

# City of Iowa City



## Police Officer Recruitment

[www.icgov.org/joinICPD](http://www.icgov.org/joinICPD)

Questions about careers with ICPD? Email us at [policerecruitment@iowa-city.org](mailto:policerecruitment@iowa-city.org)

Applications accepted on an ongoing basis

This document provides an overview of the City of Iowa City's application and Civil Service testing process for the position of Police Officer. Additional information and updates are available at the Police recruitment website listed above.

### Job Summary

A Police Officer patrols by car and on foot to prevent crime and enforce laws; conducts investigations and writes reports; interrogates witnesses, investigates accidents and obtains and records measurements. Requires the ability to work with a diverse community and build relationships with the communities served; problem solve with the utmost respect for human rights and dignity; express oneself clearly and concisely both orally and in writing; observe facts and situations analytically, objectively and accurately; record the same under rapidly changing and stressful situations and render creditable testimony; use good judgment in evaluating situations and make decisions quickly and under pressure; diffuse difficult and dangerous situations.

### Job Qualifications

1. Must be eligible to carry a firearm under all state and federal laws.
2. Must be a U.S. citizen and resident of the State of Iowa. Residency restrictions do not apply to applicants.
3. Must be at least 18 years of age and must possess a high school diploma or equivalent.
4. Must possess a valid Iowa driver's license at appointment and maintain such license.
5. Must have an acceptable driving record as determined by the City.
6. Uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
7. Normal hearing in each ear. Hearing is considered normal when, tested by an audiometer, hearing sensitivity thresholds are within 25dB measured at 500Hz, 1000Hz, 2000Hz and 3000Hz averaged together.

***It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees. Persons who are members of a protected class are encouraged to apply.***

## Salary and Benefits

- Starting salary is \$58,905.60 (up to \$92,684.80 for certified Officers, commensurate with experience) annually
- \$5,000 hiring bonus for ILEA certified candidates
- Paid vacation, sick leave and holidays
- Paid family and parental leave
- Life, health, dental and vision insurance
- Voluntary deferred compensation program with Roth IRA option
- Section 125 plan for pretax insurance premiums, medical and dependent care spending accounts
- College Savings Iowa 529 Plan
- Paid training time
- Uniforms and equipment furnished
- Job related disability coverage
- Municipal Fire and Police Retirement System of Iowa (MFPRSI)



## Residency Requirement

Must live within 25 miles of the corporate limits of Iowa City within one year of hire.

### Process Overview

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|---|---|
| <b>1. Online employment applications required</b>                           | Application deadlines will be posted at least 2 weeks prior to each testing cycle.  |
| <b>2. POST and Physical Fitness Testing</b>                                 | Candidates will be contacted to schedule required testing.  |
| <b>3. Oral Interviews</b><br>Candidates are also fingerprinted at this time | Candidates who are ILEA certified or with passing POST and PT scores will be contacted to schedule an interview.  |
| <b>4. Civil Service Certification of Hiring list</b>                        | Upon completion of testing and interviews.  |
| <b>5. Background Investigation and Driving Record Review</b>                | Will be completed for any candidates on certified list under consideration for an offer of employment as vacancies occur.                                   |
| <b>6. Physical exam and MMPI</b>  | Required upon acceptance of a contingent job offer.   |
| <b>7. Police Academy</b>  | Required upon hire for all non-certified recruits with tuition and salary paid by the City.   |
| <b>8. Probationary Period</b>   | If ILEA certified, probationary period is nine months from date of hire, otherwise, probationary period is nine months from graduation from police academy. |

[See following pages for more detailed information.](#)

# Application and Testing Requirements

## Application Process

Candidates must apply online. Find a link to our application at [www.icgov.org/joinICPD](http://www.icgov.org/joinICPD). A résumé will not substitute for the required online application. For assistance locating a public computer in the Iowa City area, please contact Human Resources.

An application deadline will be announced at least 2 weeks prior to each testing cycle. Candidates applying after the deadline will be eligible to participate in the next testing cycle.

## POST (Police Officer Selection Test)

Candidates required to complete the POST test will be contacted to schedule the test.

The POST is required for all candidates who are not ILEA certified. Candidates must receive a score of 70% in each section of the test to pass. Candidates with a passing score on file with Stanard & Associates, Inc. that is dated within one year of anticipated certification of a hiring list or who are ILEA certified will be excused from having to retake the POST.

Following submission of an application, a study guide will be provided to each candidate required to take the POST (limit one per year). Additionally, one online practice test opportunity will be provided upon candidate request at City expense to candidates who will be required to take the POST (limit one per testing cycle). Contact Human Resources at 319-356-5020.

## Physical Fitness Test

Candidates required to complete the PT will be contacted to schedule the test.

The physical fitness test is required for all candidates who are not ILEA certified. Candidates who provide acceptable documentation of having successfully completed the ILEA pre-employment physical test regimen administered by another law enforcement agency within four months preceding the final test date for the current testing cycle will be excused from having to retake the physical fitness test. Acceptable documentation must be provided on agency letterhead with an original signature and include the date the test was administered, the specific performance result of each of the three test events, and the name and title of the test proctor. ILEA certified candidates will be excused via notification by Human Resources upon verification of their certification.

More information on the POST and on the physical fitness test including the required standards for each component of the test is available at [www.icgov.org/joinICPD](http://www.icgov.org/joinICPD).

## Veteran's Preference

Iowa Code allows for Veteran's Preference under certain conditions. To be eligible you must meet all of the following requirements:

1. Must be a citizen and a current resident of the U.S.
2. Must have received an honorable discharge, as stated on a DD214 or other official discharge document.
3. Must have served active duty time during one of the following times:
  - a. World War II between December 7, 1941 and December 31, 1946
  - b. Korean Conflict between June 25, 1950 and January 31, 1955
  - c. Vietnam Conflict between August 5, 1964 and May 7, 1975
  - d. Lebanon or Grenada service between August 24, 1982 and July 31, 1984
  - e. Panama service between December 20, 1989 and January 31, 1990
  - d. Persian Gulf Conflict beginning August 2, 1990 to present

If you meet all of the above criteria and wish to claim veteran's preference, **you must submit a copy of your DD214 (Member-4) or other official discharge document which includes dates of active service and indicates honorable discharge by the posted application deadline for the applicable test cycle.**

## Disability Accommodation

If you will be requesting an accommodation for a disability in order to participate in any portion of the testing, please provide written notification of your request including the specific accommodation you are requesting and verification of the disability as soon as possible **but no later than the posted application deadline for the applicable test cycle.**

## Check out the recruitment website early and often!

Be sure to visit [www.icgov.org/joinICPD](http://www.icgov.org/joinICPD) for more detailed, up-to-date information regarding this process including:

- ICPD recruitment video and message from Chief Liston
- Additional information on the POST and Physical Fitness tests
- Background investigation and driving record reviews
- Post-offer physical and MMPI
- Other announcements



### **Important Note:**

**Be advised that all candidate correspondence will be directed to the primary email address listed in your application.**

**Be sure that you check your in-box and spam filter frequently.**

For more information or to submit required materials including DD214, disability accommodation requests, and/or documentation of successful completion of the ILEA fitness test, **contact us at:**

Human Resources  
City of Iowa City  
410 East Washington Street  
Iowa City, IA 52240  
(319) 356-5020 | (319) 356-5027 FAX  
[jobs@iowa-city.org](mailto:jobs@iowa-city.org)