

OFFICE OF THE SHERIFF MARSHALL COUNTY

JOEL R. PHILLIPS, SHERIFF

BEN W. VEREN, Chief Deputy * PATRICK W. WHITE, Chief Jailer

2369 JESSUP AVENUE, MARSHALLTOWN, IOWA 50158

TELEPHONE: 641-754-6380

FAX: 641-754-6369

April 26th, 2022

Marshall County Civil Service Commission

Commissioners,

I'm submitting in writing a request to begin the application and testing process to establish a certified eligibility hiring list to fill civil service deputy sheriff vacancies. Recently, the remaining eligible applicant, Joshua Gonsalaus has withdrawn his name from the certified eligibility hiring list. Mr. Gonsalaus remains a current Marshall County Sheriff's Office employee in the Jail Division as a certified Jailer. Mr. Gonsalaus expressed his gratitude for the opportunity to become a deputy sheriff but has decided corrections has career opportunities within the Jail Division as he is enjoying the challenges it provides at this time.

To summarize current and future deputy sheriff staffing levels for the Marshall County Sheriff's Office, there currently is one deputy sheriff's position vacant. During budget discussions in January 2022, I provided the Board of Supervisors with three years of deputy sheriff overtime costs along with current yearly wages and benefits for a certified deputy sheriff. To fund one additional deputy sheriff position this has the potential to reduce overtime costs by over 30%. In addition, with anticipating opening of the Marshall County Courthouse in 2022 and shortage of qualified part-time Courthouse Security Deputy Sheriff's, a full-time certified deputy sheriff would be assigned to Courthouse Security Division to coordinate Courthouse functions, warrant arrests, and inmate transports for court proceedings. This is a position will be assigned based on training, experience and organizational skills and is not a permanent assignment or a new classification. The Board of Supervisors has authorized to increase the maximum civil service deputy sheriff's position by one beginning July 1st, 2022. Regarding foreseen retirements, Deputy Dean has not officially declared retirement but has explored the option for the fall/winter of 2022.

Overall, in Iowa, peace officers are in high demand. Certified peace officers are being aggressively recruited by law enforcement agencies offering high sign-on bonuses and increased wages. I have been able to provide opportunities and amenities for new employees without having to concede to high monetary compensation. I am hoping this is a cycle that will not last long term, but it does add challenges to hire and retain long term employees.

ILEA Basic Academy classes are at capacity (50 recruits each class) with two basic classes running together three times a year. We currently have a recruit seat retained for August 30th, 2022. Many agencies are on waiting lists for openings in the basic academy.

The Marshall County Sheriff's Office Administration will begin posting notices accepting applications for deputy sheriff positions on Iowa Law Enforcement Academy Job Posting website, ISSDA newsletters and website, Indeed, Iowa Workforce Development, Marshall County Sheriff's Office Facebook page, and Marshall County Sheriff's Office website.

Physical agility testing will be scheduled by appointment for a minimum of 30 days after notice has been posted for accepting applications. Successful applicants will be administered POST, background investigation, MMPI, polygraph testing and oral interviews. A list of up to 10 applicants and testing documents will be provided to the Civil Service Commission for review and certification.

After administering the physical agility test the Commission will be updated on applicant progress at each stage and will be extend an invitation to monitor or participate in the administration of further testing. I anticipate between 45-60 days I will request a Marshall County Civil Service Commission public meeting.

In this correspondence packet I have included an Application for Employment, MCSO Application Instructions, Marshall County Civil Service Commission Applicant Law Enforcement Test Letter, Marshall County Sheriff's Office Notice for Application Media Posting, and Times Republican Notice to Hire Deputy Sheriff.

As always feel free to contact me by email or phone if you have any questions.

Sincerely,

Joel R Phillips

Joel R Phillips
Sheriff, Marshall County

Position announcement for websites, advertisements, and social media outlets:

The Marshall County Sheriff's Office is accepting applications for Deputy Sheriff.

Civil Service Entrance examination for Deputy Sheriff will be open until a certified list is compiled. The application period will be open for a minimum of 30 days from the time of posting.

Physical agility and written testing will be scheduled by appointment. Applicants successfully completing physical and written testing will continue to the background investigation and interview portion.

Applications are available at the Marshall County Sheriff's Office. Applications may also be obtained at www.marshallcountysheriff.com. A completed employment packet must be submitted to the Marshall County Sheriff's Office to be eligible to participate in the testing process. Electronic submissions will be accepted; however you must bring the original packet for submission at the time of testing.

Starting wage beginning July 1st, 2022 is \$53,350.00 (\$24.17 hr.). After being employed one year, Iowa certified candidates will receive a \$3,000.00 employee bonus incentive and non-certified candidates will receive a \$1000.00 employee bonus incentive. Lateral transfer is allowed for applicants who are currently Iowa certified peace officers in good standing. Starting wage for lateral transfers with more than two years post academy service is between \$56,975.00-\$62,697.00 (\$25.78-\$28.37 hr.) based on training and experience.

