



Cedar Rapids Police Officer Career Information Packet

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The mission of the Cedar Rapids Police Department is to actively involve everyone in a team effort to serve, protect, and prevent crime and disorder by training, educating, informing, and involving ALL in order to provide a safe and secure community in an effective and efficient manner.

The Cedar Rapids Police Department has a current authorized strength of 212 police officers. Within the department there are numerous units:

Field Support

- Regional Academy
- In-service Training

Uniform Division

- 6 patrol shifts, 10 hour/4 day week
- Traffic Bureau, 8 hour/5 day week
- Accident re-constructionists & OWI enforcement
- K9 Handlers
- Special Response Team (SWAT)
- Bicycle Patrol Unit
- Hazardous Devices Unit (Bomb Squad)
- Honor Guard
- Crisis Negotiators Team
- School Resource Officers (SRO)
- Peer to Peer Group
- Crisis Intervention Team (CIT)
- Police Community Action Team (PCAT)

Investigative Unit

- Child Protection Center
- Financial Crimes Unit
- Narcotics Unit
- Youth Services
- Crime Scene Unit
- Street Crime Unit
- Computer Forensics
- Collaborative assignments with federal and state task forces
- Mobile Assist Team (MAT)

Crime Prevention

- Police PALs
- Neighborhood Watch
- Citizens Police Academy

Selection Process

The selection process for the Cedar Rapids Police Department requires successfully completing all 13 phases to the right. Failing any step will result in elimination from the process. Applicants are encouraged to produce the best test scores during each of the test phases so it allows the greatest opportunity for a Conditional Offer and Final Offer of Employment.

To submit an application visit:
www.cedar-rapids.org/police

- Complete Application
- Minimum Qualifications
- Physical Fitness Testing
- Written Exam
- Police Panel Interview
- Psychological Evaluation
- Oral Board Interview
- Polygraph
- Background Investigation
- Conditional Offer
- Medical Exam
- Pre-academy Physical Fitness Testing
- Basic Training Academy

The mentioned phases are detailed in this packet.

➤ Complete Application

Applicants are required to submit a thorough and complete application. All of the questions must be answered and all requested documents (i.e. state certified birth certificate, certified high school transcripts, and if applicable, certified college transcripts and DD214) must accompany the application.

➤ Minimum Hiring Qualifications

Applicants are required to determine from the list of minimum hiring qualifications whether or not they believe they are suitable for hire as a Police Officer with the City of Cedar Rapids. Computerized record files (driver's license and criminal history) will be searched on each applicant prior to testing. All applicants meeting the minimum qualifications screening will be invited to complete the physical fitness assessment. For quick reference, minimum qualifications begin on page 5.

State of Iowa

City of Cedar Rapids

MINIMUM HIRING QUALIFICATIONS

Minimum employment qualifications to be considered for employment as a Police Officer for the City of Cedar Rapids.

There shall be strict adherence to the following minimum qualifications. No exceptions will be made. Applicants not meeting or maintaining these minimum standards throughout the entire selection process will not be considered for employment as a Police Officer with the City of Cedar Rapids.

CITIZENSHIP:	An applicant must be a citizen of the United States.
RESIDENCE:	An applicant does NOT have to be a resident of Iowa to apply. Residence within 50 miles of Cedar Rapids is required at time of employment.
AGE:	For the position of Police Officer, an applicant must be at least eighteen (18) years of age and may not reach the age of 65 years by the established date of the written examination.
EDUCATION:	Applicants must be a graduate of an accredited high school, or possess an equivalency certificate (GED), which meets the minimum requirements of the State of Iowa as determined by the State Department of Public Instruction.

