

POLICE CHIEF

APPLICATION

MATERIALS

(JANUARY 18, 2012)

“CLASSIFIED, WANT-AD” **NOTICE**

(PUBLISHED: QC Times & Des Moines Register – January 21 & 22, 2012)

(PUBLISHED: Iowa League of Cities – January 9th through February 27, 2012)

The City of LeClaire, IA (population 3,765) seeks Police Chief. Applicants should possess a current, minimum rank of Sergeant with a minimum of 3 years of relevant supervisory and administrative experience. Annual starting salary is \$56,561. Additional information and application materials are available at www.leclaireiowa.gov. Applications will be accepted until 2/27/12. EOE.

The City of LeClaire, Iowa (2010 pop. 3,765; currently 4,000+) is now accepting applications for the position of Police Chief. Written, “hard-copy” applications **only** will be accepted until the close of business (5:00 p.m. local time) on Monday, February 27, 2012 in the office of the City Administrator at 325 Wisconsin Street, LeClaire, Iowa 52753. Applications received will be reviewed, screened, and evaluated by the Search Review Committee. Based upon the quality of the applications received, the Committee will select no more than five (5) acceptable applicants to continue on into the interview process. Each of the final applicants selected will be interviewed at least once by the review Committee. The final selection, notification, and job offering of and to the most qualified, acceptable applicant will be made by the Committee no later than the close of business (5:00 p.m. local time) on Friday, April 6, 2012. The actual start date for the new Chief shall be no later than Monday, May 7, 2012.

This is a salaried, exempt, Department Head level position within the City. The Chief’s position classification is a working, supervisory, administrative position. As such the Police Chief is required to work a street patrol shift within the normal department shift rotation along with performing and assuming the other duties, responsibilities, and obligations that the job requires. (See attached partial position classification description as included within the City Code.)

The successful applicant will meet **all** of the following minimum qualifications, criteria, and conditions for the initial appointment to and continued maintenance of the appointment in this position:

- Must possess a current, minimum rank of Sergeant with a minimum of 3 years of relevant supervisory and administrative experience;
- due to the physical requirements of the “working street patrol shift” nature of this position, the successful applicant must be completely capable of performing the minimum, essential job functions of the position including those of a patrolman as specified within Chapter 501 of the Iowa Administrative Code (IAC);
- must be ILEA certified upon appointment, (no reciprocal certifications or subsequent acquisition of certification will be accepted);
- must become a resident of the City within one (1) year of appointment;
- must successfully complete the ILEA physical agility test;
- must receive a minimum of an “A” or “B” rating on the standard “Minnesota Multiphasic Personality Inventory” (MMPI) test; and,
- must receive a minimum score of not less 80% on any and all sections of the National Police Officer Selection Test (POST);

Generous, competitive, benefit package(s), (including City-provided vehicle), are as listed in the City’s Human Resources Guidelines Manual (policy manual). (Various, specific, details provided upon request.)

For further information, please direct all questions and other inquiries (**in writing or email format only**) to the City Administrator – Edwin N. Choate – 325 Wisconsin Street – LeClaire, Iowa 52753 or echoate@leclaireiowa.gov.

CHAPTER 30

POLICE DEPARTMENT OPERATIONS

30.01 Department Established
30.02 Organization
30.03 Qualifications
30.04 Training
30.05 Oath
30.06 Compensation

30.07 Police Chief: Appoint, Service and
Removal From Office
30.08 Police Chief: Duties
30.09 Departmental Rules
30.10 Uniform Allowance
30.11 Police Protection Fees

30.01 DEPARTMENT ESTABLISHED. The police department of the City is established to provide for the preservation of peace and enforcement of law and ordinances within the corporate limits of the City.

30.02 ORGANIZATION. The department shall consist of the Police Chief and such other law enforcement officers and personnel, whether full or part-time, as may be authorized by the Council.