Applicants must be able to meet all minimum standards for the acceptance into the Iowa Law Enforcement Academy; they must be 19 years of age to take the test and 21 years of age to be appointed as a deputy sheriff. Marshall County Sheriff's Office is an Affirmative Action/EOE.

Newspaper ad, Times Republican and Mid Iowa Enterprise

DEPUTY SHERIFF – MARSHALL COUNTY

Immediate opening

Applications and additional information may be obtained

at www.marshallcountysheriff.com, or at the

Marshall County Sheriff's Office, 2369 Jessup Ave., Marshalltown

The completed packet must be submitted to the sheriff's office to be eligible to participate in the process.

Lateral transfer and \$3000 hiring bonus is offered for ILEA certified candidates, \$1000 hiring bonus is offered for successful non-certified candidates. EOE



– **Marshall County Courthouse** –

1 East Main Street – Marshalltown, Iowa 50158

MARSHALL COUNTY CIVIL SERVICE COMMISSION

TO: Applicant for Law Enforcement Test

FROM: Marshall County Civil Service Commission

The attached packet includes an application and personal history statement. The application and personal history must be returned to the Marshall County Sheriff's Office, 2369 Jessup Ave, Marshalltown, IA 50158. Civil Service Entrance examination for Deputy Sheriff will be open until an eligible list is certified. Application period will be open for a minimum of 30 days from the time of posting.

Physical agility and written testing will be schedule by appointment. For those taking the written test, there will be a charge of \$14.00 for the cost of the test booklets.

Upon successful completion of the physical and written tests, applicants will continue to background investigation and interview portion of the hiring process.

If you have taken the Stanard & Associates test, please indicate this on the personal history statement and provide the date taken. Applicants must pass the written test with a score of at least 70% on each of the 4 sections required according to ILEA standards.

A study guide for the written law enforcement test is available at the Marshall County Sheriff's office, at a cost of \$4.00. Standards for the physical endurance test, as adopted by the Iowa Law Enforcement Academy, are attached to the application form.

Upon being hired and employed one year, Iowa certified candidates will receive a \$3,000.00 employee bonus incentive and non-certified candidates will receive a \$1000.00 employee bonus incentive.

Applicants must be able to meet all minimum standards for the acceptance into the Iowa Law Enforcement Academy; they must be 19 years of age to take the test and 21 years of age to be appointed as a deputy sheriff. Lateral transfer is allowed for applicants who are currently Iowa certified peace officers in good standing.

MINIMUM STANDARDS FOR CANDIDATES FOR DEPUTY SHERIFF

- The applicant must be a citizen of the United States and a resident of Iowa or intend to become a resident upon being employed. The applicant must be willing to reside within 50 miles of the Marshall County Sheriff's Office.
- The applicant has reached their twenty-first birthday and has not reached their sixtieth birthday at the time of appointment.
- Is able to obtain a valid driver's license at the time of application.
- Is able to read and write the English language.
- Is not addicted to drugs or alcohol.
- 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.
- Is not by reason of conscience or belief opposed to the use of force when appropriate or necessary to fulfill his or her duties.
- 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 Instruction.
- Has uncorrected vision of not less than 20-100 in either eye; correction to 20-20 and normal color vision.
- Has normal hearing in each ear as determined by an examining physician.
- Good physical, mental and emotional health.
- Must be able to meet all minimum standards for acceptance into the Iowa Law Enforcement Academy.

Please direct any questions you might have regarding this testing series, to the Marshall County Sheriff's office, (515) 754-6380.

Marshall County Civil Service Commission

OFFICE OF THE SHERIFF MARSHALL COUNTY

JOEL R. PHILLIPS, SHERIFF

BEN W. VEREN, CHIEF DEPUTY • PATRICK W. WHITE, Chief Jailer

2369 JESSUP AVENUE, MARSHALLTOWN, IOWA 50158

TELEPHONE: 641-754-6380-FAX: 641-754-6369-EMAIL: sheriff@co.marshall.ia.us

Dear Applicant:

Thank you for requesting an application for employment. Enclosed are materials for your review and completion.

The Marshall County Civil Service Commission in cooperation with the Marshall County Sheriff's Office carries out the application and entire examination process.

