

EMPLOYMENT PACKET CHECKLIST

****IMPORTANT****

PLEASE REVIEW THIS CHECKLIST TO ENSURE THAT ALL FORMS AND DOCUMENTS ARE PROPERLY COMPLETED AND INCLUDED WITH YOUR APPLICATION

- _____ Current Photograph (Non-driver's license photo)
- _____ City of Mount Vernon Employment Application
- _____ Mount Vernon-Lisbon Police Officer Minimum Standards for Iowa Law Enforcement Officers Form
- _____ Mount Vernon-Lisbon Police Authority to Release Information Form

INCLUDE THE FOLLOWING DOCUMENTS:

- _____ High School transcripts and all Post High School Education Institutions
- _____ Military Release (if applicable)
- _____ Copy of Birth Certificate

ENSURE THAT ALL FORMS ARE FILLED OUT COMPLETELY & ACCURATELY

ALL FORMS AND DOCUMENTS MUST BE COMPLETED AND RETURNED TO THE MOUNT VERNON-LISBON POLICE DEPARTMENT AT:

MOUNT VERNON-LISBON POLICE DEPARTMENT
380 Old Lincoln Highway
Mount Vernon, Iowa 52314

ALL documents must be returned by
Friday, September 5, 2025
BY 3:00 P.M.

MOUNT VERNON-LISBON POLICE DEPARTMENT

BENEFITS PACKAGE (2025-2026)

- \$30.08 – \$36.80 starting wage, based on training & experience.
- Two weeks paid Vacation after One Year of Service.
- Ten Holidays and 24 hours Personal time per Year.
- Medical/Hospitalization Insurance.
- Dental & Vision Insurance.
- Life Insurance for Employee & Family.
- Paid Sick Leave & Family Sick Leave
- Longevity Pay after 5 years of service
- Retirement Savings through Social Security and the Iowa Public Employee Retirement System. (IPERS)
- Disability Insurance.
- Uniform, Duty Gear & Equipment provided.
- 12-hour shift scheduling, 3-4 days off per week

JOB DESCRIPTION



JOB INFORMATION			
<i>Job Title:</i>	Police Officer	<i>Civil Service:</i>	No
<i>Department:</i>	Police	<i>Bargaining Unit:</i>	Teamsters
<i>Reports to Position:</i>	Sergeant/Chief of Police	<i>Pay Grade:</i>	Per contract
<i>Location:</i>	Police Department	<i>Overtime Status:</i>	Paid Overtime
<i>Effective Date:</i>	08/06/2025	<i>FLSA Status:</i>	Non-Exempt
JOB SUMMARY			
Police officers perform the line function of the police department including a wide variety of duties involving the enforcement of laws and prevention of crimes. Provides support and assistance to special crime prevention and law enforcement programs. Performs a variety of technical and administrative tasks in support of law enforcement services and activities.			
ESSENTIAL JOB DUTIES/WORK PERFORMED			
<ul style="list-style-type: none"> Patrol designated areas of the cities of Mount Vernon and Lisbon by car, foot or other means to preserve law and order, discover and prevent the commission of crimes and enforce traffic as well as other laws and ordinances; protect real and personal property by providing security checks of residential, business and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators and crimes in progress; issue warnings and citations and makes arrests. Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints and related incidents; investigate complaints and take appropriate action, which may include the use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions. Conduct investigations at incident scenes; determine what, if any, crime has been committed; identify, collect, preserve, process and book evidence; locate and interview victims and witnesses; identify and interrogate suspects. Work in partnership with the County Attorney's Office to obtain and file criminal complaints on arrested subjects. Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations. Serve as liaison and public relations officer to the public; establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of police activities. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the city for mutual aid in the suppression of civil disturbances, apprehension of criminals or other related requests. Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills and general law enforcement skills. Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain and calibrate specialized equipment and devices. Initiate and complete reports, legal documents and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made and incidents observed; prepare investigative reports and case information. Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours. 			

