

# Buchanan County Sheriff's Office

## Employment Application

210 5th Avenue NE  
 Independence, IA 50644  
 (319) 334-2568  
 www.buchanancountyiowa.org/sheriff



Qualified applicants are eligible without regard to race, national origin, sex, creed, religion, age, or marital status.

### BACKGROUND INVESTIGATION APPLICATION

**Notice:** Application must be typewritten or clearly printed in ink. **ALL** questions must be answered and accompanying documents received **PRIOR** to background investigation. If not applicable, indicate NA. If space provided is not sufficient for complete answers or you wish to furnish additional information, please attach sheets of the same size as this application (8.5" by 11") and number answers to correspond with the relevant section.

<b>APPLICATION DATE</b> <i>(mm/dd/yyyy)</i>	
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SECTION 1 - POSITION APPLYING FOR	
<input type="checkbox"/>	Deputy Sheriff
<input type="checkbox"/>	Detention Officer
<input type="checkbox"/>	Dispatcher
<input type="checkbox"/>	Other <i>(please specify)</i>

SECTION 2 - APPLICANT INFORMATION					
Last Name		First Name		Middle Name	
List all other names you have used. Included nicknames, maiden names, and previous married surnames.					
Street Address				Apt/Unit #	
City		State		ZIP	
E-mail Address					
Home Phone		Cell Phone		Work Phone	
Date Available <i>(mm/dd/yyyy)</i>		Social Security No.		Desired Salary	\$
Driver's License No. and State		Birth Date <i>(mm/dd/yyyy)</i>			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for Buchanan County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

SECTION 3 - HIGH SCHOOL EDUCATION				PLEASE ATTACH TRANSCRIPT TO APPLICATION			
<b>Name</b>				<b>Address</b>			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>		
<b>Name</b>				<b>Address</b>			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>		
<b>Name</b>				<b>Address</b>			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>		

SECTION 4 - COLLEGE/UNIVERSITY EDUCATION				PLEASE ATTACH TRANSCRIPT TO APPLICATION				
<b>Name</b>				<b>Address</b>				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	Minor		
<b>Name</b>				<b>Address</b>				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	Minor		
<b>Name</b>				<b>Address</b>				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	Minor		
If you are working toward a degree, please give the anticipated completion date (mm/dd/yyyy).						Degree		
Has any disciplinary action, including scholastic probation and dismissal, ever been taken against you during your academic career?							YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, name of school:		Date (mm/dd/yyyy)		Type of Action Taken:				

SECTION 5 - AWARDS, HONORS, ABILITIES, CERTIFICATIONS	
List awards, honors, citations, athletic endeavors, and any other special recognition you received.	
List any special abilities, computer skills, special interests or hobbies.	
List languages in addition to English, including American Sign Language, that you either speak, write, or read fluently.	
If you are licensed or certified to practice a trade or profession, complete the following:	
Specialty:	License issued by:

**SECTION 6 - PREVIOUS EMPLOYMENT**

<b>Company</b>				Phone				
Address				Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$
Responsibilities								
From			To			Reason for Leaving		
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>	
<b>Company</b>				Phone				
Address				Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$
Responsibilities								
From			To			Reason for Leaving		
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>	
<b>Company</b>				Phone				
Address				Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$
Responsibilities								
From			To			Reason for Leaving		
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>	

**SECTION 7 - RESIDENCE HISTORY**

List chronologically ALL of your residences in the past 10 years (include addresses while attending school if away from home, and all address including any off military base). If additional space is needed, please attach a separate sheet.

Dates (mm/dd/yyyy)		Street Address (include Apt, Unit, or PO Box)	City, State, ZIP	County
From	To			

**SECTION 8 - RELATIVES**

Please provide complete names, including full middle names, and complete addresses. If additional space is needed, please attach a separate sheet.