30.03 QUALIFICATIONS. In no case shall any person be recruited, selected, or appointed as a police officer unless such person meets the minimum hiring standards as established by the ILEA pursuant to State Law.

30.04 TRAINING. All peace officers shall have received the minimum training required by law at an approved law enforcement training school within one year of employment. Peace officers shall also meet the minimum in-service training as required by law.

30.05 OATH. Every police officer, before entering upon the duties of his office, shall qualify for office by taking the oath prescribed by Section 5.01 of this Code.

30.06 COMPENSATION. Members of the department shall be designated by rank and receive such compensation as shall be determined by resolution of the Council.

30.07 POLICE CHIEF: APPOINTMENT, SERVICE AND REMOVAL FROM OFFICE. The Police Chief shall be appointed by the Mayor if a vacancy exists within this position classification. The Chief shall serve as an at-will employee in said capacity at the pleasure of the City Council, and shall be discharged only by a four-fifths (4/5) majority vote of the City Council (Ord. #525 8/4/97). Should an individual be relieved of his/her duties as Police Chief, for other than illegal or serious, major violations of the LeClaire Police Rules and Regulations Manual, or the LeClaire Human Resources Guidelines Manual, he or she shall automatically assume the regular duties of the position that he or she held prior to the appointment "as" Police Chief with the corresponding wage adjustments as provided in the LeClaire Human Resources Guidelines Manual.

In the event that an individual from within existing personnel is appointed Police Chief and is relieved of his/her duties as Police Chief for other than illegal or serious major violations of the LeClaire Police Rules and Regulations Manual or the LeClaire Human Resources Guidelines Manual, he/she shall automatically assume the regular duties of the position that he/she held prior to the appointment of Police Chief. Wages shall be reduced accordingly and shall be computed as outlined under Section 4.7 of the LeClaire Human Resources Guidelines Manual.

In the event that an individual is hired from outside the existing City police personnel to serve in the capacity of Police Chief, he/she shall serve in that capacity for a minimum of one (1) full year before becoming eligible to receive the benefits enumerated in this section. If he/she is relieved of his/her position prior to this one (1) year qualifying time period, the individual may also be relieved of his/her employment with the City of LeClaire. If the individual, in this case, meets the prequalifying length of service at the time he/she is relieved of the duties of Police Chief, he/she shall assume the rank of patrolman and the corresponding pay in effect as of that date as outlined in Section 4.7 of the LeClaire Human Resources Guidelines Manual.

In the event that an individual is hired from outside the existing City police personnel to serve in the capacity of Police Chief, and this eligible individual (as defined in the previous paragraph), who was demoted decides not to seek employment elsewhere, the individual with the least number of years of service on the department at that time, including the recently demoted Police Chief, may be laid off from employment with the City, unless the City Council finds it necessary to increase the number of members employed by the department.

The establishment of this provision shall, in no way, prevent dismissal for illegal activities or for serious major violations of the LeClaire Police Rules and Regulations Manual or the LeClaire Human Resources Guidelines Manual.

30.08 POLICE CHIEF: DUTIES. The Police Chief shall have the following powers and duties subject to the approval of the Council:

1. General. Perform all duties required of the Police Chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances, and regulations and bring all persons committing any offense before the proper court.
3. Writs. Execute and return all writs and other processes directed to the Police Chief.
4. Accident Reports. Report all motor vehicle accidents investigated by the department to the State Department of Public Safety.
5. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.
6. Assist Officials. When requested, provide aid to other City officers, boards, and commissions in the execution of their official duties.
7. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.
8. Record of Arrests. Keep a record of all arrests made in the City by members of the department showing whether said arrests were made under provisions of State law or City ordinance, the offense charged, who made the arrest, and the disposition of the charge.
9. Reports. Compile and submit to the Mayor and Council an annual report of the status and activities of the department as well as such other reports as may be requested by the Mayor or Council.
10. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance, and use for all vehicles, equipment, and materials of the department.
11. Serve as the "sergeant-at-arms" at all City Council meetings (regular and otherwise), unless otherwise excused by the Mayor, and be charged with the preservation of order at these meetings.

