POLICY/PURPOSE:
The policy of the Cedar Rapids Police Department (CRPD) is to administer, score, evaluate, and interpret all elements of the selection process uniformly within the classification. For sworn officers, the selection process will adhere to rules and regulations established by the Cedar Rapids Civil Service Commission (hereafter referred to as the Commission). [31.4.3]

This policy sets forth the guidelines and procedures of the entry level selection process for sworn personnel. The intent is to establish elements that are carried out consistently for all police officer candidates.

PROCEDURE:
All elements of the selection process for sworn personnel will use only those rating criteria or minimum qualifications that are job related as delineated by the department's job description for that position. [31.4.2]

At the time of a formal application, candidates for all positions will be informed in writing of:
- All elements of the selection process [31.4.4a]
- The expected duration of the selection process [31.4.4b]
- That candidates may re-apply during the next hiring cycle. [31.4.4c]

Selection Process Elements and Activities: [31.4.1]
The entry level selection process for sworn employees is comprised of several elements, including written tests, physical fitness assessments, structured interview, polygraph examination, background examination, medical examination, and drug screening test.

The entry level selection process for non-sworn employees is comprised of several elements including a polygraph examination, background investigation, and drug test.

The CRPD is an equal employment opportunity (EEO) organization.

No candidate seeking an entry-level sworn position will be appointed, reduced, removed or in any way favored or discriminated against, because of their political, racial, religious opinions or affiliations, gender, age, except for membership in an organization which has advocated, or does advocate, the overthrow of the Government of the United States, or of this State, by force or violence.
Written Examinations:
The written examinations are designed to measure a candidate’s basic reading, writing, grammar, and mathematical skills.

The Police Officer Selection Test (POST) examination is a content-valid, job-related, fair and objective pre-employment test designed to identify those candidates who have the essential basic skills necessary to perform successfully as a law enforcement officer.

The test complies with the Uniform Guidelines on Employee Selection Procedures and the Americans with Disability Act (ADA).

The POST test consists of Mathematics, Reading Comprehension, Grammar, and Incident Report Writing.

The written tests will be evaluated and interpreted as an element of the overall examination. All testing aspects, including instructions, problems, answer sheets and scoring formulas, shall be the same for all candidates. [31.4.3]

A score of no less than 70 percent is required for each section of the test. A combined average score of 80 percent is required to pass the test.

Physical Fitness Assessment:
Candidates who have successfully completed the written exams will proceed to the physical fitness assessments.

The assessment is designed to be a fair and unbiased way to measure a candidate’s basic, job-related, physical abilities.

Candidates must successfully complete each of the following physical fitness events:
- Flexibility
- Sit ups
- Pushups
- 1.5 mile run

The physical fitness assessment is scored Pass/Fail according to the “Minimum Physical Performance Requirements Chart.”
- All events must be completed in the specific amount of time in the required area.
Upon completion of the test, the candidate will be informed of their time and pass/failure status.

The physical fitness assessment will be evaluated and interpreted as an element of the overall process.

**Polygraph:**
Candidates will schedule and participate in polygraph pre-screening interviews. The department will conduct interviews with the candidates who have successfully completed the process thus far. They will provide a list of candidates based on oral interview results to the Commission and Chief of Police.

Polygraphs are scheduled for the passing candidates with trained polygraph examiners. [31.5.4]

The Commission will review all polygraphs to determine who will move on to oral interviews. The results of the polygraph examination will not be used as a single determinant of employment status. [31.5.5]

**Psychological Test:**
Candidates are administered the Minnesota Multiphasic Personality Inventory (MMPI). The psychological examination will be scored per categories established by the MMPI protocol for employment by Iowa Law Enforcement Academy (ILEA). Results are confidential and provided to the Administrative Operations Commander. A psychological examination that is interpreted as suggesting behavioral or emotional problem(s) that may interfere to some degree with job performance could require further examination or result in disqualification from the selection process. [31.5.7]

**Civil Service Commission Interview:**
The Administrative Assistant will contact each viable candidate from the list, extend an invitation to participate in the next phase of selection and provide the following instructions:

- The Commission will be conducting structured interviews on specific predetermined dates and times;
- Each candidate will be asked the same series of questions to provide uniformity;

**Interview:**
The administration of the structured interview is designed to measure or elicit information from an applicant regarding their oral communication skills; self-confidence; listening skills; and the clarification of issues regarding the applicant’s ability to perform the essential tasks of a police officer. Each candidate will be asked the same questions and/or provided with the same problem solving exercise.

Each question or problem solving exercise requires specific standards, which would enable the
interviewer/rater to score and interpret the candidate’s answers in an objective and equitable manner.

The Administrative Assistant will collect and score the structured interview by totaling the points earned to obtain a structured interview score.