<b>Father's Name</b>		Employer	
Street Address		Employer Street Address	
City, State, ZIP		Employer City, State, ZIP	
Telephone	Birth Date	Occupation	
<b>Mother's Name</b>		Employer	
Street Address		Employer Street Address	
City, State, ZIP		Employer City, State, ZIP	
Telephone	Birth Date	Occupation	
<b>Spouse's Name</b> (include maiden name)		Employer	
Street Address		Employer Street Address	
City, State, ZIP		Employer City, State, ZIP	
Telephone	Birth Date	Occupation	
<b>Child's Name</b>		<b>Child's Name</b>	
Street Address		Street Address	
City, State, ZIP		City, State, ZIP	
Telephone	Birth Date	Telephone	Birth Date
<b>Child's Name</b>		<b>Child's Name</b>	
Street Address		Street Address	
City, State, ZIP		City, State, ZIP	
Telephone	Birth Date	Telephone	Birth Date
<b>Child's Name</b>		<b>Child's Name</b>	
Street Address		Street Address	
City, State, ZIP		City, State, ZIP	
Telephone	Birth Date	Telephone	Birth Date

**SECTION 9 - ADDITIONAL RELATIVES***Brothers, Sisters, Step-Brothers, Step-Sisters*

<b>Relative's Name</b>		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
<b>Relative's Name</b>		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
<b>Relative's Name</b>		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
<b>Relative's Name</b>		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
<b>Relative's Name</b>		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
<b>Relative's Name</b>		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation

SECTION 10 - FINANCIAL RECORD				
What is the total amount of your monthly financial obligations?				
Are monthly financial obligations kept current?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain:	
Do you have any sources of income other than your salary?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain:	

SECTION 11 - COURT RECORD				
<i>List any and all arrests or violations, even if not formally charged, no court appearance, found not guilty, matter settled by payment of fine, or forfeiture of collateral. Include traffic citations but not parking tickets.</i>				
Date	Place	Charge	Final Disposition	Details
Has any member of your immediate family (spouse, parent, brother, sister, child) ever been arrested for any violation other than traffic offenses?				
YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain:		
Have you ever been a plaintiff or defendant in any court action (including protective orders or divorce)?				
YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain:		

SECTION 12 - SELECTIVE SERVICE/MILITARY RECORD					
<i>Have you ever (check all that apply below):</i>					
Registered with Selective Service, if applicable?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applied for a position with any branch of the Armed Forces of the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Been rejected by any branch of the Armed Forces for any reason?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, state reason:		
Been inducted into any branch of the Armed Forces?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, complete sections below.		
Served on active duty in any branch of the Armed Forces?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, complete sections below.		
Dates of active duty (mm/dd/yyyy)			Branch of Military Service		
Highest Rank Attained			Serial Number	Type of Discharge	
Date, County, State DD-214 Form Recorded (provide a copy of your DD-214 with application)					
Member of Reserve/National Guard?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Service Branch	Location	
Was any type of disciplinary action taken against you in the service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Nature of disciplinary action?		

**SECTION 13 - PROFESSIONAL REFERENCES**

Please list **three** professional references.

<b>Full Name</b>		Relationship	
Company		Phone	
Address		Years Known	
<b>Full Name</b>		Relationship	
Company		Phone	
Address		Years Known	
<b>Full Name</b>		Relationship	
Company		Phone	
Address		Years Known	

**SECTION 14 - ORGANIZATION MEMBERSHIP (OPTIONAL)**

List any membership in any club, society or organization.

Organization	City, State, ZIP	Dates	List Positions Held and Extent of Activity

**SECTION 15 - VOLUNTEER ACTIVITIES (OPTIONAL)**

List any volunteer activities, including volunteer fire fighting, EMS, police or sheriff reserve, and civic activities.

Organization	City, State, ZIP	Dates	List Positions Held and Extent of Activity

**SECTION 16 - DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date



# STATE OF IOWA

TERRY E. BRANSTAD  
GOVERNOR

IOWA LAW ENFORCEMENT ACADEMY  
ARLEN CHIECHANOWSKI, DIRECTOR

KIM REYNOLDS  
LT. GOVERNOR

## AUTHORIZATION FOR RELEASE OF TESTING INFORMATION TO THE POTENTIAL HIRING AUTHORITY

I, \_\_\_\_\_, hereby authorize the Iowa Law Enforcement Academy  
(print name)

to provide to the following agency a report of all test results (cognitive and psychological) whether confidential or public in nature, accumulated as a result of my qualifications to be in law enforcement.