30.09 DEPARTMENTAL RULES. The Police Chief shall establish such rules, not in conflict with this code, and subject to the approval of the Council, as may be necessary for the operation of the department including rules governing the following:

1. Rules of Conduct. The conduct and activity of members of the department during regular and off-duty hours.
2. Uniform. The wear and care of uniforms.
3. Weapons. The care, use, and practice of side arms and other police weapons.
4. Communication. The procedures, use and care of the police radio and other communication systems.
5. Training. The nature, time and attendance requirements for in-service training of members of the department.

6. Emergencies. Temporary rules for the protection and functioning of the department as may be necessary in the event of an emergency until such rules may be considered by the Council.
7. Other. Such other rules as may be deemed necessary and advisable in assuring efficient and proper performance of the duties of the department.

30.10 UNIFORM ALLOWANCE. All police officers shall be provided with uniforms as determined by resolution of the Council which shall be granted in the form of the purchase of clothing meeting the standard of color, style, and quality specified by the City. Any officer who leaves the department's service shall turn all items identifiable as official uniforms, including insignia, before receiving final compensation.

30.11 POLICE PROTECTION FEES. When certain planned and/or scheduled events or activities are determined by the Police Chief, in consultation with the City Administrator and the Mayor/City Council, to require police protection above and beyond that normally scheduled, the City Administrator shall cause charges to be assessed to the individuals, businesses, or any other entities that are sponsoring or creating the activity or event. (Examples of activities potentially requiring additional protection include but are not limited to alcohol being sold or served or crowd sizes requiring extra traffic control, etc). Assessed charges will be based on a minimum charge of one (1) hour with a minimum incremental charge of one-quarter (1/4) hour thereafter. Hourly charges shall be determined by the City Administrator based on the current, hourly employee cost schedule for providing a police officer. Charges will be based on an estimated number of hours of service and billed and paid prior to the activity or event. The final amount due will be adjusted to reflect the actual number of hours of service provided. Overtime hours incurred by the Police Department in this regard will be charged at the rate of one and one-half (1½) times the hourly employee cost. However, "local civic organizations" (defined as Council-recognized, local organizations domiciled within the corporate City limits, holding a "non-profit" or "not-for-profit" status) shall not be charged. In addition, other recognized, local organizations domiciled within the corporate City limits and having a planned and/or scheduled City-wide event or activity shall be charged the lesser of; (a) the City's actual costs (only the current hourly base rate paid to a police officer) to provide the resources deemed necessary by the Chief, or, (b) whatever costs would be charged by another approved law enforcement source (i.e. Scott County Sheriff's Posse) providing the equivalent protection resources. The City Council may waive by resolution the charges to be paid by any Council approved; local entity, for City-wide events and the City Council may budget for these planned events as well. (Ord. #734 10/3/11).

[The next page is 155]

NAME _____
(TYPE OR PRINT FULL NAME HERE)

LECLAIRE POLICE DEPARTMENT
POLICE CHIEF
EMPLOYMENT APPLICATION &
BACKGROUND QUESTIONNAIRE

FOLLOW DIRECTIONS
CAREFULLY

- 1) USE BLACK INK TO COMPLETE THE QUESTIONNAIRE.
- 2) COMPLETE IN YOUR OWN HANDWRITING OR PRINTING.
- 3) WRITE OR PRINT LEGIBLY.
- 4) READ EACH QUESTION CAREFULLY.
- 5) ANSWER EACH QUESTION COMPLETELY AND ACCURATELY.
- 6) ANSWER ALL QUESTIONS.
- 7) IF A QUESTION DOES NOT APPLY WRITE N/A IN THE SPACE PROVIDED.
- 8) IF YOU NEED ADDITIONAL SPACE USE THE BACK OF THE PAGE.
- 9) SIGN THE QUESTIONNAIRE AND HAVE IT NOTARIZED. THE LECLAIRE POLICE DEPARTMENT WILL NOT NOTARIZE IT FOR YOU.
- 10) WHEN COMPLETE, RETURN TO:

