

**CIVIL SERVICE COMMISSION
Room 204, City Hall
405 Sixth Street, P.O. Box 447
Sioux City, IA 51102-0447
(712) 279-6259
FAX (712) 279-6911**

February 22, 2019

Dear Police Officer Candidate:

Thank you for your interest in the Sioux City Police Officer – Civil Service Entrance Examination process.

1. As soon as you have been notified by Human Resources that you meet the minimum qualifications and you qualify to continue in this process, you will be required to select **ONE** date for the physical agility and written examination. The dates for the Physical Agility and Police Officer Selection Test (POST) Written Examinations have been set for **April 9, 2019 and April 11, 2019**. Please plan on the entire day because both activities will take place on the same day. Deadline for registration is March 22, 2019.
2. You must notify the Human Resources Department at 712-279-6200 no later than March 15, 2019 when submitting your application if you have taken the Police Officer Selection Test (POST) within the last year. Failure to do as instructed will result in your disqualification from the process.

The following documents will be required during very strict time frames. It is imperative for you to have these documents ready to submit to the Human Resources Department within the specified timeframes.

Documents required along with your application; due March 15, 2019:

1. One copy of your military discharge form DD214, if applicable.
2. One copy of your high school diploma or GED equivalent. If unable to provide a diploma copy, obtain a letter of certification from the school graduated.
3. One copy of EACH college degree(s) you have achieved, including certified transcripts from each institution.
4. One copy of ANY education certificates you have achieved, which includes ANY field of study that you wish to submit.

Documents required at a later date (if you pass the Physical and the Written Test); due April 26, 2019:

5. One copy of your birth certificate.
6. One copy, both sides, of your current driver's license.

Please note that the above copies (if applicable) are required. It is **your responsibility as the candidate to obtain and supply these copies.**

You are also encouraged to provide copies of any information or certificates of achievement you feel may be worthwhile to the Sioux City Police Department. Basically, if you are not sure, copy it and return it along with the above items.

Please refer to the Iowa Law Enforcement website for the Physical Standards for Pre-employment Testing, visit the following websites to learn more about this physical agility examination:

1. <https://ileatraining.org/files/DDF/Form-Physical%20Standards.pdf>
2. <https://ileatraining.org/default.aspx/MenuItemID/239/MenuGroup/Home.htm>

As a reminder to you, throughout this process it is your responsibility to keep the Commission informed if you have any change to your email address and to make sure that your email address is current, correct or deliverable. Please check your Governmentjobs.com account for notifications of your standing in the process.

I would like to extend to you my best wishes in your endeavor to become a Sioux City Police Officer. If we can be of any help to you or if you have any questions, please contact me at (712) 279-6200.

Sincerely,

Theodora McElhose, MS
Clerk to the Commission