\_\_\_\_\_  
(name of hiring authority - sheriff, chief, mayor, etc.)

\_\_\_\_\_  
(Name of department or agency, e-mail address & fax number)

I understand that information shall be accessible to the above-named individual or agency for employment purposes only and do hereby consent to its dissemination. I further consent to the utilization of test results or data by the Iowa Law Enforcement Academy or its designee for purposes of educational or scientific research.

I have been advised that the Iowa Law Enforcement Academy will not release the results of the tests or its reports based on that data to any person or agency without my written authorization. I have further been advised that after the Iowa Law Enforcement Academy prepares its report based on the results of my tests, that my results will be made available to me for review by a psychologist, upon my written request and permission by the hiring authority.

I certify that any person who may furnish information concerning my test results shall not be held accountable for releasing the information; and do hereby release said person or persons from any and all liability for damage of whatever kind which may result at any time to me, my heirs, and family or associates because of compliance with this waiver and release of information, or any attempt to comply with it.

I further release the State of Iowa, the Iowa Law Enforcement Academy, or its designee individually or collectively, from any and all liability for damage of whatever kind which may result to me, my heirs, and family or associates because of compliance with this waiver and release of information, or any attempt to comply with it.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Hiring Authority's Signature \_\_\_\_\_

Reminder: Please do not email this form, it contains confidential information.  
P.O. BOX 130 / JOHNSTON, IOWA 50131 / PHONE 515-725-9600 / FAX 515-725-9636



# BUCHANAN COUNTY

**Position:** Deputy Sheriff

**Supervises:** None

**Department:** Sheriff

**Gives work direction to:** None

**FLSA Status:** Non-Exempt  
Union-Chauffeurs, Teamsters & Helpers Local 238

**Reports to:** Sheriff or designee

**Revision date:** July 16, 2015

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## **POSITION SUMMARY**

The Deputy Sheriff performs work involving general duty police work in the protection of life and property through the enforcement of County laws and other pertinent local, State and Federal laws; may be assigned to any of the divisions of the Sheriff's Office; and performs work under general supervision, which involves an element of personal danger.

## **ESSENTIAL JOB DUTIES**

- Enforcing the laws of the County and all other pertinent local, State, and Federal laws.
- Patrols an assigned area checking doors and windows and examining premises of unoccupied buildings or residences in order to detect any suspicious conditions in a motorized police vehicle.
- Investigates suspicious conditions and complaints and makes arrests of individuals who violate the law.
- Makes traffic stops and issues violation tickets or makes arrests to those who break traffic laws; aid or assist motorists; and investigates traffic accidents.
- Assists with fire, accidents, rescues, hazardous materials spills, disorderly reports, and medical calls giving CPR, aid, or first aid in an assigned area. Restore order, regulates traffic and prepares necessary reports.
- Conducts investigations of serious crimes and accidental deaths. Preserves the scene of a crime, interviews victims, witnesses, and suspects. Follow-up with leads and presents case to the County Attorney's office.
- Serves warrants, subpoenas, and legal papers. Handles and supervises evictions, performs repossessions and files liens as necessary.
- Appears in court as the arresting officer.
- Maintain any all arrest and/or criminal records and prepares required reports.
- Must maintain a valid State of Iowa Driver's license and be insurable under the County's guidelines.
- Must obtain and maintain the following certification: Iowa Law Enforcement; CPR; first aid; weapons qualifications; intoxilyzer and radar unit operation.
- Must pass a thorough fingerprint search conducted of local, state, and national files, and have not been convicted of a felony or a crime involving moral turpitude.

