

**TO: ALL PERSONS INTERESTED IN QUALIFYING FOR A CIVIL SERVICE
POSITION AS A DUBUQUE COUNTY DEPUTY SHERIFF**

The Dubuque County Civil Service Commission will administer competitive written examinations for the position of Dubuque County Deputy Sheriff on **Saturday, February 20, 2021**. Please refer to the Dubuque County Sheriff's Office Facebook page for info on cancellations.

(<https://www.facebook.com/dbqcosheriff/>)

Those interested should apply no later than **Thursday, February 4, 2021, at 4:00 p.m.** at the Dubuque County Sheriff's Office, 770 Iowa Street, Dubuque, IA 52001. Applications are available on <https://www.dubuquecountyiowa.gov/469/Sheriff>, or by calling 563-583-4789 or emailing civilservice@dbqcosheriff.com.

An optional study guide for this test will be made available to applicants for a cost of \$4.00. These guides may be picked up at the Dubuque County Sheriff's Office between normal working hours 8:00 a.m. to 4:30 p.m. Monday – Friday. Study guides and a Practice Test are also available online for a fee at: <https://www.applytoserve.com/Study/>

The physical fitness test will be administered prior to the written examination at the Chlapaty Recreation & Wellness Center on the University of Dubuque campus. The written test will take place at the Dubuque Law Enforcement Center, 770 Iowa St, Dubuque, IA. Applicants passing both the written exam and physical fitness will then participate in a brief, but scored, Oral Board Interview immediately following the physical fitness portion. **You do not need to change from your physical fitness clothes for written testing or oral board interviews. Please note that if weather allows the run portion of the physical agility test will take place outside.**

THOSE PERSONS WHO HAVE TAKEN THE POST (Police Officer Selection Test) OR APPLIED FOR THE FULL-TIME DEPUTY POSITION AT THE DCSO DURING THE LAST 12-MONTH PERIOD STILL NEED TO SUBMIT AN APPLICATION. THE CIVIL SERVICE COMMISSION WILL ACCEPT THE MOST RECENT TEST SCORE UPON BEING NOTIFIED BY STANARD AND ASSOCIATES. ALL APPLICANTS, EVEN THOSE TRANSFERRING SCORES, MUST COMPLETE THE PHYSICAL AGILITY TEST.

ALL APPLICANTS MUST ARRIVE AT THE UNIVERSITY OF DUBUQUE AND REGISTER IN ORDER TO TAKE THE PHYSICAL AGILITY TEST. REGISTRATION RUNS FROM 6:30 to 7:00 A.M. THE WRITTEN TEST/ORAL BOARD INTERVIEW REGISTRATION WILL RUN FROM 9:00 A.M. – 9:30 A.M. TIMES ARE TENTATIVE, FINAL TIMES WILL BE PROVIDED WILL BE PROVIDED TO APPLICANTS IN THE WEEK PRIOR TO THE TEST DATE.
A GOVERNMENT-ISSUED ID MUST BE PRESENTED AT REGISTRATION THE DAY OF TESTING.

Persons passing both the written examination and the physical agility tests must also meet the minimum standards for Iowa law enforcement officers promulgated by the Iowa Law Enforcement Academy (ILEA) and those established by the Dubuque County Civil Service Commission to be selected or appointed. Veterans Preference points, when applicable, will be awarded after successful passing of written and PT testing. ILEA minimum standards can be found in the link below:

<https://ileatraining.org/default.aspx/MenuItemID/239/MenuGroup/Home.htm>

SCHEDULE OF HIRING PROCESS:

