 60 hours of college credits from an accredited college or university with a minimum grade point average of "C" or four years of law enforcement experience as a certified full-time city, county, state, or federal police officer or high school diploma or equivalent and four years of active duty military experience in the U.S. Armed Services and an honorable discharge. **(A combination of the above is acceptable; 15 college credits=one year of experience.)** (Documentation relating to education, training, employment and duties must be attached to the application. The applicant shall have the burden of establishing his/her qualifications. The decision of the Commission and/or its designated agent shall be final regarding military experience.)
 - f. Be in good physical condition and be able to participate in a physical agility test.
 - g. If a Veteran is interested in receiving veterans' preference, he or she must present a copy of discharge papers no later than the closing date of applications.
 - h. Be required to have fingerprints taken.
 - i. Must be a United States citizen.
 - j. Must not have a misdemeanor conviction for domestic violence as defined by the Federal Gun Control Act of 1968 as amended in October 1996.
 - k. Must not have been convicted of a felony or aggravated misdemeanor.

NOTE: You will be notified as to any determination of disqualification to sit for the examination. March 5, 2019 has been set as the date upon which written appeals of such disqualification must be received. March 6, 2019 has been set as the date upon which properly filed appeals will receive a hearing.

2. **The application period for these exams is from February 6, 2019, until 11:59 p.m., March 15, 2019.**
3. The examination process will include a written test, physical agility test, oral examination, eye exam, back X-ray, physical exam, drug and alcohol screening, and a background investigation. All phases of the examination deal with practical job-related subject matter. A candidate must receive a passing score on each test and/or phase of the examination process in order to be certified. Rescheduling of tests for individuals will not be permitted.
4. The examination process will be in the following order:

- a. Physical Agility Test: This test is scored on a pass/fail basis with no effect on the final rank. Applicants will be required to sign a release for claims against the City of Sioux City, its staff and the Civil Service Commission for any personal injuries arising out of the taking of the agility test. Those candidates passing the physical agility test will advance to the Police Officer Selection Test (POST) examination.
- b. Written Exams: The POST exam shall have a minimum passing score of 70 percent on each component. This written exam score shall account for 25 percent of the candidate's final score. Those candidates passing the POST exam with a 70 percent or above will advance to the oral exam.

Candidates who have a medically diagnosed condition of dyslexia will be provided reasonable accommodation upon verification from a medical doctor.

- c. Oral Examination: The Oral Examination will be given to those passing the physical agility tests and POST Examination and scoring in the top forty on the POST Examination. The minimum qualifying score shall be 85 points. The oral exam score shall account for 75 percent of the candidate's final score.

After completion of these three test components, the Commission will certify a conditional eligibility list consisting of the names of up to twenty persons who qualify with the highest standing, in the order of their final composite score based upon the written and oral exams. If there is a tie for the twentieth position, the names of the candidates with the tie score will be certified to the list.

When a candidate is offered a conditional appointment by the Police Chief, he or she must pass the following examinations. The eye and physical exams are based upon the Medical Protocol for Police Officers established by the Municipal Fire and Police Retirement System of Iowa and given by or under the direction of the Medical Board Doctors.

- a. Eye Exam: Will be given to each conditional appointee.
- b. Physical Exam: Will be given to each conditional appointee who passes the eye exam. This exam will include a back X-ray.
- c. Drug and Alcohol Screening: Conditional appointees passing the physical exam will be required to submit to drug and alcohol screening and will be subject to the requirements of the drug and alcohol screening policy and procedure adopted by the Civil Service Commission.
- d. Psychological Evaluation: This evaluation will be administered at the time a conditional offer is made. It will be read and evaluated by a licensed psychologist prior to admittance to the Iowa Law Enforcement Academy. Each appointee must receive an approved evaluation in order to maintain employment with the City of Sioux City.

Each conditional appointee must receive an approved evaluation on these examinations in order to secure employment with the City of Sioux City.

There is no cost to the applicant for any of the above examinations. Notification of times, dates and locations of the exams and exam results will be emailed to applicants. Please allow three weeks after the written examination for notification of test scores.

5. All appointments must be made on or before the expiration date of the list. Any appointment made after the expiration date of the list shall be invalid. Lists are in effect until exhausted or one year from the date the original list is certified, whichever occurs first. When the period between the opening of the position and the expiration date of the appropriate list is thirty (30) days or more, an appointment shall be made. When such period is less than thirty (30) days, the appointing authority shall make a

reasonable effort to make the appointment before the expiration date; however, the Police Chief may decline to make an appointment when he determines, in consultation with the Human Resources Director, that a reasonable time does not exist in which to interview and evaluate all of the candidates in light of the complexities of the position to be filled.

6. Each person named to the Certified Conditional Eligibility List is responsible for keeping the Civil Service Commission informed of his or her current email address, telephone number and mailing address and to make sure the address meets the delivery regulations of the U. S. Postal Service. Any time a person is contacted regarding a vacancy for which this person is eligible, he or she will have five (5) working days in which to respond. A failure to respond is an automatic declination of appointment. If a person declines a position twice, his or her name is removed from the list. If all persons on the list decline appointment, an examination must be given to provide a new list of eligibles or additional conditional lists may be certified, if applicable. Any time a person wishes to decline appointment and removes himself or herself from further consideration, the Commission requests notification of same.
7. A person discharged from employment with the City for cause will have his or her name removed from all eligibility lists and will not be entitled to take an examination for any position for five years.
8. Eligible veterans, serving in time of conflict, as defined in Chapter 400, Iowa Code, are eligible for veterans' preference points. Honorably discharged veterans shall have five points added to their final passing score and five additional points shall be added if the veteran has a service-connected disability or is receiving compensation disability benefits administered by the Veteran's Administration. These points shall only be given upon passing the examination process and do not create a hiring preference. Applicants are responsible for providing proof of military service no later than the closing date of applications.
9. Eligible candidates possessing a four-year Degree from an accredited college or university shall have three points added to their final passing oral score. These points shall only be given upon passing the examination process and do not create a hiring preference. Applicants are responsible for providing proof of transcript no later than May 24, 2019 at HRinfo@sioux-city.org.
10. The decision of the Commission as to interpretation of these rules and regulations shall be final and binding upon all applicants for examinations.

Revised: February 5, 2019

Published in the Sioux City Journal – 02/06/219

hrinfo@sioux-city.org