## **INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the Sheriff or designee.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to read, write, and communicate effectively with the general public, answers questions, and comprehend directions and instructions.
- Ability to handle stressful situations, to analyze situations quickly and objectively, and to determine the proper course of action in emergency situations.
- Ability to maintain composure while working under pressure and adapt quickly to change, to plan, organize, and prioritize tasks with numerous interruptions.
- Ability to operate the following equipment such as the intoxilyzer, fingerprint and photo equipment, and a computer.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (continued)**

- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.
- Knowledge of the Iowa Criminal Code and Rules of Civil Procedures, and Office policies, procedures, rules and regulations.

**ENTRY REQUIREMENTS (Minimum)**

**Education/Training:** High school diploma or GED;

**Or**

An Associate's Degree in law enforcement, criminal justice, political science, or related field is preferred.

**Work Experience:** None required

**Required licenses, registrations and certifications:** Possession of a valid State of Iowa Driver's license. Obtain and maintain certification in the following areas: CPR; First Aid; Weapons qualification; Intoxilyzer operation; Radar unit operation, and must pass the Civil Service Exam and complete the training program at the Iowa Law Enforcement Academy during the probation period.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None.

**Other testing required:** None.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is continuously required to walk, run, sit, stand; turn, twist, or bend body; use hand to finger manual dexterity; handle or feel objects, tools or controls; reach with hands and extend arms; balance, stoop, talk and hear. The employee is frequently required to squat, lift items above shoulder, kneel or crawl, push/pull or lift/carry a minimum of sixty (60) pounds.
- Specific vision abilities required by the job which permits the employee to observe and identify criminal activity include close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- *Work Environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. The employee may be exposed to violence and/or physical hazards associated with apprehension and arrest of suspects. The employee frequently performs duties under high degree of stress and at risk of personal safety.

**HOURS OF WORK**

The normal workweek shall consist of forty-two and a half (42.5) hours per week. Shifts will be selected according to the procedures set forth by the Sheriff and as outlined in the union agreement. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The Sheriff reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Department Head signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CHAPTER 2  
MINIMUM STANDARDS FOR IOWA LAW ENFORCEMENT OFFICERS

[Appeared as Ch 1 prior to 4/10/85]

[Prior to 3/11/87, Law Enforcement Academy[550] Ch 2]

**501—2.1(80B) General requirements for law enforcement officers.** In no case shall any person hereafter be selected or appointed as a law enforcement officer unless the person:

**2.1(1)** Is a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed; provided that, with the approval of the Iowa law enforcement academy council, a city located on a state border that is within a standard metropolitan statistical area may allow officers to reside in an adjacent state within that statistical area upon written application by the agency administrator to the council showing substantial reason and documenting undue hardship. Railway special agents who are approved by the commissioner of public safety as special agents of the department shall be exempt from the Iowa residency requirement.

**2.1(2)** Is 18 years of age at the time of appointment.

**2.1(3)** Has a valid driver's or chauffeur's license issued by the state of Iowa. Railway special agents who are approved by the commissioner of public safety as special agents of the department and officers who are allowed to reside in an adjacent state within a standard metropolitan statistical area shall be required to possess a valid driver's or chauffeur's license.

**2.1(4)** Is not addicted to drugs or alcohol.

**2.1(5)** Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and has not 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 which 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 is conduct that is contrary to justice, honesty or good morals. The following nonexclusive list of acts has been held by the courts to involve moral turpitude: income tax evasion, perjury, or its subornation, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales. Various factors, however, may cause an offense which is generally not regarded as constituting moral turpitude to be regarded as such. The offenses of assault, domestic abuse, or other offenses of domestic violence, stalking, and any offense in which a weapon was used in the commission are crimes involving moral turpitude.

**2.1(6)** Has successfully passed a physical test adopted by the Iowa law enforcement academy.

**2.1(7)** Is not by reason of conscience or belief opposed to the use of force, when necessary to fulfill that person's duties.

**2.1(8)** Is a high school graduate with a diploma, or possesses a GED equivalency certificate.

**2.1(9)** Has an uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20. Has color vision consistent with the occupational demands of law enforcement. Passing any of the following color vision tests indicates that the applicant has color vision abilities consistent with the occupational demands of law enforcement:

Pseudoisochromatic plates tests such as but not limited to: Tokyo Medical College, Ishihara, Standard Pseudoisochromatic Plates, Dvorine, American Optical HRR Plates, American Optical.