1. Applicant requests, receives, completes, and returns an application packet to take the Civil Service examination for deputy sheriff. With the application, the applicant receives information explaining the elements of the selection process and an overview of the physical agility requirements.
2. Applicant is notified of the testing site, time, and date. The applicant signs a waiver and takes the physical agility test. ***Only upon successful completion of the physical agility test does the applicant take the written test.*** NOTE: The process is terminated for those applicants who do not pass the physical agility test.
3. The Civil Service Commission accepts the passing score for the written examination regulated by Standard & Associates.
4. The score a candidate receives on the oral board interview will be combined with their written test score. The Dubuque County Civil Service Commission Coordinator will use the aggregate score to certify a list to the Dubuque County Sheriff of the top ten eligible candidates to be hired.
5. The list is good for a two-year period and, during the two-year period, is periodically updated to meet the requirements of Chapter 341A, Code of Iowa.
6. A thorough background investigation is conducted by the Dubuque County Sheriff's Office including, but not limited to, formal contacts with references, educational institutions and previous employers. A POLYGRAPH EXAMINATION MAY BE REQUIRED. ***Those persons with convictions for a felony or a misdemeanor involving moral turpitude are excluded from further consideration and are so notified by the Civil Service Commission in writing.***
7. As vacancies occur, the top ten applicants receive notification from the Sheriff's Office offering employment, contingent upon successful completion of the remaining phases of the process.
8. The applicant is notified by the Sheriff's Office concerning physical and psychological examinations, as well as a personal interview.
9. Applicants ***who are selected are notified of a starting date*** and are sworn in. A probationary period shall commence with the date of initial employment as a deputy sheriff and shall continue for a period of 12 months following the date of appointment, if the employee has successfully completed training at the Iowa Law Enforcement Academy or a regional training facility certified by the Director of the Iowa Law Enforcement Academy, or shall commence with the date of initial employment as a deputy sheriff and shall continue for a period of up to 12 months following the date of successful completion of training at the Iowa Law Enforcement Academy.

If you have any questions concerning the hiring process, please feel free to contact:

Kelly Otting at 563-583-4789 or civilservice@dbqcosheriff.com

FREQUENTLY ASKED QUESTIONS

1. What is the POST?

The National Police Officer Selection Test (POST) is a basic skills test that helps agencies select the most qualified individuals. A passing POST score is required for admission to the Iowa Law Enforcement Academy. The post measures the four following items: Arithmetic, Reading Comprehension, Grammar, and Incident Report Writing. If a candidate fails a single section of the test, out of these four sections, it is considered a failing score on the whole test. **Most importantly, the POST is a TIMED test.** Each section is timed SEPARATELY, and you will NOT have an opportunity to return to a prior section once that timed section is complete. While the study guide and practice test for the POST are optional, they do provide a glimpse into the kind of questions that will be asked during the test.

2. I tested for another department, can I transfer my scores?

Yes! When you apply, the Civil Service Coordinator will submit your information to the testing agency who will then provide a record of any candidate who has tested within the last 12 months. On the day of the test, when you sign-in, you can tell the deputies at the sign-in desk that you wish to transfer your scores.

3. What sections of the POST routinely cause candidates to fail?

The Math section, hands down, is the main cause of test failure that we are seeing. While the questions are not complicated, the section is timed, which may be what is causing some people to fail. The testing agency provides on-line practice tests (for a fee) and study guides are available at the Sheriff's Office. If you were to Google POST test you will also find many resources, practice tests, and advice on taking the POST. It should also be noted, that an answer left blank is a wrong answer, so be mindful when time warnings are given.

4. What can I expect during my civil service oral board interview?

The interview is brief, but it does provide the applicant with an opportunity to highlight their attributes and explain why they would be a great addition to our organization. This interview is scored and is a contributing factor, along with the written test score, in determining who makes the Top 10 on the Civil Service List. We have several current employees who did not have the highest test score but came to the oral board interview with confidence and the ability to sell themselves to our panel. This allowed these individuals to maneuver themselves into the Top 10, which positioned them to be hired.

5. How do I know if I made it onto the Top 10 List?

Following the written test and oral board interview, the scores are combined, the numerical value is used to determine who makes the Top 10. We are required by law to hire from within the Top 10. Keep in mind, there are three Top 10 list that we keep depending upon the male to female inmate to deputy ratio in the Jail. This means we have a female Top 10, a male Top 10, and an overall Top 10 List. The overall Top 10 is used when the position to be filled is not gender specific, whereas the other two lists are for

gender specific hiring. Once these Top 10 lists are compiled and certified, we will contact you via U.S. Mail to let you know where you fall on the lists.

6. ***I made it onto the Top 10 List, but I haven't heard anything from the Sheriff...now what?***

Now is the waiting game. As with any other business, we can only hire when we have openings. Once an opening comes available, we can hire anyone within the Top 10. This means if you are number 8 on the list and we think you would be the best fit for our agency, we can give you an offer. We are not required to take individuals in the listed order. After a person is hired or declines an offer from us, they are removed from the Top 10 list. Once a person is removed from the list, another will be added. For example, number 11 on the list would move into the number 10 spot. So, just because you did not make the Top 10 right away does not mean you will not eventually make it there.