LECLAIRE POLICE CHIEF SEARCH
c/o: CITY ADMINISTRATOR
325 WISCONSIN STREET
LECLAIRE, IOWA 52753

NOTE

FAILURE TO FOLLOW INSTRUCTIONS OR TO PROVIDE COMPLETE INFORMATION WILL DELAY THE BACKGROUND INVESTIGATION PROCESS OR ELIMINATE YOU FROM FURTHER PROCESSING. ANY INCOMPLETE PACKET MAY BE REJECTED.

*INCLUDE COMPLETE ADDRESS: ZIP CODES, STREET ADDRESS, CITY, AND STATE.

*INCLUDE COMPLETE TELEPHONE NUMBERS: AREA CODE AND NUMBER.

2. EMPLOYMENT HISTORY

LIST ALL PLACES OF EMPLOYMENT AND PERIODS OF UNEMPLOYMENT IN THE PAST (10) TEN YEARS. BEGINNING WITH THE PRESENT OR MOST RECENT EMPLOYER AND GOING BACKWARDS. LIST EVERYTHING IN PROPER SEQUENCE, **OMIT NONE!** (USE FOLLOWING PAGE IF NECESSARY)

MONTH AND YEAR

FROM: _____
TO: _____

NAME OF EMPLOYER

SUPERVISOR

EMPLOYER ADDRESS

CITY

STATE

ZIP

PHONE

SALARY:

START: _____
END: _____

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

DETAILED REASON FOR LEAVING

MONTH AND YEAR

FROM: _____
TO: _____

NAME OF EMPLOYER

SUPERVISOR

EMPLOYER ADDRESS

CITY

STATE

ZIP

PHONE

SALARY:

START: _____
END: _____

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

DETAILED REASON FOR LEAVING

MONTH AND YEAR

FROM: _____
TO: _____

NAME OF EMPLOYER

SUPERVISOR

EMPLOYER ADDRESS

CITY

STATE

ZIP

PHONE

SALARY:

START: _____
END: _____

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

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FROM: _____
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NAME OF EMPLOYER

SUPERVISOR

EMPLOYER ADDRESS

CITY

STATE

ZIP

PHONE

SALARY:

START: _____
END: _____

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

DETAILED REASON FOR LEAVING

MONTH AND YEAR

FROM: _____
TO: _____

SALARY:

START: _____
END: _____

NAME OF EMPLOYER

SUPERVISOR

EMPLOYER ADDRESS

CITY

STATE

ZIP

PHONE

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

DETAILED REASON FOR LEAVING

MONTH AND YEAR

FROM: _____
TO: _____

SALARY:

START: _____
END: _____

NAME OF EMPLOYER

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EMPLOYER ADDRESS

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PHONE

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

DETAILED REASON FOR LEAVING

MONTH AND YEAR

FROM: _____
TO: _____

SALARY:

START: _____
END: _____

NAME OF EMPLOYER

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DETAILED REASON FOR LEAVING

MONTH AND YEAR

FROM: _____
TO: _____

SALARY:

START: _____
END: _____

NAME OF EMPLOYER

SUPERVISOR

EMPLOYER ADDRESS

CITY

STATE

ZIP

PHONE

YOUR JOB TITLE – DESCRIBE YOUR DUTIES

DETAILED REASON FOR LEAVING

3. PERSONAL REFERENCES

- A) LIST THREE (3) REFERENCES (NOT RELATIVES OR FORMER EMPLOYERS) WHO ARE RESPONSIBLE ADULTS, AND WHO HAVE KNOWN YOU WELL DURING THE PAST FIVE (5) YEARS. **LIST PHONE NUMBERS WITH AREA CODES.**