PHYSICAL REQUIREMENTS:	
	<p>An applicant who will become an officer is required to be in acceptable physical and mental condition to perform his/her duties under physically demanding conditions. The following specific requirements must be met and maintained through the entire selection process:</p> <ul style="list-style-type: none"> • Uncorrected vision (without contact lenses or glasses) is no worse than 20/100 in each eye, corrected (with contact lenses or glasses) to 20/20 in each eye. • Normal color vision as determined by a City designated physician. • Normal hearing in each ear as determined by a City designated physician. <p><i>Medical conditions not specified will be evaluated by the City's designated physician whose decision will be final.</i></p>
DRIVING RECORD:	
	<p>Applicants must possess a valid Iowa driver's license or chauffeur's license at time of employment. An applicant will not be considered for employment at this time if:</p> <ul style="list-style-type: none"> • Driving privileges are currently under revocation or have been suspended, cancelled, or revoked within the three (3) years prior to the date of the written examination.

GOOD MORAL CHARACTER:	
	<p>An applicant must be of good moral character, which means that he/she can be trusted and is considered by those who know him/her to be a person of good reputation and good standing in the community. When conduct is of a nature that, if known, would tend to discredit the applicant as a peace officer, the applicant will not be employed. The character of the person is determined by past behavior. Many factors are relevant in this assessment. The Department seeks applicants whose histories show good judgment, maturity, a sense of responsibility, and the respect of others. Several factors will be considered in determining moral character:</p> <ul style="list-style-type: none"> • Conviction of a felony (as defined by Iowa law) will disqualify an applicant. • Conviction of an aggravated misdemeanor (as defined by Iowa Law), less than five (5) years prior to date of the written exam will disqualify an applicant. • Conviction of a serious misdemeanor (as defined by Iowa Law), less than two (2) years prior to date of the written exam will disqualify an applicant. • Conviction of domestic assault, child abuse, or other conviction resulting from domestic or child abuse will disqualify an applicant. • Unlawful sale or delivery of any controlled substance will disqualify an applicant. • An applicant who has illegally used any illegal drug while employed in any law enforcement or prosecutorial position will be disqualified. • Any illegal drug use in the last 24 months prior to the date of the written examination will disqualify an applicant. • A consistent pattern of unexplained failures to meet debt obligations <u>will be evaluated</u>. • An applicant who gives false or misleading information to the Department at any time during the application process <u>may be disqualified</u>. • History of excessive use of alcohol <u>will be evaluated</u>. • An applicant who is discovered to have misrepresented his/her drug history in completing the application <u>will be found unsuitable for employment</u>.

➤ Preparing for Physical Fitness Testing

The Physical Fitness Assessment consists of four basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

The assessment consists of a minute of sit-ups, a minute of push-ups, a stretch and reach (flexibility) exercise, and a 1.5 mile run. Time and repetitions vary depending on the age and sex of applicant. Applicants passing the physical fitness assessment will advance to the written exam.

How will Physical Fitness be measured?

1. SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to an apparatus with 15 inches being at the toes and the one inch mark closest the body. Knees must be locked and the hands together as the applicant stretches down the measuring apparatus.



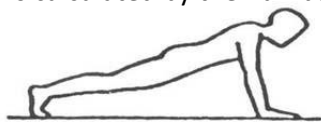
2. ONE MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in number of bent leg sit ups performed in 1 minute. Hands must remain on or about the head. While in the up position, elbows should touch the knees or upper portion of the thigh. When in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.



3. ONE MINUTE PUSH UP TEST

This test requires applicants to push their own weight off the floor. This measure the amount of force the upper body can generate and is an important area of performing police tasks requiring upper body strength. The score is calculated by the number of push-ups performed in one minute. The chest must come down and touch a fist placed under the applicant's chest, and then the arms must go to full extension to complete a push up. Women will not be allowed to complete this test with their knees on the ground unless they are in excess of 49 years of age.



4. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area of performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.



Physical Fitness Standards

MINIMAL PHYSICAL FITNESS PERFORMANCE REQUIREMENTS CHART

MALE'S AGE	20-29	30-39	40-49	50-59	60+
Sit and Reach	16.5	15.5	14.3	13.3	12.5
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

FEMALE'S AGE	20-29	30-39	40-49	50-59	60+
Sit & Reach	19.3	18.3	17.3	16.8	15.5
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.

➤ Written Exam (P.O.S.T.)

