



2025 Senior Police Officer Recruitment Packet Des Moines Police Department 86th Recruit Class

STEP ONE: APPLICATION PROCESS: Submit Application and All Materials Listed

- Apply for the position of [Sr. Police Officer\(Certified\)](#).
 - Application review will begin on August 4, 2025. (You will receive a confirmation email once your application has been successfully submitted). All items listed below must be attached to your online application or submitted separately to Human Resources (information below). Due dates for required information will be included in email communications.
 - The Application window will close on September 29, 2025. After this date, all applications received will be considered for the next Recruit Class with an Academy start date to be determined.

MINIMUM QUALIFICATIONS:

You must meet the following minimum qualifications by the application deadline (unless otherwise noted) to be considered for the position of Sr. Police Officer.

- Minimum requirements of a Police Officer
 - Citizen of the United States; and
 - 21 years of age on or before April 6, 2026; and
 - High school graduation or possession of a GED; and
 - Possess and maintain a valid motor vehicle operator's license issued by the State of Iowa or evidence of equivalent mobility; and
 - No felony convictions or convictions for crimes involving moral turpitude; and
 - Free of drug or alcohol addiction; and
 - Must meet minimum requirements to be a law enforcement officer consistent with Iowa Code chapter 80(B) and its administrative rules.
- No less than 400 hours of certifying basic law enforcement training school;
- Two years of experience as a Certified Police Officer (CPO) in the State of Iowa or another state and without a break in service of more than 12-months from the appointment date and with the ability to become Certified with the State of Iowa within 120 days of appointment date; and 60 semester college credit hours or above with a 'C' grade average; (Additional years of experience as a CPO will offset the required education, please see the [Job Description](#))

State of Iowa Certified Officers

Documents Required for a complete application:

- 1) Proof of ILEA Certification
- 2) Transcripts verifying education requirement
- 3) Photocopy of driver's license
- 4) Proof of U.S. Citizenship (such as a photocopy of one of the following: U.S. Birth Certificate from state or county, U.S. Passport, Certificate of Citizenship, or Naturalization Certificate)
- 5) High school diploma (or other proof of high school graduation) or G.E.D. and College transcripts, if any

Documents are required to be submitted by the date of the Cooper (Physical Agility Testing). A notary will be available on site at the testing date:

- 6) References – names and contact information of 3 personal and 3 professional references (*See attached pg. 5*)
- 7) Police Officer Physical Conditioning Waiver (*See attached pg. 6*)
- 8) Authority for Release of Information (*See Attached-Must be notarized pg. 7*)
- 9) Statement Concerning Your Employment in a Job Not Covered by Social Security (*See attached pg. 8/9*)
- 10) DD214 Form for military service, if any (If you are unable to submit your DD214 by please contact the City's Human Resources Department with expectation of when it will be available)

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

Out of State Certified Officers

Documents Required for a complete application:

- 1) Proof of State Certification as a certified Police Officer AND Proof of 400 hours of certifying basic law enforcement training school (transcripts/syllabi)
- 2) Transcripts verifying education requirement
- 3) Photocopy of driver's license
- 4) Proof of U.S. Citizenship (such as a photocopy of one of the following: U.S. Birth Certificate from state or county, U.S. Passport, Certificate of Citizenship, or Naturalization Certificate)
- 5) High school diploma (or other proof of high school graduation) or G.E.D. and College transcripts, if any

Documents are required to be submitted by the date of the Cooper (Physical Agility Testing). A notary will be available on site at the testing date:

- 6) References – names and contact information of 3 personal and 3 professional references (See attached pg. 5)
- 7) Police Officer Physical Conditioning Waiver (See attached pg. 6)
- 8) Authority for Release of Information (See Attached-Must be notarized pg. 7)
- 9) Statement Concerning Your Employment in a Job Not Covered by Social Security (See attached pg. 8/9)
- 10) DD214 Form for military service, if any (If you are unable to submit your DD214 by please contact the City's Human Resources Department with expectation of when it will be available)

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

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

City of Des Moines

Attn: Human Resources Dept.