NAME STREET CITY STATE ZIP HOME PHONE

HOW LONG KNOWN? OCCUPATION & BUSINESS ADDRESS WORK PHONE

NAME	STREET	CITY	STATE	ZIP	HOME PHONE
HOW LONG KNOWN?	OCCUPATION & BUSINESS ADDRESS			WORK PHONE	

NAME	STREET	CITY	STATE	ZIP	HOME PHONE
HOW LONG KNOWN?	OCCUPATION & BUSINESS ADDRESS			WORK PHONE	

B) LIST NAMES OF ANY ACQUAINTANCES EMPLOYED BY THIS DEPARTMENT:

C) HAVE YOU EVER APPLIED TO, OR BEEN EMPLOYED BY THE CITY OF LECLAIRE IN ANY CAPACITY AS A PAID EMPLOYEE OR VOLUNTEER? YES _____ NO _____ IF YES, WHEN / POSITION: _____

D) PLEASE DOCUMENT YOUR IOWA LAW ENFORCEMENT ACADEMY CERTIFICATION TRAINING?

WHEN	WHERE	(ATTACH CERTIFICATION)
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4. EDUCATION AND ADDITIONAL TRAINING

A) LIST ALL SCHOOLS (SECONDARY, COLLEGES, UNIVERSITIES, AND GRADUATE SCHOOLS) YOU HAVE ATTENDED. LIST GED, IF APPLICABLE:

<u>DATE GRADUATED</u>	<u>SCHOOL NAME</u>	<u>ADDRESS</u>	<u>DIPLOMA RECEIVED</u>

B) LIST ANY SKILLS OR ABILITIES POSSESSED (INCLUDING FOREIGN LANGUAGES):

5. MILITARY STATUS

A) HAVE YOU EVER SERVED IN THE ARMY, NAVY, MARINE CORPS, AIR FORCE, COAST GUARD, R.O.T.C., OR ANY MILITARY RESERVE UNIT? YES _____ NO _____ IF YES, EXPLAIN:

ENTRY DATE	RANK / BRANCH / ORGANIZATION	HONORABLE DISCHARGE?	DATE
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B) ARE YOU REGISTERED WITH THE SELECTIVE SERVICE? YES _____ NO _____ N/A _____

LOCAL BOARD#	ADDRESS	DRAFT CLASS	DATE CLASSIFIED
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8. NARCOTICS & DRUG USE

USE REVERSE SIDE IF MORE SPACE IS NEEDED TO EXPLAIN "YES" ANSWERS. INCLUDE NUMBER OF TIMES AND DATES DRUG(S) WERE USED.

1) HAVE YOU EVER TRIED OR USED AN ILLEGAL NARCOTIC OR DANGEROUS DRUG, EITHER IN PILL FORM, INJECTION OR ANY OTHER MANNER OF INGESTION? YES: ____ NO: ____ (IF YES, LIST BELOW)

TYPE OF DRUG	MONTH AND YEAR YOU FIRST TRIED	MONTH AND YEAR YOU LAST TRIED	MAXIMUM TIMES TRIED	MAXIMUM TIMES TRIED AFTER AGE 21
MARIJUANA				
HASH				
COCAINE				
CRACK				
SPEED				
HEROIN				
OPIUM				
MORPHINE				
LSD				
ACID				
PEYOTE				
MESCALINE				
STEROIDS				

	TYPE OF DRUG	DATE YOU FIRST TRIED	DATE YOU LAST TRIED	MAXIMUM TIMES TRIED AFTER AGE 21
ANY OTHER ILLEGAL DRUGS?				
ANY PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOUR USE?				
OBTAINED ANY PRESCRIPTION DRUG IN AN ILLEGAL MANNER?				

