

Ottumwa Police Department



Minimum Requirements for placement on the eligibility list:

- Be at least eighteen years of age;
- Citizen of the United States;
- Good moral character;
- Uncorrected vision of not less than 20/100 corrected to 20/20;
- Good physical condition, normal hearing, normal color vision;
- Possess a high school diploma or GED equivalency;
- Successfully pass all Civil Service examinations (POST)
- Successfully pass a physical agility test (Cooper-ILEA)
- Pass a pre-employment physical examination including a drug test;
- Pass a psychological examination (MMPI-2);
- Successfully complete an oral interview, background investigation, and polygraph examination;
- Possess and maintain a valid Iowa drivers license;
- Be able to legally possess a firearm and ammunition;
- All other requirements outlined in the Code of Iowa.

Upon selection by the Chief of Police for hire, candidates will be required to sign a pre-employment agreement concerning repayment of training expenses paid by the City if employed by the Ottumwa Police Department for less than 4 years. The candidate shall have a probationary period consistent with Iowa Code (400.8).

The Testing Process

1. Police Officer Selection Test (POST)
 - a. Minimum passing score of 70% on each section is required to pass
2. Modified three-part physical agility test (Cooper Standards/ILEA)
 - a. Pass/Fail by each test
3. Oral Board Interview
 - a. Minimum passing score
 - b. Veteran Preference Points – 5 additional points per Iowa Code

POST

The National Police Officer Selection Test (POST) is the State of Iowa's required pre-employment test for law enforcement officers. Stanard and Associates maintains the POST nationwide. Stanard will provide the City of Ottumwa with a list of valid test scores on file for those who have taken the test in the last year. Those candidates whom have a valid passing score will be able to improve their score for purposes of final ranking. Additionally, Police Officers who are currently certified in the State of Iowa will take and be required to pass the POST as well for purposes of final ranking.

The POST is made up of four separately timed test sections. The first three sections: Arithmetic, Reading Comprehension and Grammar use multiple-choice and true/false formats. The fourth section: Incident Writing requires the applicant to write answers in complete sentences. The questions in the POST relate to police duty, however, no prior knowledge of law or law enforcement is needed to answer the questions. The number of test questions and time limits for each test section are as follows:

- | | |
|----------------------------|----------------------|
| 1. Arithmetic | 20 items, 20 minutes |
| 2. Reading Comprehension | 25 items, 25 minutes |
| 3. Grammar | 20 items, 15 minutes |
| 4. Incident Report Writing | 10 items, 15 minutes |

The arithmetic section contains problems that require basic arithmetic. The questions are based on information in a table or in a word problem. Calculators will not be allowed, but scratch paper will be provided. This section measures a person's ability to add, subtract, multiply, divide, determine percentages and calculate averages.

In the reading comprehension section candidates will read passages relating to police work and will then answer questions based on the passages. All information needed to answer the questions is provided in the passage. In some instances, applicants will have to draw a conclusion based on the information provided. This section measures a person's ability to understand written words and the ideas associated with them.

The grammar section of the POST requires the applicant to identify errors in grammar, punctuation or spelling. There are two types of multiple choice questions in this section. In the first type, the applicant must choose the alternative that best completes the sentence. In the second type, sentences are presented which may contain a spelling error and the applicant must indicate which word, if any, is misspelled.

The incident report writing section tests an applicant's writing skills. Applicants answer questions based on the information provided in a sample incident report form. Answers must be written in complete sentences using proper spelling, grammar and punctuation. This section measures a person's ability to write complete sentences with correct spelling, grammar and punctuation.

The applicant study guide provides an overview of the POST and the testing process. Applicants are given helpful information about how to prepare for the test, what the test entails, as well as sample questions for each section of the test. Applicants who review a study guide prior to taking a test become familiar with the types of questions that will be asked and have a good understanding of what to expect during the testing process. Study guides for the POST are available at the following website (Stanard and Associates) for a small fee here:

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

Reasonable Accommodation requests are available for POST, contact the City Clerk of Ottumwa for information.

Modified Three Part Physical Agility Test

What is physical fitness?

Physical fitness is a status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required. Physical fitness consists of three areas:

- Aerobic capacity of cardiovascular endurance pertaining to the heart and vascular system’s capacity to transport oxygen. It is also a key area of heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area of lower back disorders.