7. ***Do you have any immediate openings?***

Given the size of the Sheriff's Office, it is common for us to hire 4 or more people each year.

8. ***Do I have to sign an employment contract?***

Yes, we do have an employment contract for newly hired deputies that require academy training. This contract is a four-year pro-rated contract that protects the county if a deputy elects to leave our department within four years of the Sheriff's Office sponsoring their attendance at the Iowa Law Enforcement Academy. The four years is based upon your graduation date from the academy. Anyone leaving four or more years *after* graduation owes us nothing. Individuals who leave *prior* to the four-year mark are required to reimburse the Sheriff's Office a pro-rated amount to reimburse us for your academy costs.

9. ***Where do I begin my career with the Sheriff's Office?***

All new employees begin their career here as a deputy in the Jail Division. As positions come open in the Road Patrol Division or Civil Division, deputies can apply for those positions. The Jail, however, is a great place for our deputies to start. People often learn the critical skills of communication and conflict resolution in the Jail. These skills serve our deputies well in other divisions, and often make them more effective when dealing with difficult people.

10. ***How hard is the physical fitness test?***

The physical fitness test has four components: sit and reach, push-ups, sit-ups, and running. Every year we have applicants who fail the test. Many of the individuals who failed the test, only started training for the test a mere week or two prior to the test date. **The running component seems to cause the most test failures.** Although the run is only 1.5 miles, you should find a training program to help ensure your success. Also, keep in mind there are only short breaks between each component. The run is conducted last, so sometimes a person is already winded prior to the run even starting. This test is scored simply as a "Pass" or a "Fail". If weather allows, the running portion will take place outside.

MINIMUM PHYSICAL FITNESS PERFORMANCE REQUIREMENTS

MALES AGE	20-29	30-39	40-49	50-59	60+
Sit & Reach	16.5	15.5	14.3	13.3	12.5
1 Min. Sit-up	38	35	29	24	19
1 Min. Push-up	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43

FEMALES AGE	20-29	30-39	40-49	50-59	60+
Sit & Reach	19.3	18.3	17.3	16.8	15.5
1 Min. Sit-up	32	25	20	14	6
1 Min. 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.

EMPLOYMENT AS A DUBUQUE COUNTY DEPUTY SHERIFF

RESIDENCY: Per the Minimum Standards of the Dubuque County Civil Service Commission, an applicant must reside within the County of Dubuque within 60 days of hire and agree to maintain such residency during the duration of employment.

SALARY and BENEFITS: (As of 7/1/2020)

<u>Hourly Entry Rate</u>	<u>After 6 mos.</u>	<u>1 year</u>	<u>2 years</u>	<u>3 years</u>
\$26.10	\$26.90	\$27.67	\$30.78	\$33.88

HOLIDAYS: 13 Paid Holidays

PERSONAL DAYS: Four per year July 1 – June 30.

SICK LEAVE: Earn 16 hours each month. Maximum accumulation 1400 hours.

INSURANCE: Single or family medical, dental, eye and prescription drug.

VACATION: 1 week after 1 year 4 weeks after 10 years
2 weeks after 2 years 5 weeks after 20 years
3 weeks after 5 years

MISC:

- Retirement Savings through Social Security and the Iowa Public Employee Retirement System
- \$25,000 Accidental Death and Disability Policy, \$25,000 Term Life Insurance Policy;
- Longevity Pay, Uniform, Leather Gear and Equipment also provided.
- Wellness Days
- Education Reimbursement
- State of the Art Equipment
- Low Insurance Costs, Low Deductibles
- Employee Gym Available in Law Center
- Sick Time Payout at Retirement
- Compensation Time for Participation in Approved Running/Biking Events
- Flexible Spending
- Rotating Shifts/Days Off to Allow for Weekends Off for All Employees
- Shift Differential for Second and Third Shift

DEPUTY CANDIDATE CONTACT INFORMATION

FULL NAME: _____

ADDRESS: _____

PHONE(S): _____

EMAIL: _____

SSN: _____

DRIVERS LICENSE NUMBER: _____ **STATE** _____

EDUCATION: DEGREE: _____

SCHOOL: _____

MILITARY: YES NO (Circle One)

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POST SCORE	PHYSICAL P/F	INTERVIEW	RANKING	OTHER
Notes:				