

**MARION COUNTY  
CIVIL SERVICE COMMISSION**

211 N. Godfrey Lane, Knoxville, Iowa 50138  
Commissioners: Tara Gordon, Gordon Mecham, Brian Bigaouette

**07/12/2022**

**To: Civil Service Commission Test Applicants**

**RE: Marion County Deputy Sheriff Application Process**

Please review all the information in the enclosed packet. In order to be eligible for the written examination, you will need to complete and return the Deputy Sheriff Application and the signed Information and Consent for Health and Performance Evaluation forms. These forms shall be returned to the Marion County Sheriff's Office, 211 N. Godfrey Ln. Knoxville, IA 50138 no later than 4:00 PM on August 12, 2022. Applications will not be accepted after this time.

The written examination, the National Police Officer Selection Test, will be conducted on Saturday, August 20, 2022, beginning at 8:00 AM. The location of this written test will be in the Marion County Sheriff's Office located at 211 N. Godfrey Ln., Knoxville, Iowa 50138. Late individuals will not test. Please notify us in advance if you will not test. Applicants taking the POST are asked to bring a check for \$30 made out to "Marion County." If you have successfully passed the POST within 1 year, you are exempt from taking the exam, you will only be required to participate in Physical Fitness testing.

All applicants are expected to arrive by 8:00 AM. Individuals not taking the written exam will begin the physical fitness test immediately following check-in; otherwise, physical fitness testing will begin following completion of the written exam. Applicants are required to have a physician's signature and approval for physical testing. Please bring the appropriate clothing for the physical testing.

Those applicants that pass the written and physical testing process are eligible for an oral interview, which will be scheduled at a later time. Applicants should plan on having the appropriate dress for this interview.

Additional instructions and information will be provided at the testing site. Applicants who have questions or concerns may contact Chief Deputy Troy Fisher at the Marion County Sheriff's Office at (641) 828-2220 [tfisher@marioncountyiowa.gov](mailto:tfisher@marioncountyiowa.gov).

Thank You,

Marion County Civil Service Commission

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**Physical Testing Authorization**

(requires signature of applicant's physician)

Re: \_\_\_\_\_  
(Name of Applicant)

The above listed person is an applicant for employment with the Marion County Sheriff's Office and is required by the State of Iowa to participate in the following battery of tests to determine their ability to perform the essential physical functions associated with the law enforcement profession.

1. 1.5 mile run
2. 1 minute sit up test (maximum number recorded)
3. 1 minute push up test (maximum number recorded)

It is my medical opinion that the above-named person can safely participate in the four-part fitness assessment noted above.

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Minimal Physical Fitness Performance Requirements Chart

<b>Males</b>	<b>Ages</b>				
Test	20-29	30-39	40-49	50-59	60 +
1 Minute Sit-up	38	35	29	24	19
1 Minute Push-up	29	24	18	13	10
1.5 Mile Run	12 :51	13:36	14:29	15:26	16:43

<b>Females</b>	<b>Ages</b>				
Test	20-29	30-39	40-49	50-59	60+
1 Minute Sit-up	32	25	20	14	6
1 Minute Push-up	15	11	9	*12	5
1.5 Mile Run	15 :26	15:57	16:58	17:54	18:44

\* Females in excess of 49 years of age may do pushups on their knees.  
Normative data for these age groups have not been established.

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INFORMATION AND CONSENT FOR THE  
HEALTH AND PERFORMANCE EVALUATION

1. Brief Overview of the "Health-fitness" and Motor-fitness" test batteries:  
The first set of tests you will participate in have been designed to assess your overall health. The mile and a half run test has been selected to evaluate the efficiency of the heart, lungs and circulatory system. In the "Motor-fitness" test battery, you will be assessed to determine your muscular skeletal ability to perform job tasks. Pushups and sit ups will test muscular endurance.
2. A Few of the Likely Risks and Discomforts: There exists the possibility of certain physical changes occurring during the tests. They include abnormal blood pressure, fainting, disorders of heartbeat and, in rare instances, heart attack. Effort will be made to minimize these through on-going observation (by laypersons, but not by medically-trained individuals) during testing. Emergency equipment and trained emergency personnel will be available, but not on-site, to deal with unusual situations which may arise. The test events being administered to determine the muscular skeletal system could result in joint sprain and/or muscle/tendon strain; however, a pre-test warm-up session will be run to minimize these particular possibilities.

YOU ARE STRONGLY ADVISED THAT IF YOU HAVE ANY  
DOUBT WHATSOEVER ABOUT YOUR ABILITY TO WITHSTAND  
THE STRESSES OF THIS EXAMINATION, YOU SHOULD  
CONSULT WITH YOUR PHYSICIAN BEFORE PROCEEDING.