1551 E Martin Luther King Jr Pkwy

Des Moines, IA 50317

EMAIL: humanresources@dmgov.org

FAX: 515-237-1680



STEP TWO: COOPER (PHYSICAL AGILITY TEST) Pursuant to 501 IAC 2.1(6), adopted pursuant to Section 80B 11(5) the applicant must pass the physical fitness standards adopted by the Iowa Law Enforcement Academy which consists of three (3) exercises. Applicants must pass ALL three (3) of the sub-parts to advance in the selection process. Warm-ups prior to testing are recommended. Please view the City of Des Moines' website to see the [Cooper informational video and preparation guide](#).

Sub-test 1: Sit Up: This is a test of general body strength. The testing position is bent knee (knees elevated off the ground), rising from a reclining position to touch the elbows to the top of the knees or the upper portion of the thigh and return to a reclining position where your shoulders touch the mat before rising again. Hands should always remain on your head. You may not use your hips to thrust yourself up, your hips must remain on the mat. One attempt, with a one-minute time limit to reach the minimum. A proctor will hold your feet stable, and count successful repetitions.

Sub-test 2: Push Up: This is a test of upper body strength. Push-ups are "military style" with legs straight, hands positioned under the shoulders. The test begins with arms extended (body raised), then lower the body to within 3-4 inches of the ground and complete by returning to an extended arm position. One attempt, with a one-minute time limit to reach the minimum. The proctor will place their fist on the ground, and you must lower your chest and touch the fist for the repetition to count. Again, the proctor will count only successful repetitions. Incorrect repetitions will not count toward the total.

Sub-test 3: 1.5 Mile Run: This is a general test of endurance. Runner's aids, other than appropriate clothing/running shoes, are not permitted. One attempt is allowed. The time limit is the maximum allowed.

It is highly recommended that each applicant visit with their physician prior to participating in the physical agility test. Neither the City of Des Moines nor any other agency whose facilities might be used for the testing assumes any liability for an injury affiliated with the examination. Applicants will be required to sign a hold-harmless waiver as a condition of participating in the testing.

Performance Standards for Physical Fitness Testing					
Females					
Sub-Test	18-29 yrs old	30-39 yrs old	40-49 yrs old	50-59 yrs old	60+ yrs old
Sit-Ups	32	25	20	14	6
Push-Ups	15	11	9	12	5
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44
* Females over age 49 may do push-ups from the knee.					
Males					
Sub-Test	18-29 yrs old	30-39 yrs old	40-49 yrs old	50-59 yrs old	60+ yrs old
Sit-Ups	38	35	29	24	19
Push-Ups	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43

- 50% of APPLICANTS FAIL THE COOPER TEST because they have not prepared themselves. Even if you exercise regularly, you may not be able to pass. **The key is preparation.**
- COME TO THE TEST IN LOOSE FITTING WORKOUT CLOTHES, INCLUDING RUNNING SHOES. This is critical to ensure your top performance.
- If you have questions about the Cooper test or are unable to view the Cooper informational video or preparation guide, contact the Des Moines Police Regional Police Academy at (515) 323-8350.

The selection of Police Officer applicants for the City of Des Moines meets the requirements of Iowa Code Chapter 80(B) and its Administrative Rules

STEP THREE: POLICE OFFICER SELECTION TEST (POST) WRITTEN EXAM

1. There are four separate subtests in the exam: Math, Reading, Grammar, and Report Writing. Each part is timed.
2. **A passing score of 70% is required on each subtest 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. Those applicants who are certified within the state of Iowa are not required to complete a new POST exam; the score on file with Iowa Law Enforcement Academy (ILEA) will be used.
3. Prior POST Test Scores:
 - a. Successful Iowa POST scores received after **June 1, 2025**, 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 prior test scores is not necessary. Human Resources will obtain your scores from the testing authority.
4. POST Study Guide (written exam)

STEP FIVE: FINALIST PROCESS

Selected candidates will be invited to complete the Polygraph and Background Investigation. Following successful completion candidates may be invited to an on-site interview with the Des Moines Police Department and complete the Minnesota Multiphasic Personality Inventory (MMPI). Candidates moving forward will then complete a drug screen and physical. The following, details the City's polygraph and background check evaluation criteria.

