

FREQUENTLY ASKED QUESTIONS

1. **Question:** How do you interpret your personal appearance policy?
Answer: 2) 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 tattoos 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.
2. **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, Bureau of Vital Statistics, 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.

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 (slightly 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 the Department of Public Safety.
3. **Question:** I was born outside the United States and do not have a birth certificate. How do I prove my citizenship?
Answer: If you were born to a United States citizen, you are eligible for a Certificate of Citizenship. If you were not born in the United States and were not born the child of a United States citizen, you may become a naturalized citizen and would have a Certificate of Naturalization. With either a Certificate of Citizenship or a Certificate of Naturalization, you could obtain a United States Passport.

Any of these documents would be sufficient to prove citizenship. You must bring the **original, certified document** to the Peace Officer Applicant Coordinator who can record the required information based on that original, certified document. You will retain your original document. Do **NOT** bring photocopies. Unlike birth certificates, it is not possible to obtain a certified **copy** of these documents that can be provided to the Department of Public Safety.
4. **Question:** Is a photo copy of a birth certificate signed by a notary public acceptable?
Answer: Notary signed birth certificates are **NOT** acceptable.
5. **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 and it **MUST** be an official transcript.
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:** 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.
8. **Question:** My high school/college will not send my grade transcripts directly to me. Is it OK if they are sent directly to the Department of Public Safety?
Answer: Applicants are permitted to have grade transcripts sent directly to the 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 applicants to ensure that transcripts have been sent.
9. **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: No. 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.
10. **Question:** When will the academy begin?
Answer: The academy start date varies from year to year. Applicants will be notified of the academy start date before the application process has been completed.
11. **Question:** Is there anything I can do to prepare myself for the P.O.S.T. written test?
Answer: The P.O.S.T. is a standard aptitude test. Study guides are available for review at all Iowa State Patrol offices in the state. Websites provide additional information and sample exams. **Applicants are strongly encouraged to prepare for the P.O.S.T. test in advance.** More information is available for the P.O.S.T. test at: www.stanard.com/for-candidates.
12. **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.
- 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

Iowa law requires that 5% be added to the score in a qualifying exam and that an additional 5% be added if the veteran has a qualifying disability. The purpose of the Veteran preference is to assign eligible applicants 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 allow them to interview 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.	<p>I am a resident of this state who served in the armed forces of 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 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 <u>member</u> 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 <u>member</u> of the reserve forces for the U.S. who has served at least 20 years in the reserve forces and who <u>continues to serve</u> in the reserve forces.	Y	Y
	I am a <u>former member</u> of the Iowa National Guard who served at least 20 years in the Iowa National Guard.	Y	Y
	I was discharged under the honorable conditions or retired under Title 10.		
	I am a <u>member</u> 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 the honorable conditions or retired under Title 10.		
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.		

- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. Question:** Does your department allow applicants to have corrective surgery in order to meet Iowa Law Enforcement Academy (ILEA) vision 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. (See page 4 for specific vision requirements.)
- 18. 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. Field training would be provided by the division.

- 19. 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 18 week basic academy. (10 week curriculum for Special Certified Academy-42nd)
- 20. Question:** May I request my application materials, including testing, be forwarded to other agencies upon my written request?
Answer: The testing done for applicants for sworn officer positions in the Iowa Department of Public Safety, which includes the P.O.S.T., the physical fitness assessment, the polygraph, and the psychological testing, are paid for by the Iowa Department of Public Safety and are for the exclusive use of the Iowa Department of Public Safety. The information on application materials and anything derived from them are the property of the Iowa Department of Public Safety.

The Iowa Department of Public Safety does not provide access to or copies of any of the confidential applicant information or tests that are the property of the Iowa Department of Public Safety.