

Preston Police Department

Employment Application

Applicant Name_____

Deadline to Return Application: Post marked by **February 24, 2023 4:00 pm.**

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the CITY OF PRESTON, IOWA, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran’s Administration; law enforcement agency records; driving records; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the CITY OF PRESTON. I also certify that any person(s) who may furnish information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the CITY OF PRESTON from any and all liability, which may be incurred as a result of collecting such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this “authorization for release of personal information.”

SIGNED: _____ **DATE:** _____

NOTARY: _____ **DATE:** _____

Read these instructions carefully before proceeding **Failure to follow instructions will result in disqualification!**

IT IS ESSENTIAL THAT ALL INFORMATION BE CORRECT AND COMPLETE!

Your application will be used as a basis for a background investigation that will determine your qualifications for a position with the Preston Police Department.

GENERAL REQUIREMENTS

To be a police officer in the [State of Iowa](#), a person must be certified by the [Iowa Law Enforcement Academy](#) (ILEA). The Iowa legislators have given ILEA authority "to set standards for the law enforcement service" in the State of Iowa. If a person cannot or will not meet these standards, they cannot be certified. Local jurisdictions may use stricter criteria than ILEA to select police officer candidates. A detailed explanation for the minimum standards for Iowa Law Enforcement officers can be found in the "Code of Iowa," Chapters 80B & 400, plus the "Iowa Law Enforcement Academy's Administrative Rules." Some of the criteria is as follows.

All applicants must:

- Be able to perform the essential functions of the job with or without reasonable accommodations.
- Have reached the age of 18 years by the established date of the written examination.
- Be a graduate of an accredited high school, or possess an equivalency certificate (GED).
- Be a citizen of the United States and a resident of the State of Iowa or intends to become a resident upon being employed.
- Is not by reason of conscience or belief opposed to the use of force when appropriate or necessary to fulfill his/her duties.
- Be able to speak, read, and write the English language.
- Not be addicted to alcohol or drugs. The City of Preston has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol poses serious safety and health risks, not only to the user, but to all those who work with or come into contact with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace poses unacceptable risks to the safe, healthful, and efficient operations.
- Be of good moral character. (This implies that the conduct or character of any applicant must be such that his/her job performance, as a police officer would not be impeded in any manner.)
- Not have been convicted of a felony or a crime involving moral turpitude. Moral turpitude is defined as "an act of baseness, vileness, or depravity in the private and social duties that a person owes to another person or to society in general, contrary to the accepted and customary rule of right and duty between person and person." It might include "justice, honesty, or good morals." It might include "income tax evasion, perjury, assault, theft, indecent exposure, sex crimes, and conspiracy to commit a crime, domestic abuse, stalking, illegal drug sales, or any offense in which a weapon was used in the commission of the crime.
- Must have a valid Iowa driver's or chauffeurs license at the time of employment.

Application Instructions:

The ability to follow directions and complete paperwork properly is an important responsibility of a police officer.

1. Your application should be hand printed legibly in ink.
2. Answer ALL questions completely. If a question does not apply to you, enter "N/A" in the space provided.
3. Avoid errors by reading the directions carefully before making entries on the form. Be sure your information is correct and in sequence before you begin.
4. YOU are responsible for obtaining COMPLETE and VALID addresses (including zip codes). You are also responsible for providing valid phone numbers where requested.
5. If there is insufficient space on the form, attach extra sheets. Be sure to reference the relevant section and question on any supplement pages or attachments.
6. If you have any questions concerning this form, please contact the Preston Police Department.
7. The attached "Authorization for Release of Information" form must be completed; signed and notarized.
8. Copies of the following documents should be included with your application if available or forwarded to the Preston Police Department as soon as practical if not available before the application due date:
 - Birth Certificate
 - Photocopy of your driver's license
 - DD214 (military discharge form if applicable)
 - Naturalization papers (if applicable)
9. Your failure to properly complete your application may result in the rejection of the application.

Be sure to return your application by the date indicated on the cover page.

Selection Process

- Physical Agility Test
- POST test
- Interview
- Certification of top 10 list
- Interview
- Conditional Job Offer
- Background Questionnaire Packet
- Background Investigation
- Psychological Screening
- Medical (Physical) Exam
- Final Job Offer (when position is available)
- Uniform Fitting
- Academy (if uncertified)
- Field Training Program

Benefits / Work Conditions

- Salary Range (**Negotiable based on certification and or experience**)
- Paid vacation
- Holiday Pay
- Uniform Allowance
- Paid Training
- Health Insurance
- Retirement plan
- 2 Personal Days
- Sick Leave

Police work is a 24-hour a day, 365 days a year occupation. Officers work nights, weekends and holidays.

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| Iowa Law Enforcement Physical Agility Standards |
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|--|-------|-------|------------|-------|-------|
| Minimal physical fitness performance requirements chart. | | | | | |
| Males | | | Age | | |
| Test | 20-29 | 30-39 | 40-49 | 50-59 | 60 + |
| 1 Minute Sit-up | 38 | 35 | 29 | 24 | 19 |
| 1 Minute Push-up | 29 | 24 | 18 | 13 | 10 |
| 1.5 Mile Run | 12:51 | 13:36 | 14:29 | 15:26 | 16:43 |
| Females | | | Age | | |
| Test | 20-29 | 30-39 | 40-49 | 50-59 | 60 + |
| 1 Minute Sit-up | 32 | 25 | 20 | 14 | 6 |
| 1 Minute 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 pushups on their knees.

**Preston Police Department
Application for Employment**

Date: _____ Position Applying For: _____

Last Name: _____ First Name: _____ Middle: _____

Race: _____ Sex: _____ Date of Birth: _____ Place of Birth: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Alias/maiden or other names used: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email address: _____

Scars or tattoos: _____ U.S. Citizen? Yes
 No

Current Address: _____ City _____ State _____ Zip _____

MILITARY SERVICE

Have you ever been in the military or National Guard? yes no Type of Discharge: _____

Branch _____ Enlisted Date: _____ Discharge Date: _____ Rank _____

EMPLOYMENT

List Current Employer

Employer Name: _____ Phone Number: _____

Start Date: _____ End Date: _____ Supervisor's Name: _____

Position held and duties: _____

Employer's address _____ City _____ State _____ Zip _____

Salary: _____ Reason for leaving: _____

Have you been totally honest and forthcoming in this application? yes no

Did you read and follow the instruction pages at the beginning of this application? yes no

I _____ attest that all statements and information provided in this application are true and correct. I understand that any deliberate omissions or false statements will result in the rejection of my application.

Signed _____ **Date:** _____