2) HAVE YOU EVER GIVEN OR SOLD PRESCRIPTION DRUGS, MARIJUANA OR ANY OTHER ILLEGAL NARCOTICS OR DANGEROUS DRUGS? YES ____ NO ____ IF YES, EXPLAIN: _____

9. MISCELLANEOUS

(USE PAGE NEXT PAGE FOR EXPLANATIONS)

- A) HAVE YOU EVER BEEN PARTY TO A SMALL CLAIMS OR OTHER COURT ACTION? YES () NO ()
- B) HAVE YOU EVER BEEN INVOLVED IN ANY CIVIL COURT ACTION? YES () NO ()
- C) HAVE YOU EVER HAD A JUDGMENT RENDERED AGAINST YOU? YES () NO ()
- D) HAVE YOU EVER HAD ANY PROPERTY REPOSSESSED? YES () NO ()
- E) HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? YES () NO ()
- F) HAVE THE POLICE EVER BEEN CALLED TO YOUR RESIDENCE FOR ANY REASON OTHER THAN AS A VICTIM? YES () NO ()
- G) HAVE YOU EVER BEEN SUED OR SUMMONED INTO COURT? YES () NO ()
- J) HAVE ANY RELATIVES OF YOURS EVER BEEN CONVICTED OF ANY CRIME OR IMPRISONED? YES () NO ()
- K) DO YOU NOW OR HAVE YOU EVER HAD ANY GAMBLING DEBT? YES () NO ()
- L) HAVE YOU EVER USED AN EMPLOYER’S MONEY TO GAMBLE WITH? YES () NO ()
- M) HAVE YOU EVER WORKED FOR AN ILLEGAL GAMBLING OPERATION, OR BOOKED ANY ILLEGAL BETS? YES () NO ()
- N) HAVE YOU EVER HAD AN F.B.I. FINGERPRINT CHECK DONE FOR ANY REASON? YES () NO ()
- O) IN ANY EMPLOYMENT SETTING, INCLUDING MILITARY SERVICE, HAVE YOU RECEIVED ANY VERBAL OR WRITTEN REPRIMANDS OR SUSPENSIONS FOR VIOLATIONS OF COMPANY POLICY? YES () NO ()
- P) WOULD YOU HAVE ANY DIFFICULTY IN WORKING OR DEALING WITH MEMBERS OF THE OPPOSITE SEX, DIFFERENT SEXUAL ORIENTATION, RACE, RELIGION, OR NATIONALITY? YES () NO ()
- Q) IN ANY JOB THAT YOU’VE HELD, HAVE BEEN INVOLVED IN ANY PHYSICAL OR MAJOR VERBAL CONFRONTATIONS? YES () NO ()
- R) WOULD YOU HAVE DIFFICULTY FOLLOWING DIRECT ORDERS, EVEN THOUGH YOU MAY NOT AGREE WITH THEM? YES () NO ()
- S) IN ANY PREVIOUS EMPLOYMENT SETTING WERE YOU EVER EXPOSED TO ANY HIGH STRESS OR AN EXTREME EMERGENCY SITUATION? YES () NO ()
- T) HAVE YOU EVER LEFT A PLACE OF EMPLOYMENT WITHOUT GIVING 2 WEEKS NOTICE? YES () NO ()
- U) HAVE YOU EVER COMMITTED ANY CRIMINAL VIOLATION THAT HAS GONE UNDETECTED? YES () NO ()
- V) HAVE YOU EVER OPERATED A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS, TO THE POINT THAT YOU KNEW YOU SHOULD NOT HAVE BEEN DRIVING? YES () NO ()

CERTIFICATION: I CERTIFY THAT ALL STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF LECLAIRE AND OR ITS AGENT(S) TO OBTAIN ALL NECESSARY INFORMATION AND RECORDS CONCERNING THIS APPLICATION. I UNDERSTAND THAT INCOMPLETE, FALSE, MISLEADING (INTENTIONALLY OR OTHERWISE) OR INACCURATE INFORMATION MAY RESULT IN THE REJECTION OF THIS APPLICATION OR MY FUTURE DISMISSAL, IF EMPLOYED.

DATE _____ **SIGNATURE OF APPLICANT** _____