Why is fitness important as a job related element for law enforcement officers?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can minimize the “known” health risk for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and a number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area of minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

How will physical fitness be measured?

The Physical Fitness Test Battery consists of three basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

What are the standards?

- The actual performance requirement for each test is based upon norms from a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon sex and age (decade). The absolute performance is different for the eight categories; the relative level of effort is identical for each age and sex group. All recruits are required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

Event	Age Group Repetitions/ Run Time									
	M	F	M	F	M	F	M	F	M	F
	<20-29	<20-29	30-39	30-39	40-49	40-49	50-59	50-59	60-65	60-65
PU	29	15	24	11	18	9	13	12*	10	5*
SU	38	32	35	25	29	20	24	14	19	6
1.5M Run	12:51	15:26	13:36	15:57	14:29	16:58	15:26	17:54	16:43	18:44
*Females in excess of 49 years of age may conduct pushups on their knees.										

TEST ADMINISTRATION

At the beginning of each physical test, the grader will provide the following directions:



1 Minute Push-Up Test

On the command 'get set,' assume the front leaning rest position by placing your hands where they are comfortable. Your feet may be together or up to 12 inches apart. When viewed from the side, your body will form a generally straight line from your shoulders to your ankles. On the command 'go,' begin the push-up by bending your elbows and lowering your entire body as a single unit until your upper arms are parallel to the ground. Then, return to the starting position by raising your entire body until your arms are fully extended. Your body must remain rigid in a generally straight line and move as a unit while performing each repetition. If you fail to keep your body generally straight, to lower your whole body until your upper arms are parallel to the ground, or to extend your arms completely, that repetition will not count, and the scorer will repeat the number of the last correctly performed repetition.

An altered, front-leaning rest position is the only authorized rest position. That is, you may sag in the middle or flex your back. When flexing your back, you may bend your knees, but not to such an extent that you are supporting most of your body weight with your legs. You must return to, and pause in, the correct starting position before continuing. You may not rest on the ground or raise either hand or foot from the ground. You may reposition your hands and/or feet during the event as long as they remain in contact with the ground at all times. You will have one minute in which to do as many push-ups as you can. Watch this demonstration.



1 Minute Sit-Up Test

The sit-up event measures the endurance of the abdominal and hip-flexor muscles. On the command "get set", assume the starting position by lying on your back with your knees bent at a 90-degree angle. Your feet may be together or up to 12 inches apart. Another person, or object, will hold your feet or ankles. The heel is the only part of your foot that must stay in contact with the ground. Hands must remain on or about the head. On the command "go", begin raising your upper body to the up position. In the up position, elbows should touch the knees or the upper portion of the thigh. In the down position, the back must come down so that shoulder blades touch the floor. Your arms and elbows need not touch the ground. A repetition will not count if you fail to reach the up position, fail to keep your hands on your head, arch or bow your back and raise your buttocks off the ground to raise your upper body, or let your knees exceed a 90-degree angle. If a repetition does not count, the scorer will repeat the number of your last correctly performed sit-up. The up position is the only authorized rest position. You may not stop and rest in the down position. You must make a continuous physical effort to sit up. You may not use your hands or any other means to pull or push yourself up to the up position or to hold yourself in the up position to rest. You will have one minute to perform as many sit-ups as you can. Watch this demonstration.



1.5 Mile Run

The 1.5mile run is used to assess your aerobic fitness and your leg muscles' endurance. You must complete the run without any physical help. At the start, line up behind the starting line. On the command 'go,' the clock will start. You will begin running at your own pace. To run the required 1.5miles, you must complete (describe the number of laps, start and finish points, etc.). You are being tested on your ability to complete the course in the shortest time possible. Although walking is authorized, it is strongly discouraged. You may not be physically helped in any way (for example, pulled, pushed, picked up, and/or carried) or leave the designated running course for any reason. Note: It is legal to pace during the run as long as there is no physical contact and it does not physically hinder others taking the test.

HIGHLIGHT OF CHANGES

1. Removal of the Sit and Reach Event
2. Adoption of new pushup standards to minimize exposure in response to COVID-19.
3. Adoption of the alternative methods for holding feet during the sit-up event in response to COVID-19.
4. Adoption of updated standards for events (run times) and the elimination of the age group <20.