

Kim Reynolds
Governor
Adam Gregg
Lt. Governor



Department of Public Safety

Stephan K. Bayens
Commissioner

46th DPS Academy Selection Process Invitation Letter

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 qualifications required and to invite you to participate in the DPS 46th Academy Peace Officer Selection Process. We look forward to meeting you in person at the next two phases of the process: the Physical Fitness Assessment and the P.O.S.T. written exam.

Included with this letter, you will find the test schedule dates and other important information you will need to know about the next two test phases. In addition, a checklist is provided that details all of the additional documents to bring with you when you report for the P.O.S.T. written exam after successfully passing the Physical Fitness Assessment. **Please do not forward any of these additional documents to this office prior to 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. It is strongly recommended you view the [demonstration videos](#) on the DPS website (under the Physical Fitness Assessment drop down) that show the correct form for each of the physical fitness tests. In addition, preparatory materials and sample P.O.S.T. exams are available online at multiple websites. P.O.S.T. study guides are also available for review at each [Iowa State Patrol District office](#). 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 DPS 46th Academy is tentatively scheduled to begin in January of 2022.

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 at: hedges@dps.state.ia.us, or by telephone at: (515) 725-6278.

We look forward to seeing you at testing!

Sincerely,
Shannon Hedges

Peace Officer Applicant Coordinator

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46th DPS ACADEMY SELECTION PROCESS TESTING TIMELINE:

Below you will find the proposed test schedule for the 46th DPS Academy selection process. While we do not anticipate any changes, we cannot guarantee that minor changes won't be made to this schedule due to unforeseen circumstances.

Applicants must show photo ID for entrance to testing. Applicants have the option to test at **any** of the sessions listed below. Applicants should choose the test session that best suits their schedule. **Applicants MUST pre-register for their date of choice by completing, signing and returning via email the DPS Testing Reservation Form (attached) to the Peace Officer Applicant Coordinator within five (5) days of receipt of invitation email or you will not be permitted to test.**

The test dates are as follows:

Physical Fitness/ POST Exam Testing Dates:
<input type="checkbox"/> Friday, September 17th
<input type="checkbox"/> Saturday, September 18th
<input type="checkbox"/> Saturday, September 25th
<input type="checkbox"/> Sunday, September 26 th **

**** PLEASE NOTE**** Any applicant who fails the physical fitness assessment will be allowed one (1) retest; **HOWEVER**, this re-test must be on a different day. If you report for your PT assessment on Sunday, September 26th for the first time and fail the test, there will **NOT** be an option for a re-test for you. Please plan your testing day accordingly.

Applicants who successfully pass the Physical Fitness Assessment will then complete the P.O.S.T. exam on the same day. No applicant will be allowed a P.O.S.T. re-test.

Applicants who have previously taken the P.O.S.T. exam (including anyone who has taken the P.O.S.T. 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 they have a previous passing test score and are exempt from taking the P.O.S.T. 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.

Below are tentative dates for the remaining test 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. Please visit the [DPS website](#) for more information on the selection process and testing phases.

- Oral Board Interviews: October 11th- October 15th
- Polygraph Evaluations: October 25th- November 12th
- Medical & Psychological Evaluations: November 15th- November 26th
- Background Investigations: December 3rd- December 26th
- Final Offers of Employment: Week of January 7th, 2022
- Academy Orientation Day: Tentatively – January 21, 2022
- Academy start date: Tentatively – January 24, 2022

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

- ✓ Day One – Physical Assessment and Written Exam (P.O.S.T.)
- ✓ Day Two – Oral Board Interview and completion of the MMPI
- ✓ Day Three – Polygraph Evaluation
- ✓ Day Four – Medical and Psychological Evaluations and Fingerprints

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

Checklist for P.O.S.T. Testing:

1

• Required Documents to bring to P.O.S.T. (if not submitted with application)

- Photo ID (driver's license) for admittance.
- Your personal scheduling calendar – if you successfully complete both the Physical Fitness Assessment and the written P.O.S.T. exam, you will be scheduled at that time for the next step of the process, the Oral Board Interviews.
- High school grade transcripts or copy of G.E.D. (Photocopy is acceptable) High school diplomas is not acceptable.
- Official** College grade transcript(s), if applicable. (Photocopy is acceptable) Unofficial transcripts are not acceptable.
- Certified** copy of birth certificate. A certified copy will have a slightly 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 24 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.
- Law Enforcement Certification
- Emergency Medical Responder Certification

****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.**

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.

2

• Attire for Physical Fitness Assessment and P.O.S.T. written exam

Appropriate attire for the physical fitness test includes:

- Shorts/pants, t-shirt, running shoes, etc.
- Shampoo, towel, soap, etc.
- Water/Gatorade (*if desired*)

Appropriate attire for the POST Exam includes:

- Business casual (suit & tie not necessary; no jeans)

- Watch *(if desired)*
- Water/Gatorade *(if desired)*

Day of Testing Instructions:

Applicants should report to **Building M-10, Camp Dodge, 7105 NW 70th Ave., Johnston, Iowa** no later than 8:30 AM on the date you have reserved. (See PDF map provided for Camp Dodge)

8:30 AM – **Check-in for Physical Fitness Assessment.** You **MUST** show photo ID for admittance.

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.

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

**** Please Note: Any applicant who fails the physical fitness assessment will be allowed one (1) re-test.** A physical fitness re-test must be completed on a **different** day. If an applicant reports on Sunday, September 26th for the first time and fails the Physical Fitness Assessment, there will **NOT** be an option for a re-test.

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.

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

Be sure you bring with you all Required Documents (as applicable) outlined on Page 3 of this letter.

The P.O.S.T. Exam will be administered in Building M-10 at Camp Dodge.

P.O.S.T. study guides are available for review at each [Iowa State Patrol District office](#).

You may also purchase [study guides and practice tests](#) through Stanard and Associates.

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.

*****Do NOT contact us and advise that you have a passing POST 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.