

2018 POLICE CADET RECRUITMENT

IT IS IMPORTANT THAT YOU READ ALL INFORMATION INCLUDED & RETURN REQUIRED DOCUMENTS TO THE CITY'S HUMAN RESOURCES DEPARTMENT.

YOUR APPLICATION PACKET CONTAINS THE FOLLOWING INFORMATION:

1. JOB ANNOUNCEMENT
2. POLICE OFFICER SELECTION TEST (POST) INFORMATION (Written exam)
3. GUIDELINES FOR SELECTION OF POLICE CADET APPLICANTS
4. AUTHORITY FOR RELEASE OF INFORMATION – Must be completed, signed, notarized, submitted to and received by Human Resources no later than **5:00 p.m. on Wednesday, March 28, 2018.**
5. Not included in the packet, but required – ONLINE APPLICATION – Must be completed online at www.dmgov.org by **5:00 p.m. on Wednesday, March 21, 2018.**

***Note: Please keep all applicant documents for your information. Please be sure to note, which documents are to be returned to the City of Des Moines Human Resources Department.**

OTHER REQUIRED INFORMATION TO BE SUBMITTED

YOUR APPLICATION MUST BE SUBMITTED ONLINE BY 5:00 P.M. ON WEDNESDAY, MARCH 21, 2018. ALL ITEMS LISTED BELOW MUST BE ATTACHED TO YOUR ONLINE APPLICATION OR SUBMITTED SEPARATELY TO AND RECEIVED BY HUMAN RESOURCES NO LATER THAN 5:00 P.M. ON WEDNESDAY, MARCH 28, 2018

1. Photocopy of driver's license
2. Authority for Release of Information (Must be notarized)
3. High school diploma (or other proof of high school graduation) or G.E.D.
4. College transcripts, if any
5. DD214 Form for military service, if applicable

****All of the above documents must be legible.****

REQUIRED DOCUMENTATION MAY BE HAND DELIVERED, MAILED, EMAILED OR FAXED TO HUMAN RESOURCES.

City of Des Moines
Attn: Human Resources Dept.
602 Robert D. Ray Dr.
Des Moines, IA

EMAIL:
humanresources@dmgov.org

FAX:
(515) 237-1680

IMPORTANT INFORMATION FOR THE POST WRITTEN EXAM

1. There are four separate subtests in the exam. They are Math, Reading, Grammar, and Report Writing. Each part is timed.
2. A **passing score of 70%** is required on each subtest in order to pass the entire exam. Failing one of the subtests will eliminate an applicant from this recruitment process. Please know that only those applicants with the highest passing POST scores will proceed in the recruitment process, so it is important to prepare and put forth the best effort on this exam.
3. Prior POST Scores:
 - a. Successful POST scores received after November 1, 2017, may be used in lieu of retesting. However, the applicant is encouraged to participate in our examination process in an attempt to improve their score.
 - b. The applicant will not be penalized by retesting, and may use the higher of the valid examination scores for final consideration.
 - c. Submitting of prior test scores is not necessary. Human Resources will obtain your scores from the testing authority.

POLICE CADET APPLICANT TESTING RESOURCE FOR POST WRITTEN EXAM: [POST Study Guide \(written exam\)](#)

The POST written exam will be administered on Monday, April 9, 2018.

SPECIAL NOTES

1. Applicants must complete each section of the application/selection process as scheduled. Failure to submit required information or failure to appear and complete any part of the process as scheduled will result in automatic withdrawal from the selection process.
2. Due to the large number of applicants expected, and the requirements for special facilities and support personnel, it is not possible to accommodate requests for alternative examination dates.
3. Applicants may be removed throughout the examination and selection process based on such things as sub-standard testing performance, a felony or history of moral turpitude, driving record that does not meet City standards, substance abuse, findings from a polygraph or the physical examination.
4. If at any time, you wish to remove your name from further consideration, or if you have questions, please contact the City's Human Resources Department at (515) 283-4213 for assistance.

