



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 is actively recruiting certified law enforcement officers to join our department. Known as lateral transfers, a certified law enforcement officer from another agency, including in or out of the state of Iowa, can be hired by the Cedar Rapids Police Department with step pay consistent with the total number of years of service that you have earned as a certified peace officer.

The Cedar Rapids Police Department has a current authorized strength of 224 police officers. Within the department there are numerous units:

Administrative Operations

- Regional Academy
- In-service Training

Uniform Division

- 4 patrol shifts, 10 hour/4 day week
- Bicycle Patrol Unit

Community Service Division

- Traffic Bureau, 8 hour/5 day week
- Accident re-constructionists & OWI enforcement
- K9 Handlers
- Special Response Team (SWAT)
- Hazardous Devices Unit (Bomb Squad)
- Honor Guard
- Crisis Negotiators Team
- School Resource Officers (SRO)
- 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)

Office of the Chief

- Peer to Peer Group
- Crisis Intervention Team (CIT)

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

The mentioned phases are detailed in this packet.

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

➤ 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 or diploma, 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 6.

State of Iowa
City of Cedar Rapids
MINIMUM HIRING QUALIFICATIONS
(as of September 12, 2019)

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 and emotionally demanding conditions. The following specific requirements must be met and maintained throughout 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 consistent with the occupational demands for law enforcement. • Normal hearing in each ear. Hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer. Hearing is considered normal when hearing sensitivity thresholds are within 25 decibels measured at 1000 Hz, 2000 Hz, and 3000 Hz averaged together.

	<p>For additional details regarding vision and hearing requirements, please review the Minimum Hiring Qualifications in the State Code of Iowa Chapter 501.</p> <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 driver's license. Applicants <u>will not be considered</u> for employment if:</p> <ul style="list-style-type: none"> • Driving privileges have been suspended, canceled or revoked in the three (3) years prior to the receipt of application due to a moving traffic violation(s). Other suspensions, cancellations or revocations will be evaluated. • Convicted of five (5) moving violations in the three (3) years prior to the receipt application. <p>Convicted or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) six (6) years prior to the receipt of application will disqualify the applicant. Conviction or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) six (6) years or longer from the receipt of application will be evaluated on a case-by-case basis.</p>
GOOD MORAL CHARACTER:	
	<ul style="list-style-type: none"> • 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 <u>will not</u> be employed. • The character of a 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.
DISQUALIFIERS:	
	<ul style="list-style-type: none"> • Conviction or commission of a felony and/or aggravated misdemeanor (as defined in Iowa law). • Conviction or commission of income tax evasion, perjury or its subornation, theft 1st, 2nd, or 3rd, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales. • Conviction or commission of assault, domestic abuse, or other offenses of domestic violence, stalking, and any offense in which a weapon was used in the commission of the act. • Conviction or commission of obstruction of justice, resisting arrest, or assaulting a peace officer.

	<ul style="list-style-type: none"> • Providing false or misleading information to the Department at any time during the application process. • Misrepresentation at any time during the application process regarding the use of prescription or illegal drugs. • Unlawful sale of ANY controlled substance. • Any illegal use of marijuana or use of any other illegal controlled substance within the past two (2) years prior to the receipt of application. Any admission of use of any illegal controlled substance before this two (2) year period will be evaluated. • Use of any illegal controlled substance while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust. • Conviction or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) six (6) years prior to the receipt of application. • Suspension, cancellation or revocation of driving privileges in the three (3) years prior to receipt of application, which are due to a moving traffic violation(s). Other suspensions, cancellations or revocations will be evaluated. • Conviction or plea to five (5) moving violations in the three (3) years prior to the receipt of application. • Bias based on race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or gender identity.
THESE FACTORS WILL BE EVALUATED:	
	<ul style="list-style-type: none"> • Conviction or commission of a serious misdemeanor (as defined by Iowa law) • Conviction or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) six (6) years or longer from the receipt of application will be evaluated on a case-by-case basis. • Pattern of serious traffic offenses • Pattern of assaultive behavior • Underage drinking • Public intoxication • Consistent pattern of unexplained failures to meet debt obligations • Pattern of vehicle collisions • Misuse of authority or excessive use force while employed in any law enforcement or prosecutorial position, or while employed in a position, which carries with it a high level of responsibility or trust. • Any admission of the use of marijuana or use of any other illegal controlled substances before two (2) year period prior to the receipt of application will be evaluated. • Any admission of legal use of marijuana within the past two years will be evaluated. • Any admission to misuse of any prescription drug. • Pattern of underage drinking or binge drinking

- Conviction, plea, charge, or admission to supplying alcohol to minors
- Character or reputation regarding untruthfulness.
- Theft 4th or 5th degree or other crime of dishonesty or breach of trust.

Other conduct not specified will be evaluated.

➤ Preparing for Physical Fitness Testing

The Physical Fitness Assessment consists of three 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, and a 1.5 mile run. Time and repetitions vary depending on the age and sex of applicant.

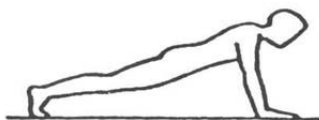
How will Physical Fitness be measured?

1. ONE MINUTE SIT-UP TEST:



This is a measure of the muscular endurance of the abdominal and hip-flexor 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.

2. ONE MINUTE PUSH-UP TEST:



The push-up measures the endurance of the chest, shoulder, and triceps muscles. This measures 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.

3. 1.5 MILE RUN:



The 1.5 mile run is used to assess your aerobic fitness and your leg muscles' endurance. 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. It must be completed without any physical help. Although walking is authorized, it is strongly discouraged.

Physical Fitness Standards

MINIMAL PHYSICAL FITNESS PERFORMANCE REQUIREMENTS CHART

MALE'S AGE	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

FEMALE'S AGE	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.

➤ 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. 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.

➤ Pre-Polygraph 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. 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, and a 1.5 mile run. Applicants must pass all three physical fitness assessment tests.

➤ 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 required to obtain their own housing.

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 – Effective July 1, 2021

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	28.12	29.26	30.41	31.63	32.90	34.22	35.59	36.99	38.49	40.04	41.84

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://www.cedar-rapids.org/local_government/departments_g_-_v/human_resources/benefits.php#Summaries

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: Yes, while transcripts are preferred and encouraged, a copy of your high school diploma will be acceptable proof of graduation.

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.		

9. **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.
10. **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.
11. **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.
12. **Question:** Does your agency accept lateral transfers from out of state?
Answer: We are allowing lateral transfers of in state and out of state Certified L.E. new hires. This allows for an officer from another agency to be hired at our pay step consistent with the total number of years of service as a Certified Peace Officer. Candidates will still need to go through the complete Civil Service hiring process. This incentive applies to pay only, not seniority, vacations, etc. Academy attendance will not be required for out of state candidates, however passing the ILEA Certification by Exam will be. The FTO phase and probationary period would still be necessary.
13. **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.
14. **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](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.