Each applicant must pass the Police Officer Selection Test (POST). The POST is a timed aptitude test divided into four sections. The specific sections are: arithmetic, reading comprehension, grammar/spelling/punctuation, and incident report writing. Applicants cannot score less than 70% on any of the four sections of the test, and the overall average must be 80% or greater. A POST study guide is available for review at <https://www.applytoserve.com/Study/>. The Cedar Rapids Police Department also has a study guide available to review on site.

➤ Police Panel Interview

After successful completion of the physical fitness assessment and the written exam, applicants will receive an interview with a panel of Police employees at various ranks. Each member of the panel will score the applicant and an average of those points will be added onto the score obtained on the POST exam. Business attire is encouraged.

➤ Psychological Evaluation

Applicants are required to complete the MMPI (Minnesota Multi-Phasic Personality Inventory). The MMPI is an evaluation of the applicant's cognitive skills, personality characteristics and suitability for a law enforcement career. The MMPI consists of 567 true/false questions. The MMPI documents are sent to the State of Iowa to be evaluated and scored. In some cases, a follow-up interview is necessary with a Psychologist for further evaluation. The Psychologist will make a hiring recommendation based on the results of the MMPI and the interview.

➤ Civil Service Board Interview

Each applicant advancing to the Civil Service Board interview phase will be interviewed and evaluated by three Civil Service Board Members. Veteran's points are awarded in accordance with Iowa law. Education points are awarded for post high school education at the Civil Service's discretion.

The average of the combined scores, along with the education and veteran's points, becomes the applicant's final interview score. Business attire is encouraged.

➤ Polygraph

Each applicant advancing to the background investigation will be requested to voluntarily submit to and pass a polygraph examination designed to verify application information, help determine suitability and further support his or her contention of good moral character. During the polygraph evaluation, information gathered from all applicant materials and oral board responses will be verified. Emphasis is placed on illegal drug use/abuse, detected and undetected criminal conduct, and misrepresentation of information given during the previous test phases.

➤ Background Investigation

Once an applicant has passed the above mentioned test phases, a careful review of applicant materials, test results, oral board interview, etc. is conducted. Selected applicants will advance to the background investigation phase. During the background, an applicant's references, employers, schools, co-workers, and other sources are contacted and interviewed.

➤ **Civil Service Certified List**

The Civil Service Commission will review all of the information obtained in the previous phases and approve a certified list of suitable applicants for hire. Being placed on this list does not mean employment has been offered. These applicants will remain on the certified list for one year and at any time during that year, employment may be offered by the department.

➤ **Conditional Offer of Employment**

The Chief of Police will review all of the information obtained in the previous phases and select applicants from the Civil Service Certified List. The number of applicants receiving a conditional offer of employment will depend upon the department's need and budgetary constraints.

➤ **Medical Examination**

Upon receiving the conditional offer for employment, applicants will complete required testing to include health and physical assessment, visual and hearing acuity and pulmonary function testing. Applicants will be further examined by a physician to determine if free from any physical, emotional, or mental condition which might adversely affect the performance of law enforcement related activities. This includes a standard physical examination to include heart, lungs, chest, back, eyes, ears, nose, throat, and any other areas deemed appropriate by the examining physician under the direction of and as specified by the Police Pension Board. It will also include a pre-employment drug test, maximal treadmill stress, EKG, x-rays, and lab work.

➤ **Pre-Academy Physical Fitness Test**

Once medical clearance has been received, a pre-academy physical fitness test will occur. This will be the same test from the beginning of the process consisting of sit-ups, push-ups, stretch & reach (flexibility), and a 1.5 mile run.

➤ **Basic Training Academy**

Applicants who are offered a Police Officer position attend the 18 week Cedar Rapids Regional Police Academy which is one of three accredited police academies in the State of Iowa. The academy is under the accreditation of the Iowa Law Enforcement Academy. The basic training academy is conducted at the Cedar Rapids Police Department in Cedar Rapids, IA and runs Monday through Friday. Applicants are dismissed over the weekends.