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 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, including the Polygraph examination.
- Addicted to alcohol and has not been rehabilitated for a period of one year or more or is not presently undergoing treatment.
- Use of marijuana in the prior 12 months or excessive use of marijuana.
- Current (past 24 months) or excessive use of other illegal drugs (including prescription drugs not prescribed to you).
- Use of Illegal drugs (including prescription drugs not prescribed to you) or conviction of a felony, or any other serious offense after becoming an applicant.

Background Investigation:

Applicants will be subject to a background investigation including 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, drug screen and psychological screening. Successful completion of these requirements will not guarantee appointment as a police officer.

Cosmetic/Visual Appearances

The Des Moines Police Department has a policy regulating tattoos. The policy states that any tattoos and body art on the face, head, neck, scalp and, in most cases, hands are prohibited. Those applicants that can't meet these requirements by the start of employment will be dismissed from the process. This will be reviewed at the Cooper testing and candidates should disclose any tattoos or body art on the face, head, neck, scalp and hands.

References: 3 Professional and 3 Personal Required

Professional

1. Name: _____ Phone: _____

Email: _____

2. Name: _____ Phone: _____

Email: _____

3. Name: _____ Phone: _____

Email: _____

Personal

1. Name: _____ Phone: _____

Email: _____

2. Name: _____ Phone: _____

Email: _____

3. Name: _____ Phone: _____

Email: _____

POLICE OFFICER PHYSICAL CONDITIONING WAIVER

**CITY OF DES MOINES
HUMAN RESOURCES DEPARTMENT
MUST BE RETURNED WITH APPLICATION**

PRINT NAME

SSN

EMAIL ADDRESS

PHONE NUMBER

STREET ADDRESS

CITY, STATE, ZIP CODE

I hereby waive all causes of action for any personal injuries and/or damages which may exist against the City of Des Moines and its employees or as a result of my voluntary participation in the physical fitness test (Cooper Institute Examination) for the position of Police Officer with said City of Des Moines.

I am aware that the exercises may be strenuous, and I accept full responsibility for any injuries or damages that may occur by their performance.

SIGNATURE:

DATE:

Note: Must be returned to the City of Des Moines Human Resources Department

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name:

Employee ID#:

Employer Name:

Employer ID#:

Your earnings from this job are not covered under Social Security (i.e., you will not pay Social Security taxes). This means that you will not earn credits for Social Security retirement or disability benefits in this job. If you retire or become disabled, and you are eligible for a Social Security benefit based on other work, your earnings from this job will not be used to compute your Social Security benefit. In addition, we will not consider these non-covered earnings for the future potential calculation of survivor benefits based on your earnings. Your earnings from this job are subject to Medicare taxes and will count for purposes of the Medicare program. For information on how you may qualify for Social Security benefits, visit www.ssa.gov.

For More Information

Social Security publications and additional information are available at www.ssa.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778 or contact your local Social Security office.

I certify that I have received Form SSA-1945 and understand that my earnings from this job are not covered under Social Security and will not be used to determine eligibility to or the amount of my potential future Social Security Benefits.

Signature of Employee: _____

Date:

Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

The Social Security Protection Act of 2004, Pub. L. No. 108-203, Section 419 requires State and local government employers to provide a statement to employees hired January 1, 2005, or later in a job not covered under Social Security. Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers must use to meet the requirements of the law.

While the earlier version of the SSA-1945 discussed the effect of the Windfall Elimination Provision and/or Government Pension Offset on an employee's potential future benefits, the Social Security Fairness Act (SSFA) of 2023 enacted on January 5, 2025, eliminated the reduction of Social Security benefits under the Windfall Elimination Provision and/or Government Pension Offset for individuals entitled to certain pensions from work not covered by Social Security, starting January 2024. However, this did not remove the requirement for State and local government employers to provide a statement to employees hired January 1, 2005, or later in jobs not covered under Social Security. This version of SSA-1945 explains to an employee that non-covered earnings will not be used to determine eligibility to or calculate the amount of potential future benefits.

Employers must:

- Get the employee's signature on the form
- Give the signed statement and information page to the employee prior to the start of employment
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

A fillable, downloadable version of the SSA-1945 is available online at the Social Security website, www.ssa.gov/online/ssa-1945.pdf.