3. Benefits to be Expected: The results obtained from the health and performance tests will assist the Marion County Civil Service Commission in determining your overall health and state of physical performance readiness. The results obtained will also benefit you in that you will be consciously aware of your own physical health and motor ability. Having this awareness will help you target lifestyle activities to better balance your total well-being.

4. Inquiries: Any questions about the procedures used in the health and performance tests are encouraged. If you have any doubts or questions, please ask us for further explanations. In an effort to avoid any appearance of any impropriety in connection with the administration of the testing, no person employed by the Marion County Sheriff's Office will participate in the testing process.
  
5. Consent: Your permission to perform the "Health-fitness" and "Motor-fitness" test batteries is voluntary, but is a condition for consideration as an application for the position of Marion County Deputy Sheriff. You are free to deny consent if you so desire. However, in the event you deny consent, you cannot be considered for employment in positions requiring such health-fitness and motor-fitness screenings.

**I HAVE READ THIS FORM AND I UNDERSTAND THE TEST PROCEDURES THAT I WILL PERFORM. I CONSENT TO PARTICIPATE IN THE TESTS.**

In consideration of, and knowing that my participation in this test is for the benefit of the Marion County Civil Service Commission and for my own benefit, on behalf of myself as well as my heirs, beneficiaries, executors, successors in interest and assigns, I hereby release and forever discharge the County of Marion, Iowa, its officers and employees, the Marion County Civil Service Commission and each of its members, and any and all other persons administering the aforementioned Health and Performance Evaluation in which I am voluntarily participating and any and all successors and assigns of the aforementioned, from any and all claims, demands, damages, and causes of action which may arise on account of any sufferings or injuries sustained by me as a direct or indirect result of my participation in this evaluation.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Signature of Applicant

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Signature of Witness



## Deputy Sheriff Job Description

Job Title: Deputy Sheriff  
Department: Sheriff's Office  
FLSA Designation: Non- Exempt  
Reports to: Chief Deputy  
HR Approved: *Lisa Seddon* March 2022

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### Job Summary

To enforce Federal, state and county laws and ordinances, provide protection and services to citizens, and conduct investigations.

### Essential Functions and Responsibilities

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- Patrols businesses and residential areas using an equipped patrol car; assists motorists and enforces motor vehicle and criminal laws including issuing citations and making arrests; serves warrants, civil process and subpoenas; books, guards and escorts prisoners; provides court room security; deals with juvenile offenders and assists other law enforcement agencies.
- Responds to and investigates calls for service; checks private residences; protects crime scenes; collects and protects evidence; interviews victims, witnesses and suspects; takes reports from the general public and businesses; investigates conditions and causes of accidents; prepares accident reports; directs traffic and controls activities in accident and disaster areas; and makes contacts with business owners and residents to assist them in addressing problems of a law enforcement nature.
- Performs daily maintenance and equipment checks on patrol unit, and maintains a professional appearance through upkeep and maintenance of uniform and duty equipment and oneself.
- Appears in court to testify in traffic violations, civil and criminal cases; and submits reports as requested.
- Becomes and remains familiar with patrol areas, geographic locations, known offenders, neighborhood routines, and potential problem areas.
- Participates in Sheriff's Office training.
- Serves as a community resource for residents and directs them to appropriate agencies and organizations to deal with community problems.
- Responds to rescue calls, including water rescue and recovery.

## Minimum Education and Experience Required to Perform Essential Functions

High school diploma or General Education Degree (GED).

Specific knowledge of a body of rules or operations for a particular functional area or areas such as might be acquired in one to three years of prior related experience. Must be familiar with Iowa Codes, federal statutes and county ordinances.

## Certificates, Licenses, Registrations

ILEA Basic training for officers certification.

## Mental and Physical Competencies Required to Perform Essential Functions

### Language Ability

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Ability to apply concepts of basic algebra and geometry.

### Cognitive Demands

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### Equipment Used

Computer	Radio	Chemical Agents/Striking Sticks
Firearms	Printers	Telephone/Fax/Answering Machine
Cameras	Patrol Vehicles	

### Physical Demands

Work involves occasional activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in providing various program services. Proficient in the use of restraining equipment and self-defense techniques. Able to lift, carry and move persons weighing 200 pounds or more when required. Ability to manipulate keys and keyboards, operate levers and buttons requiring force; able to operate fire extinguisher, handcuffs, nightstick, firearms, mace and related equipment.

### Environmental Adaptability

Environmental hazards are those generally associated with the law enforcement profession such as operating a motor vehicle in emergency situations with potential injury or death; dealing with unknown situations and reactions in a variety of environments; use of deadly force when necessary. May be exposed inadvertently or purposely to hazardous materials and/or contagious diseases through performance of assigned duties.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature

Date

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Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.