FREQUENTLY ASKED QUESTIONS

How do you interpret your personal appearance policy?

1) No visible tattoos on neckline, face or head. This means no make-up cover ups, no flesh colored material cover ups or any cover ups with issued uniform head gear on or off.
2) Any visible tattoos on a person's body from the neckline down must be covered wearing the appropriate issued duty uniform. Sleeve modifications will be at the expense of the department for summer uniforms and flesh colored material cover up devices will be provided by the department but generally cleaning of these items is at the expense of the employee.

   Limited tattoo's located on the hand and or wrist will be evaluated on a case by case basis with final approval or denial by the Commissioner of Public Safety.

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 web address is: http://idph.iowa.gov/health-statistics/request-record or by calling 866-809-0290 for payment by credit card.

Non-Iowa applicants will be required to contact their birth state's Vital Records Bureau.

Iowa born applicants, in addition to those applicants born outside the state of Iowa, are also able to obtain a certified copy of their birth certificate from their county courthouse of birth.

A certified birth certificate will have an embossed (raised) seal. The process of receiving a certified birth certificate can take several weeks. It is advised that applicants request this information as soon as they submit their test registration form to D.P.S.

Question: I was born outside the United States and do not have a birth certificate. Instead, I have a

Certificate of Naturalization / *Certificate of Immigration*. Can I provide a Xerox copy of this document in place of a birth certificate?

Answer: It is *illegal* to make a Xerox copy of the Naturalization/Immigration document. On the first day of testing, you will be required to show the Applicant Coordinator this document as proof of U.S. citizenship. A U.S. passport may also be used to verify citizenship.

Question: Is a Xerox copy of a birth certificate signed by a notary public acceptable?

Answer: Notary signed birth certificates are **NOT** acceptable.

Question: Do grade transcripts from high school and college have to be certified copies?

Answer: Grade transcripts (high school and college) do **NOT** have to be certified, however the name of the high school/college must be printed on the document.

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.

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.

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 State of Iowa 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.

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

Answer: The POST is a standard aptitude test. Study guides are available for review at all Iowa State Patrol offices in the state. Applicants can visit this website for a listing of all available offices: http://www.dps.state.ia.us/ISP/districts/districtmap.shtml

Additional Resources:

Online POST Practice Test & Study Guide (Fee-based)

Police Practice Test (Free)

Police Officer Exam by Tracey Boscontini (from local library or for purchase in bookstores or online)

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 applicant with a service related disability.

- Persian Gulf/Iraq Conflict -- August 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 State'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 applicant 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 or a listing of service medals and campaign badges.

	Am I Considered a Veteran: §35.1	Response	Award
A.	I am a resident of this state who served in the armed forces of the U.S. at any time during the following dates: • 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 the honorable conditions.		
B.	I am a <u>former member</u> 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. I was discharged under the honorable conditions or retired under Title 10.	Y	Y
	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. I was discharged under the honorable conditions or retired under Title 10.	Y	Y
	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. I was discharged under the honorable conditions or retired under Title 10.	Y	Y
	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. I was discharged under honorable conditions.	Y	Y

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 the Final Offer phase.

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

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

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 along with the requested information.

Question: Can I send my resume?

Answer: Resumes are **not** required. If one is submitted with the application, it will remain with it.

Question: Does your department allow applicants to have corrective surgery in order to meet Iowa Law Enforcement Academy (ILEA) vision requirements? *(See below for specific requirements.)*

Answer: Surgery to correct vision will not be considered an automatic disqualifier. Applicants will be subject to evaluation by our medical doctors to determine if the surgery results permit unrestricted duty as a peace officer. D.P.S. vision policy states:

At the time of the physical exam with the D.P.S. doctors, the last surgical procedure on either eye (including touch up) must have been at least six weeks ago.

If you are concerned about meeting vision requirements please provide your medical provider with the following information so they can assist you with interpretation:

Applicants must have color vision consistent with the occupational demands of law enforcement. Passing any of the following color vision tests indicates that the applicant has color vision abilities consistent with the occupational demands of law enforcement: Pseudoisochromatic plates tests such as but not limited to: Tokyo Medical College, Ishihara, Standard Pseudoisochromatic Plates, Dvorine,American Optical HRR Plates, American Optical. Panel tests such as: Farnsworth Dichotomous D-15 Test or any other test designed and documented to identify extreme anomalous trichromatic, dichromatic or monochromatic color vision. Individuals with extreme anomalous trichromatism or monochromasy color vision, as determined through testing, are not eligible to be hired as law enforcement officers in the state of Iowa. Applicants will be checked during the medical examination for color blindness.

Question: Does your agency allow employees to transfer to other divisions?

Answer: Employees are able to request a transfer to another division after one year of service. If selected for a desired transfer, employees do not have to re-attend the academy. Training would be provided by the division.

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

Answer: No, lateral transfers are not acceptable from another state. Applicants would be required to attend our entire 20 week basic academy.