Subjects studied during the academy range from laws of arrest, search and seizure, defensive tactics, arrest techniques, precision driving, firearms, emergency management services, criminal law, physical fitness and motor vehicle law.

During the academy, all training materials are furnished at no cost to the recruits. Recruits receive a salary during academy training. The academy runs from 8:00 a.m. to 4:00 p.m. for the majority of the 18 weeks however there will be a few deviations of the schedule for specific training topics.

Upon graduation from the academy, each officer will complete 5 months of field training with a Field Training Officer and will be on employment probation for 1 year.

Pay Scale

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Police Officer	30	25.24	26.25	27.30	28.39	29.52	30.71	31.94	33.21	34.54	35.92	37.36

Benefits At a Glance

To review the benefits summary for the police bargaining employees of the City of Cedar Rapids, click on the following link:

http://cms.revize.com/revize/cedarrapids/document_center/HR/Benefits/Benefit%20Summaries/Police%20Bargaining%20Benefit%20Summary%20Traditional%20Plan.pdf

Benefits will be discussed at length during New Employee Hire Orientation.

➤ Frequently Asked Questions

- Question:** I submitted an application for a previous selection process. Am I required to send a new application, grade transcripts, birth certificate and DD214?

Answer: For every new selection process, new/current application forms must be submitted. You are **not** required to resubmit a new birth certificate, grade transcripts, or DD214 if you applied in the two years prior to the current process. The only time you would be required to submit a new set of grade transcripts is in the event you attended additional college classes since the last time you applied with our department. **Application packets are kept on file for three years only. If you are not certain if the department has your documents on file from a previous selection process, it is suggested that these forms be resubmitted.**

2. **Question:** Will you send portions of my application materials back to me, i.e., birth certificate, transcripts, application form, etc. when the process has been completed or once I am no longer in contention?

Answer: All submitted materials become the property of the Cedar Rapids Police Department and will **NOT** be returned to applicants. It is advised that applicants make copies of their application materials and retain the copies for their personal files.
3. **Question:** How do I obtain a *certified* copy of my birth certificate?

Answer: Applicants born in the state of Iowa are able to obtain a certified copy of their birth certificate by contacting or stopping by the Iowa Department of Health, Vital Records Bureau, in the Lucas State Office building located in Des Moines. A fee will be charged for the record search and will include one certified copy. The phone number for the Department of Health is (515) 281-4944. The web address is: <http://idph.iowa.gov/health-statistics/request-record> or by calling 866-809-0290 for payment by credit card.
4. **Question:** I was born outside of the United States and do not have a birth certificate. Instead, I have a Certificate of Naturalization / Certificate of Immigration. Can I provide this document in place of a birth certificate?

Answer: Yes, the Naturalization/Immigration document will serve as proof of U.S. citizenship. A U.S. passport may also be used to verify citizenship.
5. **Question:** Rather than send my high school transcripts, can I send a copy of my high school diploma?

Answer: A copy of your high school diploma will **NOT** be acceptable in lieu of grade transcripts.
6. **Question:** Is it necessary to forward high school grade transcripts if I have college transcripts?

Answer: The application requires both high school grade transcripts AND college grade transcripts (if applicable). If you are currently in school, grade transcripts achieved up to the time of application submission must be submitted.
7. **Question:** My high school / college will not send my grade transcripts directly to me. Is it okay if they are sent directly to the Cedar Rapids Police Department?

Answer: Applicants are permitted to have grade transcripts sent directly to the Police Department. With the high volume of applicants, it is not possible to verify with each applicant that their grade transcripts have been received. It is up to the applicants to ensure that transcripts have been sent.
8. **Question:** Do you give veteran's points to qualified applicants?

Answer: Preference for eligible veterans will be considered in accordance with applicable provisions of the Code of Iowa. To qualify for veteran's points, you must have served during one of the following periods. Five points will be awarded to anyone for active service. Ten points will be awarded to any application with a service related disability.

- Persian Gulf/Iraq Conflict – Aug 2, 1990 through (End date yet to be determined by Congress)
- Panama Service – December 20, 1989 through January 31, 1990
- Lebanon or Granada Service – August 24, 1982 through July 31, 1984
- Viet Nam Conflict – February 28, 1961 through May 7, 1975.