Panel tests such as:

Farnsworth Dichotomous D-15 Test or any other test designed and documented to identify extreme anomalous trichromatic, dichromatic or monochromatic color vision.

Individuals with extreme anomalous trichromatism or monochromasy color vision, as determined through testing, are not eligible to be hired as law enforcement officers in the state of Iowa.

**2.1(10)** Meets hearing standards as outlined below.

*a.* The person shall have normal hearing in each ear. Hearing is considered normal when, tested by an audiometer, hearing sensitivity thresholds are within 25dB measured at 500Hz, 1000Hz, 2000Hz and 3000Hz averaged together.

b. If the person does not have normal hearing as described above and any of the following (as recommended by the American Academy of Otolaryngology) conditions exist, a medical specialist's evaluation (otologic evaluation) is required in order for the candidate to be considered for hire:

- (1) Average hearing level at 500Hz, 1000Hz, 2000Hz, and 3000Hz greater than 25dB, in either ear.
- (2) Difference in average hearing level between the better and poorer ear of:
  1. More than 15dB at 500Hz, 1000Hz, and 2000Hz, or
  2. More than 30dB at 3000Hz, 4000Hz, and 6000Hz.
- (3) History of ear pain; drainage; dizziness; severe persistent tinnitus; sudden, fluctuating, or rapidly progressive hearing loss; or a feeling of fullness or discomfort in one or both ears within the preceding 12 months.
- (4) Cerumen accumulation sufficient to completely obstruct the view of the tympanic membrane or a foreign body in the ear canal.
- (5) Use of a hearing aid.

c. Functional hearing evaluation required. Issues of reversibility and prognosis should be addressed during the otologic evaluation. The evaluation should consist of directional speech comprehension in noise and speech comprehension in quiet using the High Intensity Noise Test (HINT) or other tests that meet the performance characteristics as outlined in paragraph "d." Candidates who perform more poorly than the fifth percentile of the normal hearing group under any of the three background noise conditions (noise in front, right, or left) are not eligible for hire. Candidates with quiet thresholds greater than 28dB(A) on the HINT or other tests that meet the performance characteristics as outlined in paragraph "d" are not eligible for hire.

d. Required performance testing characteristics include the following:

- (1) Testing is available in both headphone and sound field versions.
- (2) The testing has an adequate normal hearing control group.
- (3) The testing is capable of spatial separation between the speech and the noise source.
- (4) The testing uses adaptive testing techniques.
- (5) The testing uses a stationary background noise with the same average level across frequencies as the speech.

e. Use of a hearing aid. A candidate who uses a hearing aid(s) should be administered the HINT or other tests that meet the performance characteristics as outlined in paragraph "d" to assess speech comprehension ability in noise and quiet. Both tests must be administered by sound field methods rather than headphones. An aided audiogram can be reviewed to evaluate sound detection ability.

Before functional testing, the examining physician must ensure that the aid(s) has been worn regularly for at least one month, since it takes some practice before an individual obtains the maximum benefit from the hearing aid(s). Furthermore, the examining physician should obtain all records from the audiologist who dispensed the hearing aid(s). The records must include documentation of the fitting program and other hearing aid settings, which are used on a regular basis by the candidate. This information shall be reviewed by the certified audiologist performing the testing procedure to verify that the settings have not been intentionally altered.

The following protocol must be used. No modifications to the candidate's hearing aid program or settings should be made prior to or during the performance of this protocol.

(1) Evaluate whether the hearing aid(s) is working properly. The electroacoustic response characteristics of each hearing aid worn by the candidate should be measured in an appropriate acoustic coupler and test chamber according to ANSI specifications (ANSI 1992 and 1996). The response of the hearing aid(s) should be measured at the four designated input levels with a broadband test signal, as specified in the specifications. All measurements should be printed and retained in the candidate's records. If the hearing aid(s) is not in proper working condition, no further testing should be performed at that time. The candidate may elect to have the hearing aid(s) repaired or replaced and may return to repeat the protocol. In this event, the entire protocol, including measurements of the electroacoustic response characteristics of the hearing aid(s), should be repeated with the new or repaired hearing aid(s). Hearing aid sales, repairs, and replacements should be from an independent provider other than the provider of the functional assessment services.

