

CIVIL SERVICE COMMISSION MEETING

July 10, 2023, 8:30 AM

Minutes

- I. The Civil Service Commission Meeting was called to order at 8:30 A.M. by Chair Wentz.
- II. Roll Call: Members Present: Rahn, Wentz, Walhof
Members Absent: None.
Others Present: Vande Vegte, Kaske
- III. Minutes: Rahn moved, Walhof seconded the minutes of the March 9, 2023, meeting be approved. On Roll Call: Ayes: All present. Nays: None
- IV. Business:
 1. Certification of List of Qualified Civil Service Examinees.
Chief Vande Vegte discussed the test scores of the Entrance Level Examination given on June 22, 2023, and to certify a list of qualified applicants for positions on the Le Mars Police Department.

MOTION: Walhoff moved, Rahn seconded that the Certified List of Qualified Civil Service Examinees dated June 22, 2023, be accepted, and submitted to the City Council for approval. Certified List is good for one year. On Roll Call: Ayes: All present. Nays: None.
 2. Criteria for removal from Applicant Hiring List.
Chief Vande Vegte created guidelines for the Removal from the hiring lists following Iowa Code 501. See Exhibit A. The certified hiring list is a starting point for further examinations, background checks, compliance checks, and interviews. A scoring criteria matrix system is comprised of up to 150 points between multiple categories, i.e.: post exam, background, military, interview process, education, etc. Walhof asked for added verbiage, so the criteria was not limited to the designated bullet points.

MOTION: Rahn moved, Walhof seconded the "Le Mars Civil Service Applicant List Certification and Guidelines for Removal" be approved with the added verbiage. On Roll Call: Ayes: All present.
 3. Update on job openings and in the future.
Police Chief Vande Vegte explained Sergeant Kaskie created a hiring committee consisting of one (1) civil service member, one (1) Plymouth County Attorney's Office member, and three (3) Le Mars Police Department Officers who will be performing the interviews.
 4. Discussion on this hiring process and future hiring processes.
Chief Vande Vegte stated advertising through social media and word of mouth for the job opening seemed to be the only positive way to draw in applicants. For future job openings will look at other ways to get the word out, like send letters to colleges. All written tests will be mailed in for scoring purposes as a clean security measure.
- V. Adjournment: The meeting was adjourned at 9:13 A.M.

Matt Wentz, Chair

Jan Feller, City Clerk

Exhibit A

Le Mars Civil Service applicant list certification and guidelines for removal

Creation of Hiring List

The Le Mars Civil Service Commission shall follow Iowa Code 400.11, with all respects to placement of persons on certified hiring lists.

When no certified hiring list exists or when a certified list of is exhausted, a new certified hiring list shall be created for appointment of police officer.

The Le Mars Civil Service Commission shall within 180 days of a competitive test, certify a list of persons to the Le Mars City Council who qualify with the highest standing as a result of each competitive examination in the hiring process. Certified Police Officers who are not required to take the written competitive test, shall be placed on the list as “qualified certified police officers”, in separated category.

The certified hiring list serves as a starting point for further examinations, background checks, compliance checks and oral interviews.

Removal of persons from hiring lists

The Le Mars Chief of Police shall have the authority to remove persons from the certified hiring list as allowed in Iowa Code 501. All minimum standards for Iowa Law Enforcement Officers must be met or an applicant shall be removed from the certified list.

The City of Le Mars reserves the right to set higher standards for the selection, hiring and appointment of a Police Officer under Iowa Code 501-2.5(80B). Applicants may be removed for the following reasons along with other reasonable justifications not listed below:

- Applicant received a poor review of social media content and activity
- Applicant is not of good moral character as determined by a background check
- Applicant has not proven a steady and consistent work history
- Applicant receives poor reviews from coworkers, employers or references
- Applicant has arrests or convictions for traffic offenses that involve moral turpitude
- Applicant has arrests or convictions for criminal offenses that involve moral turpitude
- Applicant did not perform well in competitive oral interviews
- Applicant has history of conduct that is contrary to honesty and good morals
- Applicant performed poorly in other areas of reviews, backgrounds, or follow up interviews

When the certified hiring list is exhausted, the Chief of Police shall file a request to the Le Mars Civil Service Commission with a request to decertify the hiring list and begin the hiring process over to complete a new hiring list.