The purpose of this program is to assign eligible applicants preference points in the scoring phase of the City's hiring processes. The program is not intended to guarantee a veteran a job, but rather, to get them to the interview phase for consideration on their own merits. The agency must apply the veteran's preference points to their scoring mechanism when it is determined that the applicant is eligible to receive the preference. Proof of eligibility for points must be provided by the applicants in the form of a certified photocopy of a DD214 Form (Armed Forces Report of Transfer or Discharge) or other official document containing dates of service of a listing of service medals and campaign badges.

	Am I considered a Veteran: §35.1	Response	Award
A.	<p>I am a resident of this state who served in the armed forces for the U.S. at any time during the following dates:</p> <ul style="list-style-type: none"> • Persian Gulf/Iraq Conflict from August 2, 1990, through the date the president or the Congress of the United States declares a cessation of hostilities. • Panama service from December 20, 1989, through January 31, 1990. • Lebanon or Grenada service from August 24, 1982, through July 31, 1984. • Vietnam Conflict from February 28, 1961, through May 7, 1975. 	Y	Y
	I was discharged under honorable conditions.		

B.	I am a former member of the reserve forces of the U.S. who served at least twenty years in the reserve forces.	Y	Y
	I was discharged under the honorable conditions or retired under Title 10.		
	I am a member of the reserve forces of the U.S. who completed a minimum aggregate of ninety days of federal active duty, other than training.	Y	Y
	I was discharged under the honorable conditions or retired under Title 10.		
	I am a member of the reserve forces for the U.S. who has served at least 20 years in the reserve forces and who continues to serve in the reserve forces.	Y	Y
	I am a former member of the Iowa National Guard who served at least 20 years in the Iowa National Guard.	Y	Y
	I was discharged under honorable conditions or retired under Title 10.		
	I am a member of the Iowa National Guard who was activated for federal duty, other than training, for a minimum aggregate of 90 days.	Y	Y
	I was discharged under honorable conditions or retired under Title 10.		

	I am a member of the Iowa National Guard who has served at least 20 years in the Iowa National Guard and continue to serve in the Iowa National Guard.	Y	Y
C.	I am a resident of this state who served on federal active duty, other than training, in the armed forces of the U.S.	Y	Y
	I was discharged under honorable conditions.		

Question: Should I send a copy of my DD214 if I served in the military?

Answer: Yes, a copy of your DD214 should accompany your application. If you are currently serving in the military, this document will have to be submitted prior to receiving the Conditional Offer of Employment.

Question: I was given several awards, certificates, etc. while I served in the military. Can I send copies of these?

Answer: This information is not required for the application. If submitted, it will be added to your application.

Question: Can I send my resume?

Answer: Resumes are not required. If one is sent with the application, it will be placed in your application.

Question: Does your agency accept lateral transfers from out of state?

Answer: Current LE Officers are encouraged to apply however will need to go through the entire recruiting process. The need for academy attendance will be evaluated individually. Certification by Examination through ILEA is a possibility if the candidate's training records are adequate. An abbreviated academy is also a possibility if there are only certain areas that need to be addressed. The FTO phase and probationary period would still be necessary in either scenario.

Question: Is there anything I can do to prepare myself for the POST written test?

Answer: The POST is a standard aptitude test. A study guide is available to view at the Cedar Rapids Police Department or purchase at <https://www.applytoserve.com/Study/>. There is also a practice test available for purchase at the same link.

Question: Are there any other tools to help me be successful?

Answer: Yes, please visit our webpage at http://www.cedar-rapids.org/local_government/departments_g_-_v/police/index.php. There is a power point presentation that covers many tips to help you be prepared. There is also a video demonstration of the physical qualification exam and proper technique.

Tip: You are encouraged to submit your application in a timely manner to allow for us to review it and contact you if we need additional information/documentation. If your application is lacking information/required documents and the deadline passes, you will be automatically disqualified.