- Direct traffic at fires, special events and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other city functions as needed.
- Enforce parking regulations, issue citations and tow vehicles that are in violation of codes.
- When assigned as a field training officer, train new police officers, document trainee progress and prepare evaluations.
- When assigned as school resource officer, serve as a law enforcement officer, law related counselor and law related instructor at assigned school; create a positive role model for students; serve as liaison between students and law enforcement; investigate crimes that occur within the school and on school property; provide information and assistance to school staff and administration, parents and students regarding law enforcement and community problems; make group presentations; attend committee meetings; maintain program statistics and reports.
- Communicate effectively over law enforcement radio channels and technological devices while initiating and responding to radio communications.
- Contact, interview and interrogate victims, complainants, witnesses, suspects and others involved in cases and incidents; obtain statements, documents and factual and physical evidence.
- Collect, preserve, maintain and book evidence and recovered property found that is involved with suspected crimes.
- Review information and evidence obtained for presentation in court cases; testify in court concerning evidence and facts gathered during the investigative process.
- Perform related duties as required.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of the geographies of the cities of Mount Vernon, Lisbon and surrounding areas.
- Knowledge of criminal and traffic laws and ordinances and their proper application.
- Knowledge of police department policies, rules and regulations.
- Knowledge of criminal court procedures.
- Knowledge of social service agencies and the services they provide.
- Ability to write clear and comprehensive reports.
- Ability to obtain information through observations, interviews and interrogations.
- Ability to detect or be aware of different odors to assist in establishing probable cause in law violations such as driving while under the influence of alcohol.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to understand and execute oral and written directions.
- Skill in the care and safe use of firearms.
- Skill in traffic direction.
- Skill in defensive and pursuit driving techniques.
- Skill in the use of control and self-defense police tools.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- See Essential Functions & Physical Abilities for Sworn Personnel Document

QUALIFICATIONS

- High school diploma required; AA degree preferred. Successful completion of probationary period required.

WORKING CONDITIONS

- 24/7 on-call commitment; may be assigned to patrol or investigative functions

REQUIRED BACKGROUND CHECKS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Sex Offender Registry • Polygraph • Criminal Background Check • Drug Screening | <ul style="list-style-type: none"> • Credit Check • Pre-Employment Physical • Driving Record |
|---|---|

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER

Name (Last) (First) (Middle) (Suffix)	Social Security Number		
Street Address	Place of Birth (City, County, State)		
City	State	Zip Code	Home Phone
E-Mail Address	Cell Phone	Work Phone	
Code of Iowa, Chapter 80B, IAW, FISA and ADEA require that you be 18 or over to apply for this position. Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No			
It is also necessary to have your birth date to conduct required NCIC and other background checks with law enforcement agencies.		Birth date: Month Day Year	

If the answer to either of the questions is "no", would you be willing and able to become a citizen or a resident of the State of Iowa upon offer of employment? ☐ Yes ☐ No Explain:

Responses are subject to investigation.

1.	In the last 10 years have you ever been discharged or suspended from any employment for disciplinary reasons or have you been asked to resign? If so, please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Have you ever been convicted of a felony? If so, please complete the following: Date of Conviction Crime Convicted For	<input type="checkbox"/> Yes	<input type="checkbox"/> No City & State Where it Occurred
3.	Have you ever been convicted of a lesser crime? Please include misdemeanors AND traffic violations. (A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago are important)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date of Conviction Crime Convicted For Disposition City & State Where It Occurred		

EMPLOYMENT RECORD

Start with your present or last job and work back to high school jobs. Include paid or unpaid, full or part-time, military, summer jobs, periods of unemployment, etc. (Please put additional employment on separate sheet.) NOTE: We may contact any previous supervisors to verify your descriptions of past duties and dates of employment.

