



IOWA POLICE DEPARTMENT

115 NORTH THOMSON P.O. BOX 1708
IOWA, LA 70647

HONOR, INTEGRITY AND PROFESSIONALISM

Howard "Keith" Vincent, Chief of Police

Employment Application for the Iowa Police Department

Please read, sign and date all enclosed forms and return with the **completed** application to the Iowa Police Department, 115 North Thomson Avenue, Iowa, Louisiana 70647.

Packet Includes:

Application Form

**** Authorization for release of information

Department Policy on passing test and going through the POST Academy

Understanding test qualifications

Employment preference given to qualified applicants residing within the incorporated limits of the Town of Iowa

**** Besides being filled out, signed and dated, this form **must** be notarized before being returned



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www.iowapd.org

HONOR, INTEGRITY AND PROFESSIONALISM

Howard "Keith" Vincent, Chief of Police

Authority for Release of Information

Last Name: _____ First Name: _____ Middle: _____
Race: _____ Sex: _____ Date of Birth: ___/___/____ DL# _____ St: _____

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 Iowa Police Department, whether the said records are of public, professional or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of education institutions, financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, loans and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records, real and personal property tax statements and records, and other financial statements and record wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; record of complaint of a civil nature made by or against me, wheresoever located, and to include the records and recollection of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have had, an interest; and any medical records of any institution of a physical or mental nature.

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 and professional life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Iowa Police Department to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal and professional information, however personal, professional or confidential it may appear to be, and the source of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon the release authorization will be considered in determining my suitability for employment by the Iowa Police Department. I understand that all materials pertaining to this investigation becomes property of the Iowa Police Department and will not be returned to me.

I furthermore, consent to a physical examination, polygraph examination, psychological testing and drug screening, and if hire, random drug testing.

It is my understanding that this background information, will be made available for review, to the Mayor and Alderman. I understand that this information will be kept confidential, and is not made available to the public.

I agree to hold harmless the person to whom this request is presented and his/her agent 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. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

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

Must be signed in the presence of a notary; Signature: _____
Subscribed and sworn before me this

_____ day of _____, 20_____ Address: _____

Notary: _____



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HONOR, INTEGRITY AND PROFESSIONALISM

Howard "Keith" Vincent, Chief of Police

June 26, 1998

To: All New Officers and Applicants

Re: Policy and Procedures

Failure to pass any required testing during the hiring and rehiring process will result in immediate termination if already hired and disqualification for employment if employment pending.

Must have completed or is attending the regional training academy on first anniversary date of employment.

Effective Immediately:

1. All required testing must be passed the first time.

Tests required to be taken and passed during the hiring process are: Physical examination, Drug screening. Physical agility, Polygraph, and Psychological evaluation. All tests must be passed at initial time of testing. If already employed, failing to pass any of the above test will result in termination. Should any of the above taken before being hired, failure to pass will result in disqualification for the position being applied for.

2. Must be through training academy by one year anniversary date.

A new officer must have completed or is currently going through the Calcasieu Parish Sheriff's Regional Training Academy, upon the anniversary date of their first year of employment. Failure to do so will result in termination.

Please sign and date showing that you have read and understand the above Policy and Procedures.

Signature of Applicant

____/____/_____
Date



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HONOR, INTEGRITY AND PROFESSIONALISM

Howard "Keith" Vincent, Chief of Police

Date: ___/___/_____

I understand that upon being accepted for employment with the Iowa Police Department, I must take and pass the following test:

- (1) Physical Examination,
- (2) Drug Screening,
- (3) Physical agility test,
- (4) Polygraph,
- (5) Psychological testing,
- (6) Written exam.

I have been advised that all test must be passed at initial testing. There will be no second chance. Failing pass any of the tests will result in termination if already employed, and disqualification for the position applied for if employment pending.

I have read and understand the above.

Signature of Applicant

___/___/_____
Date

___:___ am/pm
Time



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HONOR, INTEGRITY AND PROFESSIONALISM

Howard "Keith" Vincent, Chief of Police

January 01, 2007

To: All New Officers and Applicants

From: Chief H.K. Vincent

Re: Employment Qualifications

Effective January 01, 2007, employment preference is given to qualified applicants who reside within the incorporated limits of the Town of Iowa.

Please sign to show that you have read and understand the policy.

Signature of Applicant

___/___/_____
Date

__:__ am/pm
Time