**GUIDELINES FOR THE SELECTION OF POLICE CADET APPLICANTS
FOR THE CITY OF DES MOINES**

**MUST MEET MINIMUM REQUIREMENTS TO BE A LAW ENFORCEMENT OFFICER CONSISTENT
WITH IOWA CODE CHAPTER 80(B) AND ITS ADMINISTRATIVE RULES**

CHARACTER:

An applicant must be of good moral character, which means they can be trusted and are considered by those who know them to be a person of good reputation and good standing in the community. When conduct is of a nature that would tend to discredit the applicant as a police cadet and peace officer, the applicant will be disqualified from employment consideration.

The character of a person is determined by past and present behavior. Many factors are relevant in said assessment. The department seeks applicants whose histories show good judgment, maturity, a sense of responsibility and respect for others.

An applicant will not be considered for employment at any time if they have been convicted of any felony, domestic abuse, or a conviction involving moral turpitude. Moral turpitude can be, but not limited to any of the following acts: Income tax evasion, perjury, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales.

Various factors, however, may cause an offense which is generally not regarded as constituting moral turpitude to be regarded as such. Examples of other potential disqualifying factors are:

Giving false information on the application, during the application process, or any attempts of deception or fraud during the examination process.

Addicted to alcohol and has not been rehabilitated for a period of one year or more, or is not presently undergoing treatment.

Current (past 24 months) or excessive use of marijuana.

Current (past 36 months) or excessive use of other illegal drugs.

Use of any illegal drug (including prescription drugs not prescribed to you) or conviction of a felony, or any other serious offense after becoming an applicant.

COSMETIC/VISUAL APPEARANCES

The Des Moines Police Department has a policy regulating tattoos. The policy states that any tattoos/branding/intentional scarring on the face, head, neck, and, in most cases, hands are prohibited. Any tattoos/branding/intentional scarring on exposed arms and legs must be covered by the authorized uniform issued by the Des Moines Police Department, approved on duty plain clothes dress, or approved sleeve type covering. Those applicants that can't meet these requirements will be dismissed from the process.

BACKGROUND INVESTIGATION:

Applicants will be subject to a background investigation to include a review of their driving record. Information gained through the investigation will be used to determine if individual applicants meet certain guidelines. Applicants who do not meet these guidelines will not be given further consideration.

All applicants who reach the final selection process must pass a polygraph exam, physical exam, and drug screen.

Successful completion of these requirements will not guarantee appointment as a police cadet.

AUTHORITY FOR RELEASE OF INFORMATION

Print: Last Name	First Name	Middle Name
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Sex	Race	Date of Birth (Month / Day /Year)	Social Security Number
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Place of Birth	County or City	State	Country
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This release when signed by me and presented by a representative of the City of Des Moines Police Department is my consent and authorization to allow the examination and release of copies of any and all written and electronic records, statements, or information regarding me. Such records, statements, or information includes but is not limited to: Employment; Medical; Mental Health; Psychological; Selective Service; Police and Criminal; Military Service; Financial and Credit; Polygraph Examinations; and the UNDELETED copy of the separation document and medical records to the National Personnel Records and Military Personnel Records Centers.

My intent in giving this release is to provide to the City of Des Moines, Iowa, full and free access to the above-listed information.

I understand that any information obtained, directly or indirectly, from this release will be considered in determining my suitability for employment with the city. I further understand that all records, information, and statements that are released or obtained by the City of Des Moines become the property of the city and that such information will not be returned to me.

I agree to indemnify and hold harmless the person to whom this release is presented and his or her employees, agents or representatives, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of the release of information pursuant to this release. I further understand that upon conclusion of the investigation for which these records have been requested, the sources of the confidential information shall not be released to me and shall remain confidential.

A photocopy of this release form containing my signature shall have the same force and effect as if an original.

(Signature) (Date)

Subscribed and sworn before me this _____ day of _____

My commission expires _____ 20_____

Notary Public

This release shall expire one year from the date of my signature above unless I earlier revoke this release in writing.

Note: Must be returned to the City of Des Moines Human Resources Department by 5:00 p.m. on Wednesday, March 28, 2018.