If you are currently employed, may we check with your present supervisor? ☐ Yes ☐ NO

Name of present/last employer A		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer B		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer C		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer D		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer E		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				

EMPLOYMENT RECORD (Continued)

Name of present/last employer F		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer G		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer H		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer I		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				
Name of present/last employer J		Supervisor's name, title and phone number		
Address of present/last employer		Type of Business	Starting Date	Ending Date
Your job title	Reason for leaving or wanting to leave	Hours per week	Starting Salary	Ending Salary
Description of duties and responsibilities				

Use separate sheet for additional places of employment.

To properly evaluate your application, we need information concerning your education, skills and trades you have learned in addition to your work record. Please answer all questions as fully as possible. We may contact schools or institutes you attended to verify the information you provide.

EDUCATION

Are you a high school graduate or have an equivalent GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		If NO, what was the last grade you attended? If YES, complete the following:		
Name of Last High School Attended	Location City & State	Credits Completed	Diploma or Certificate	Last Year Attended
Other training/education you received. Please estimate the number of hours of training you received.				
Name of Colleges Or Universities	Location City & State	Credits Completed	Certificate or Degree	When Attended
Additional Technical or Military Training	Location City & State	Credits Completed	Certificate or Degree	

BACKGROUND CHECK

To assist in the collection of background information necessary for the selection process, please complete the following:

1. Give your full legal name (First, Middle, Last).	
2. Are there any other names you are known as (please include maiden name, previous married names, or names prior to a legal name change)? Please state when and under what circumstances.	
3. Are you a veteran of United States Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what branch of Service?
Date of Enlistment:	Date of Discharge:
Type of Discharge:	If less than honorable, please explain.

[illegible]

List special interests, honors, and achievements during the past five (5) years:

<u>PERSONAL REFERENCES:</u>				
Name:	Occupation	Years Known	Address	Telephone
				Home Work
				Home Work
				Home Work
				Home Work
				Home Work

AUTHORIZATION AND RELEASE

I hereby certify that the answers and information given on this form and accompanying documents are true and correct. I agree to submit to a pre-placement post-offer physical examination before hiring and/or any time after hiring, if required, at City expense. I hereby acknowledge the Mount Vernon-Lisbon Police Department is notifying me of intent to conduct drug or alcohol testing in connection with my employment or workers compensation benefits.

I consent to the Mount Vernon-Lisbon Police Department retaining whatever outside investigators, credit reporters, doctors, pathologists, investigators, labs, etc., to conduct this testing and/or investigation. I hereby authorize all corporations, employers, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and any other persons to release all information they may have about me, including criminal and driving records. I release all the above-mentioned parties from any liability that may arise from such an investigation.

By my signature below, I authorize the Mount Vernon-Lisbon Police Department to obtain a Consumer Credit Report and/or a background report on me. This authorization is valid for purposes of verifying information given pursuant to employment or any other lawful purpose covered under the Fair Credit Reporting Act. (FCRA)

It is understood that any information obtained may be used by the Mount Vernon-Lisbon Police Department and the City of Mount Vernon in determining any fitness for employment by the Mount Vernon-Lisbon Police Department.

By signing this application, I indicate my awareness that false statements or failures to disclose certain information may disqualify me for employment, or, if employed, may result in dismissal. I understand that a polygraph test shall be required of all police officer candidates. This authorization is valid in original or copy form.

Applicant's Name _____

Date of Birth _____

Current Street Address _____

City, State, Zip Code _____/_____/_____

Driver's License # _____ State _____

(NOTE: This form must be witnessed in the presence of a Notary Public)

Date: _____

Notary Signature: _____

Notary Position: _____

Signature of Applicant (Legal Name)
DO NOT PRINT

Notary Public
Imprint Seal Here

Other Names You Have Been Known As

MINIMUM STANDARDS FOR IOWA LAW ENFORCEMENT OFFICERS

01. Is a citizen of the United States, and a resident of the State of Iowa or intends to become a resident upon being employed.
02. Has reached his or her eighteenth (18th) birthday at the time of appointment.
03. Has a current and valid driver's license issued by the State of Iowa.
04. Is able to read and write the English language.
05. Is not addicted to drugs or alcohol.
06. Is of good moral character as determined by a 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. Definitions of moral turpitude can be found in Iowa Administrative Code, Rule 501-2.1(5).
07. Is a high school graduate with a diploma or possesses an equivalency certificate which meets the minimum score required by the State of Iowa as determined by the State Department of Public Information.
08. Has uncorrected vision of not less (worse) than 20-100 in each eye, corrected to 20-20; and has normal color vision as determined by an examining physician.
09. Has normal hearing in each ear as determined by an examining physician.
10. Meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
11. Is not by reason of conscience or belief be opposed to the use of force, when appropriate or necessary to fulfill duties.