The interviewers will evaluate the structured interview through the established scoring method, totaling the points earned and comparing the points earned to the maximum points possible. Fairness to the applicant is paramount.

In compliance with the Iowa Civil Service Act, the Commission will award verifiable veteran’s preference points to candidates who pass the exam and show proof of veteran status. A revised ranked list of candidates shall then be created. The structured interview score is typically weighted at this time to include any military or education credits and added to the written exam score which is to provide a final composite score. The Commission has final authority.

The structured interview will be interpreted according to the final ranking.

Background Investigation:
The department then conducts thorough and lawful background investigations of all entry-level candidates prior to appointment to probationary status. [31.5.1]

All background investigations will be conducted in a manner to protect the constitutional rights of the candidate; and personnel used to conduct background investigations are trained in collecting required information. [31.5.2]

Areas to be investigated include, but are not limited to:
- Personal identifying information;
- Verification of personal and professional references; [31.5.1c]
- Criminal records; [31.5.1b]
- Motor vehicle operation record or status;
- Education; [31.5.1d]
- Residence history;
- Employment history; [31.5.1e]
- Financial history;
- Verification of qualifying credentials. [31.5.1a]
- Review of social network history
- In-home visit and evaluation to include discussion with spouse or significant other.
Review of the National Decertification Index (NDI) [31.5.1f]

The assigned investigator will prepare a background investigation report that summarizes their findings. They will forward the report and the background investigation file to the Administrative Operations Commander for review.

The Commission and Chief of Police will evaluate the background investigation to determine if the candidate is of good character and to verify the absence of past behavior indicative of unsuitability to perform law enforcement duties.

A background investigation that is evaluated as recommended for an offer of employment will be interpreted as the candidate is suitable to perform law enforcement duties.

A background investigation that is evaluated as not recommended for an offer of employment will be interpreted as the candidate is unsuitable to perform law enforcement duties.

Background investigation files of candidates not hired will be retained for a period of three years. [31.4.6a, 31.4.6c]

Background investigation files eligible for destruction will be shredded. Background investigation files subject to pending litigation will be retained beyond statutory limits. Background investigation files of hired candidates will be retained in a candidate’s Personnel file. [31.4.6c]

The Chief of Police will make the final determination of suitability for employment.

Ranking and Eligibility:
Candidates are ranked by the Commission in descending order according to the final composite score for certification.

The Commission certifies the entry-level sworn eligibility list.

In the event any candidate is disqualified due to a preliminary or final background investigation, he/she shall be notified in writing and one additional name will be requested from the Civil Service Commission. [31.4.5]

Duration:
The eligibility list for entry-level sworn positions will expire one year after the date of certification. The dissemination of a new eligibility list will automatically cancel all previous lists.
Conditional Offer of Employment:
The conditional offer of employment will then be made to the candidate and is conditional on the successful completion of:

- Medical and Drug Screen Examinations
- CRPD Physical Fitness Assessment

Medical, and Drug Screen Examinations:
Pre-employment medical and drug screen examinations are conducted by the City of Cedar Rapids. [31.5.6]

Each entry-level candidate who is given a conditional offer of employment must voluntarily submit to the examinations.

Results are confidential and provided to the Administrative Operations Commander.

Notice:
At any time during the selection process a candidate for any position is disqualified or not selected, the Administrative Operations Commander or representative will notify the candidate in writing that the police department is no longer considering the candidate for employment. [31.4.5]

Storage/Security of Selection Materials:
Current selection materials are confidential and will be securely stored in the Administrative Operations Division. Materials will be disposed of in a manner that prevents the disclosure of the information within. [31.4.6b]

Records of candidates, for any position determined to be ineligible for appointment will be disposed of as provided by records retention regulations. In the absence of a records retention schedule, all applicant materials stored at the PD will be disposed of after three years of list expiration. If an applicant would reapply in those three years, previous records will be maintained for an additional three years from the reapplication year. [31.4.6a]

Records Retention:
ILEA maintains a record of the results of the medical examination, emotional stability, and psychological fitness examination will be retained in a confidential, secure file for the following time periods: [31.4.6d]

- Unqualified/Non-selected candidate – Copies retained by CRPD for three years;
- Probationary or permanent - Purged upon hiring.
The police department will maintain a record of each non-selected candidate’s background investigation on file for at least three years.

Civilian Staff Procedures:
Candidates who have applied for non-sworn positions must first meet the requirements of the job description.

Applicants who have met the basic requirements will have their applications scored or evaluated using their experience, training, and qualifications.

The Chief of Police will make a determination for finalists and request preliminary background investigations.

When a candidate has been selected, a thorough background investigation and polygraph examination will be completed and will incorporate the majority of elements in the Background Investigation and Polygraph sections of this directive.