To be eligible to take the physical fitness and written examinations, we must receive your application prior to testing. **Your application must be filled out completely and include the following:**

- ❑ **Certified copy of your birth certificate**
- ❑ **High School and/or College Transcripts**
- ❑ **Military form DD-214 (if applicable)**
- ❑ **ILEA Law Enforcement Officer Certification (if applicable)**

****If you are unable to include all required documents before submitting your application, note in the appropriate section the status of the documents. Required documents must be received prior to being eligible for certification by the Marshall County Civil Service Commission. ****

Please be advised that the Marshall County Civil Service Commission will certify a list of up to 10 applicants from the testing and interview process. This list will be utilized for the purpose of filling vacant civil service deputy sheriff positions for a period not to exceed two years from the test date. A study guide may be purchased for the written test and is available upon request. We appreciate your interest in law enforcement. If you should have any questions, please contact Office Manager Tammi Woosley (641) 754-6380 or email: twoosley@marshallcountya.gov

Sincerely,

Joel R Phillips

Joel R Phillips
Sheriff, Marshall County

Attachments: ILEA Physical Testing Standards



IOWA LAW ENFORCEMENT ACADEMY

PHYSICAL TESTING STANDARDS

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness in job performance, established the physical test regimen as a pre-employment standard effective February 15, 1993. Provisions were modified and effective August 6, 2020.

No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test, as prescribed in 501 IAC 2.1(6), adopted pursuant to Section 80B 11(5), Code of Iowa)

Upon entry into the Academy, every recruit will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undue risk of injury. If, at the time of entrance to the Academy, an officer does not meet minimum standards, he or she will not be admitted.

The physical fitness test established by the Council consists of three events:

1. 1 Minute Push-Up Test

The push-up event measures the endurance of the chest, shoulder, and triceps muscles. Recruits will have one minute in which to do as many push-ups as they can.

2. 1 Minute Sit-Up Test

The sit-up event measures the endurance of the abdominal and hip-flexor muscles. Recruits will have one minute to perform as many sit-ups as they can.

3. 1.5 Mile Run

The 1.5mile run is used to assess your aerobic fitness and your leg muscles' endurance. They must complete the run without any physical help. They are being tested on their ability to complete the course in the shortest time possible. Although walking is authorized, it is strongly discouraged.

STANDARDS

All recruits are required to meet the standards of 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.										



IOWA LAW ENFORCEMENT ACADEMY

PHYSICAL TESTING STANDARDS

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.



OFFICE OF THE SHERIFF
MARSHALL COUNTY

JOEL R. PHILLIPS, SHERIFF
BEN W. VEREN, Chief Deputy * PATRICK W. WHITE, Chief Jailer
2369 JESSUP AVENUE, MARSHALLTOWN, IOWA 50158
Telephone: 641-754-6380 Fax: 641-754-6369 Email: sheriff@co.marshall.ia.us



APPLICATION FOR EMPLOYMENT

Check one: [] Deputy Sheriff [] Jailer [] Clerical [] Courthouse Security [] Reserve Deputy Sheriff [] Other

Date: ___/___/___

NOTICE: Applications must be typewritten or clearly printed in ink. All questions must be answered, and accompanying documents received prior to processing. Exception-If waiting for official documents, note in appropriate area. If not applicable, indicate N/A (not applicable). If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as the application and number the sheets to correspond with the questions.

1. PERSONAL HISTORY STATEMENT

Full Name _____ Social Security # _____ - _____ - _____

Street Address _____ Home Phone # (____) _____

City _____ State _____ Zip _____ Mobile Phone # (____) _____

Email address: _____

*Male [] *Female [] *Date of Birth ___/___/___ *Age _____ * Race _____

Are you a U. S. Citizen? [] Yes [] No Place of Birth _____

Have you taken the Civil Service Examination before? [] Yes [] No If so, what date: ___/___/___

Have you ever been employed by Marshall County? [] Yes [] No If so, in what department:

_____ Dates: ___/___/___ to ___/___/___

Are you currently a certified peace officer by the Iowa Law Enforcement Academy? [] Yes [] No If so, what date: ___/___/___

“MARSHALL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER”

*Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status or mental or physical disability. No question on this application is intended to secure information to be used for such discrimination.

Return completed application to:

Marshall County Sheriff’s Office
2369 Jessup Avenue
Marshalltown, Iowa 50158

Email: twosley@marshallcountyia.gov

Height _____ Weight _____ Color of Eyes _____ Color of Hair _____

Scars, Marks, or Tattoos _____

List all names that you have ever used including maiden names:

If married, spouse's name _____
First Middle Maiden Name (if applicable)

List the names and telephone numbers of person(s) that you currently or have lived with in the past 5 years:

Dates		Name	Telephone Number	Address
From	To			

2. RESIDENCES

A. List chronologically, **all** of your residences for the last ten (10) years (including addresses while attending school if away from home and military addresses including any off-base housing).