I hereby certify that; to the best of my knowledge, I fulfill the Minimum Standards for Law Enforcement Officer.

Signature of Applicant

Date

In addition to the foregoing, all applicants must satisfactorily complete a standard written test, a physical fitness test, and an oral interview.

**MOUNT VERNON-LISBON POLICE DEPARTMENT
AUTHORIZATION FOR RELEASE OF INFORMATION**

NAME: _____ **ADDRESS:** _____

PHONE #: _____ **DATE OF BIRTH:** _____ **CELL PHONE # :** _____

TO WHOM IT MAY CONCERN: I hereby authorize any representative of the Mount Vernon-Lisbon Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duty authorized agent of the Mount Vernon-Lisbon Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Mount Vernon-Lisbon Police Department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history records, including any arrest records, any information contained in investigative files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or 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, attendance records, polygraph examinations, Minnesota Multi-Personality Inventory (MMPI), and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws.

I hereby release you, as the custodian of such records of (print your name here) including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Mount Vernon-Lisbon Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Mount Vernon-Lisbon Police Department acceptance and processing of my application for employment, I agree to hold the Mount Vernon-Lisbon Police Department, its agents, and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Mount Vernon-Lisbon Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Mount Vernon-Lisbon Police Department in conjunction with employment procedures.

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

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature _____ Date _____

This waiver is valid for a period of **ONE YEAR** from the date of my signature.

MOUNT VERNON-LISBON POLICE DEPARTMENT SCHEDULE OF EXAMINATIONS

1. PHYSICAL AGILITY (FITNESS) TESTS

These tests consist of three (3) individual sections consisting of the one-minute sit-up test, the one-minute push-up test, and 1.5 mile run test. You must pass all sections of the physical agility (fitness) tests to continue in the selection process. Your results will be given to you immediately and you will be advised if you are to continue to the next phase of the testing process.

2. WRITTEN EXAMINATION

If you have passed the physical agility (fitness) tests, you will be allowed to take the written examination. This test is given following and on the same day as the physical agility (fitness) tests. The four (4) part written examination consists of seventy-five (75) questions, which test mathematical, reading comprehension, grammar and report writing skills, and will take no more than one hour and twenty-three minutes to complete.

3. COMPLETION OF LONG FORM APPLICATION

After successful completion of testing, you will be given a long form application to be completed and returned to the Mount Vernon-Lisbon Police Department. Please note the return date that the long form application must be returned by.

4. BACKGROUND INVESTIGATION

Background investigations will be conducted on the individuals on the certified list.

5. ORAL INTERVIEW

If you have passed the written examinations, physical agility (fitness) tests; you will be contacted by the Personnel Committee to schedule an oral interview.

6. CONDITIONAL OFFER OF EMPLOYMENT

As a job vacancy occurs, the Chief of Police will offer the position to an applicant, on the condition that the applicant pass a physical test (including an eye exam, physical fitness exam and skeletal x-rays), a polygraph examination, a drug screening test and a psychological examination.

7. POLYGRAPH QUESTION WILL COVER THESE AREAS

Information which is used in the administering of the polygraph test will be taken from the documents the applicant fills out during the selection process. The questions will be drawn from but not limited to the following areas:

- Educational experience
- Employment experience
- Personal health
- Credit and debt history
- Drug and alcohol use or abuse
- Criminal history or activity
- Driver's license and traffic offense information
- Certain type of sexual activity