(2) Review the candidate's regular fitting program and settings. The fitting program and settings should be equivalent to those measured according to subparagraph (1). If they are not equivalent, no further testing should be performed at that time.

(3) Determine whether the functional gain is both physiologic and appropriate for the candidate's hearing loss. Unaided and aided binaural sound field thresholds should be measured at 250Hz, 500Hz, 1000Hz, 2000Hz, 3000Hz, 4000Hz, and 6000Hz, using warble tone stimuli presented from a loudspeaker positioned 1 meter in front of the candidate at 0 degrees azimuth. If the functional gain is not physiologic and appropriate, then no further testing should be performed at that time.

(4) Perform aided sound field HINT or other approved testing in noise and quiet. Compare the results to the site-specific normal values for sound field noise front, noise right, and noise left conditions. If the measured thresholds are better than the fifth percentile under all three conditions, then the noise testing shall be repeated with the background noise fixed at 80dB(A). The same normative values used with the standard background noise levels may be used to assign percentile scores to these results.

The examining physician may use the evaluation algorithm described in Hearing Guidelines—Abnormal Audiogram, with one exception. Many present-day hearing aids employ methods of sound processing that vary as a function of the background noise level, and it is necessary to measure aided sound field HINT thresholds through a range of background noise levels. Therefore, candidates who use hearing aid(s) should be functionally normal both under standard HINT background noise levels (i.e., 65dB) and at levels that are commonly encountered in the field (80dB).

The candidate has met the required hiring standards if the candidate has demonstrated acceptable functional ability when wearing a hearing aid(s) and wears a hearing aid(s) when assigned to field duty.

**2.1(11)** Is examined by a licensed physician or surgeon and meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.

I understand that I must meet the above minimum standards before I can be hired by the Buchanan County Sheriff's Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## Physical Agility (Fitness) Test

This test consists of four (4) sections:

1. Sit and Reach test
2. One minute sit-up test
3. One minute push-up test
4. Timed 1.5 mile run

You must pass all four sections of the physical agility (fitness) test in order to continue in the selection process. Results will be given to you immediately with notification if you can continue to the next phase of the testing process.

The following chart details the standards set by the Iowa Law Enforcement Academy for the physical agility (fitness) testing. These standards are based on age and gender:

<b>MALES</b>					
Test Age	20-29	30-39	40-49	50-59	60-69
Sit & Reach	16.5	15.5	14.3	13.3	12.5
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	15:29	16:43

<b>FEMALES</b>					
Test Age	20-29	30-39	40-49	50-59	60-69
Sit & Reach	19.3	18.3	17.3	16.8	15.5
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 push ups on their knees.  
Normative data for these age groups have not been established.

## Let Your Candidates Know About These NEW POST Study Materials!

### Online POST Practice Test And Study Guide Are Now Available!

We are pleased to announce that an online version of The National Police Officer Selection Test (POST) candidate Study Guide, as well as an online practice version of the POST itself is available for purchase directly by applicants. The exam provides candidates with an opportunity to complete a full-length, timed practice version of the same POST exam. The content of the practice exam is 100% unique and contains no overlap with any content of POST versions A, B, C or D. The practice version of the POST contains detailed feedback for any test item answered incorrectly by the applicant, giving them a better understanding of personal areas of strength, and opportunities for development. We are providing this service to agencies as well as candidates in response to popular demand and request. The POST practice exam and Study Guide will be available for sale to applicants through Stanard and Associates' job application and recruitment website ([www.ApplyToServe.com/Study/](http://www.ApplyToServe.com/Study/)) for a nominal charge of \$15.00. The Study Guide will be available for \$5.00.

Available For Sale Directly To Candidates At  
Stanard & Associates' Job Application Website:

<https://www.ApplyToServe.com/Study/>

Attention Recruiters: Please feel free to add this link to your job posting, recruitment materials, and your agency's website!