Dates		Street Address	Apt #	City	County	State
From	To					

3. EDUCATION RECORD

Attach both high school and college transcripts to this application. Your application will not be processed without these transcripts. **Exception-If waiting for official transcripts note in appropriate area.**

High School Name and Address of School	Dates	
	From	To

College or University	Dates		Major	Degree
	From	To		

Other education, training, or special skills you possess _____

a. If you are working on a degree, please give the anticipated completion date: _____

Type of degree expected: _____ Name of institution: _____

b. Were you ever dismissed from a school, or was any disciplinary action against you?

Yes No _____ / _____
Name of School Date

Type of action: _____

c. List awards, honors, citations, positions held in school organizations, athletic endeavors and any other recognition you received while in school.

4. ORGANIZATION MEMBERSHIP

- a. Are you now, or have you ever been a member of any club, society, or organization? Yes No
 If yes, please list them below, do not abbreviate.

Name and Address	Type (social, fraternal, professional, etc.)	Office Held	Membership Dates	
			From	To

5. REFERENCES

Give three (3) references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, who have known you for at least five (5) years, preferably those who have known you during the past five (5) years. If retired, please give their former occupation.

Complete Name _____ # Yrs. Acquainted _____ Occupation _____	Addresses Residence: _____ Business: _____ Telephone #: (_____) _____
Complete Name _____ # Yrs. Acquainted _____ Occupation _____	Addresses Residence: _____ Business: _____ Telephone #: (_____) _____
Complete Name _____ # Yrs. Acquainted _____ Occupation _____	Addresses Residence: _____ Business: _____ Telephone #: (_____) _____

Give three (3) social acquaintances in your own age group.

Complete Name _____ # Yrs. Acquainted _____ Occupation _____	Addresses Residence: _____ Business: _____ Telephone #: (_____) _____
Complete Name _____ # Yrs. Acquainted _____ Occupation _____	Addresses Residence: _____ Business: _____ Telephone #: (_____) _____
Complete Name _____ # Yrs. Acquainted _____ Occupation _____	Addresses Residence: _____ Business: _____ Telephone #: (_____) _____

6. EMPLOYMENT

List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period of time, indicate by setting forth dates of unemployment.

Name and Address of Employer	Dates		Salary	Position and kind of work	Name of Supervisor	Reason for Leaving
	From	To				
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						

Name and Address of Employer	Dates		Salary	Position and kind of work	Name of Supervisor	Reason for Leaving
	From	To				
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						
Name _____ Address _____ City/St _____ Telephone _____						

7. MILITARY RECORD

a. Have you registered with Selective Service, if applicable? Yes No

b. Have you ever served on active duty in the Armed Forces of the United States? Yes No

Highest rank attained _____

c. Branch of military service	d. Serial Number	e. Dates of active duty: From _____ / _____ / _____ To _____ / _____ / _____ <small>Mo Day Yr Mo Day Yr</small>
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f. Type of discharge: _____

Date DD-214 form was recorded: _____ / _____ / _____ County: _____ State: _____

(Provide a copy of your DD-214)

h. Was any type of disciplinary action taken against you in the service? Yes No
 If yes, state the reason(s) and nature of action(s):

8. OPERATOR'S LICENSE

1. Are you a licensed motor vehicle operator? Yes No If yes, list the State(s) you are licensed in.

Driver's License Number (s) _____

2. Has your driver's license ever been suspended, revoked or denied in IOWA or any other state? Yes No

If yes, explain. _____

9. COURT RECORD

a. Have you ever been arrested or charged with any violation, including traffic offenses or have you ever been arrested for past due tickets? Yes No (List all such matters even if you were not formally charged or there was no court appearance, including whether you were found guilty, and if the matter was settled by payment of a fine or forfeiture of bond or collateral.)

Date	Place	Charge	Disposition	Details

b. Has any member of your immediate family or person you resided with, i.e. spouse, brothers, sisters, or children ever been a plaintiff or defendant in any civil or criminal court action? Yes No If yes, give details

Name	Relation	Charge	Date	Disposition

c. Have you ever been a plaintiff or defendant in any court action (including divorce)? Yes No If yes, explain by furnishing dates, place, court, names of parties involved, nature of action and final disposition.

10. RELATIVES

Please use complete name, including middle name (no initials) and complete address.

A. Father	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
B. Mother	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
C. Child (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
D. Child (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
E. Child (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #

F. Brother (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
G. Brother (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
H. Brother (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
I. Sister (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
J. Sister (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
K. Sister (name)	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #

Other relatives with whom you have resided for an extended period of time (indicate relation):

Name:	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
Name:	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #
Name:	Business (name)
Street Address	Street Address
City State Zip	City State Zip
Birth Date Telephone #	Telephone #

11. APPLICANT MISCELLANEOUS DATA

1. Are there any incidents in your life not mentioned herein which may reflect on your ability to perform the duties which you may be called upon to undertake? Yes No If yes, please explain:

2. Are you willing to take a polygraph examination (lie detector) which is required of all applicants? Yes No If no, explain:
