



45th Out-of-State/Military Basic Training Academy Selection Process

Dear Peace Officer Applicant:

The Iowa Department of Public Safety appreciates your interest in law enforcement and your desire to work for the State of Iowa. This letter is to inform you that you have met the minimum qualification required and to invite you to participate in our 45th Basic Training Academy Peace Officer Special Session Selection Process from May 9- 14, 2021. Lodging and transportation will be your responsibility and will not be provided by the Department.

The first test to complete is the Physical Fitness Assessment. Please report to Building M-10, Camp Dodge, 7105 NW 70th Ave., Johnston, Iowa no later than 8:30 AM on Sunday, May 9, 2021. You will be required to show photo ID for entrance to testing.

All applicants passing the Physical Fitness Assessment will complete the written exam (P.O.S.T.) later that same day. Applicants passing the P.O.S.T. written exam will advance to the Oral Board Interview phase. Oral Board Interviews will be on the following days, beginning Monday, May 10th. Applicants passing the Oral Board Interview will advance to the Polygraph Evaluation phase. Polygraph Evaluations are scheduled to begin as early as Monday afternoon. All applicants passing the Polygraph will be scheduled for a Medical and Psychological Evaluation. It is our intention to have those two evaluations begin on Tuesday and conclude by Thursday.

Included with this letter, you will find the process schedule and other pertinent information. In addition, a checklist is provided that details all of the **required documents** you will need to bring with you when you report for the Physical Fitness Assessment. **No applicant will be permitted to test without the completed forms and required documentation.** All items noted on the *Checklist for Physical Fitness & POST Testing* (Page 2) are required unless otherwise noted. Once again, all of these required documents MUST be brought with you when you check in for the Physical Fitness Assessment on Sunday, May 9th. Please do not forward any documents to this office. **(Please Note: Processing time for birth certificates and transcripts can take several weeks. Submit your order today and plan ahead so that all documents arrive in time for testing.)**

It is recommended that you review the information on the [DPS website](#), including the [Peace Officer Career Information Booklet](#), to become familiar with the minimum hiring qualifications, phases of the selection process and the specific requirements for each. On the website under ["Hiring Process" link](#), you will find demonstration videos for the correct way to do the physical fitness tests. In addition, preparatory materials and sample exams are available online at multiple websites. You may also purchase study guides and practice tests through [Stanard and Associates](#). **Applicants are strongly encouraged to study and take sample exams in preparation for the P.O.S.T. exam.** For your information, the 45th Basic Training Academy is tentatively scheduled to begin in late July of 2021.

Again, thank you for your interest in working for the State of Iowa. If you have any questions, you may direct them to my email address: bellon@dps.state.ia.us. The applicant phone number is (515) 725-6279.

We look forward to meeting you in person on Sunday, May 9th!

Sincerely,

SA J. Hunter Bellon

SA J. Hunter Bellon
Interim Peace Officer Applicant Coordinator

45th BASIC TRAINING ACADEMY OUT OF STATE TESTING TIMELINE:

Below are tentative dates for the remaining phases. Additional details will be provided to applicants as we proceed through each phase. While we do not anticipate any changes, we cannot guarantee that minor changes won't be made to this schedule due to unforeseen circumstances. To learn more about each step of the selection process, please visit the [DPS website](#).

- Final Offers of Employment: Week of July 5, 2021
- Academy Orientation Day: Tentatively-July 23, 2021
- Academy start date: Tentatively-July 26, 2021

All testing phases will be conducted in the Des Moines/Ankeny area. Applicants are responsible for all personal costs, e.g., transportation, lodging, meals, etc., incurred while in the selection process.

Checklist for Physical Fitness & P.O.S.T. Testing:

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• Required Documents to bring with you

- Photo ID (driver's license)
- DPS Form 80 – Level 1 Employment Background Investigation Application (attached to email) **completed and signed**
- High school grade transcripts or copy of G.E.D. (Photocopy is acceptable.)
- College grade transcript, if applicable. (Photocopy is acceptable.)
- Certified** copy of birth certificate. A certified copy will have a raised (embossed) seal.
 - A photo copy of a certified birth certificate is **NOT** acceptable.
 - A notary-signed birth certificate is **NOT** acceptable.
 - A hospital issued birth certificate is **NOT** acceptable.
 - Please view the FAQ's on page 25 in the *Peace Office Career Information* packet. This will provide details regarding how to obtain a certified birth certificate. This page also describes how an applicant born outside the U.S. is able to show proof of US citizenship.
- Copy of DD214 (military discharge document) if applicable. If still serving in the military, this document will be required at time of hire.
- Copy of Iowa Law Enforcement Academy (ILEA) certification if applicable.
- Certifications, special accommodations, etc. (*encouraged, but not required*)

All submitted materials become the property of the State of Iowa and will **NOT** be returned to applicants at the conclusion of the selection process or at time of elimination. It is suggested that applicants make copies of their application materials for their personal file.

****PLEASE NOTE: Processing time for birth certificates and school transcripts can take several weeks. Submit your order for those from the appropriate sources right away so that all documents arrive in time for testing.**

• Attire

TESTING PHASE:	APPROPRIATE ATTIRE:
Physical Fitness Assessment	Shorts/pants, t-shirt, running shoes, etc. Shampoo, towel, soap, etc. Music/headphones/watch <i>(if desired)</i> Water/Gatorade <i>(if desired)</i>
P.O.S.T. Written Exam	Business Casual Attire (no jeans) Watch <i>(if desired)</i> Water/Gatorade <i>(if desired)</i>
Oral Board Interview	Dress Clothes (suit, tie, dress, military uniform)
Polygraph Eval.	Business Casual Attire (no jeans, please)
Psychological Eval.	Business Casual Attire (no jeans, please)
Medical Eval.	Business Casual Attire, (no jeans, please.)

Day of Testing Instructions:

The Department makes every effort to accommodate each applicant's personal schedule when scheduling the various test phases. Applicants will be required to complete all phases of testing:

- ✓ **Sunday, May 9, 2021:** Day One – Physical Fitness Assessment and P.O.S.T. Written Exam

8:30 AM – **Report to Building M-10, Camp Dodge, 7105 NW Ave., Johnston, IA for the Physical Fitness Assessment and application materials check-in.**

9:00 AM – **Physical Fitness Assessment** (Proper attire for the physical fitness day is sweats, t-shirt, running shoes, etc. It is acceptable to come dressed in workout attire in preparation for testing.)

Any applicant who fails the physical fitness assessment will not be allowed a re-test. A physical fitness re-test will not be provided as there are no additional testing dates.

Applicants who successfully pass the Physical Fitness Assessment will complete the P.O.S.T. Exam on the same day.

SHOWER - Showers will be available at the conclusion of the physical assessment. Applicants are responsible for their own toiletry items, i.e., towel, soap, shampoo, etc.

LUNCH - Applicants successfully completing the physical fitness assessment will have time for a short lunch break (at their own expense) before reporting back for the P.O.S.T. exam.

- ✓ **POST (Written) Exam – Applicants will be advised of the report time for the P.O.S.T. exam at the conclusion of the PT testing.**

**** Failing the P.O.S.T. exam will result in elimination from the selection process. There is no re-test option for the P.O.S.T. exam.**

Applicants who have previously taken the P.O.S.T. exam (including anyone who has taken the POST within the last 12 months) should plan to complete the test again. We will advise applicants at the conclusion of the physical

fitness assessment whether you have a previous passing test score and are exempt from taking the POST exam for DPS.

Please do NOT contact us and advise that you have a passing P.O.S.T. exam. For each selection process, it is the responsibility of DPS to determine which applicants have a passing test score. We are unable to rely on an applicant's verbal verification.

CONCLUDE - Depending on the number of applicants who report each day for testing, the day should be completed no later than 4:00 PM.

- ✓ **Monday, May 10, 2021:** Day Two – Oral Board Interview, completion of the MMPI and fingerprints, potential for Polygraphs in the afternoon.
- ✓ **Tuesday, May 11, 2021:** Day Three – Oral Board Interviews continued, Polygraph Evaluations continue, Psychological and Medical Examinations begin.
- ✓ **Wednesday, May 12, 2021:** Day Four – Polygraph, Psychological and Medical Examinations continue.
- ✓ **Thursday, May 13, 2021:** Day Five - Polygraphs, Psychological and Medical Examinations continue, if needed.

Every attempt will be made to have applicants finished with all test phases as quickly as possible. Applicants should plan to be in Des Moines metro area until Thursday afternoon. In the event an applicant fails any of the test requirements during the week, he/she will be dismissed to go home at that time.

The Oral Board Interviews will take place at the Department of Public Safety Building located near the state Capitol building at 215 E. 7th Street, Des Moines, IA 50319. The polygraph, medical and psychological evaluations will be conducted at different locations in the Des Moines metro area. Maps will be provided at time of scheduling. Applicants are responsible for their own transportation to each test location.