

Department of Transportation MVE Officer Selection process

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MOTOR VEHICLE ENFORCEMENT OFFICER

DUTIES:

- ◆ Enhance the safety and wellbeing of the motoring public through the enforcement of state laws and federal regulations. Proactively patrolling public highways and operating state scale facilities in an effort to deter, detect, and apprehend traffic and/or criminal law violators. Inspect commercial motor vehicles for essential mechanical components and safety equipment such as brake system, suspension, steering, lights, tires, and load securement for compliance with federal safety regulations and state laws. Drivers are checked for compliance of appropriate operator's license, medical certificate, hours of service and screened to ensure they are not operating while impaired due to illness, fatigue or impaired by drugs and/or alcohol. Drivers and/or vehicles found to have serious violations are placed out of service until corrective action is taken. Inspect vehicles for compliance with motor vehicle weight requirements, dimension laws for length, width, height regulations of oversize permits, fuel tax permits, and registration, authority and insurance documents. Utilize portable scales to check for compliance of vehicle weight requirements while on patrol where state scale facilities are not available. Escort oversize, overweight vehicles to regulate traffic to ensure the safe movement and limit the economic impact to the motor carrier.
- ◆ Files charges, issues citations, memos for violations of state laws and/or federal regulations. This includes but is not limited to; traffic violations of registration, equipment, vehicle size, excessive speed, OWI and violations of driver's license requirements. Investigate criminal violations involving the transportation, possession, delivery and use of illegal narcotics and/or contraband, stolen vehicles, guns and trafficked persons. Makes arrests for criminal violations established as the result of an investigation or warrant pursuant to Iowa Code.
- ◆ File appropriate charges and submit written reports as required. Present completed case reports for prosecution and/or at the request of outside agencies. Brief City, County, State and Federal Attorneys on issues, facts and other information pursuant to the charges filed. Prepare and present clear and concise testimony in Magistrate, District and at Administrative Court hearings. Obtain arrest warrants if necessary, pursue, apprehend and make arrest for criminal violations established as the result of the warrant.
- ◆ Provide Law Enforcement assistance to municipal, county, state and federal agencies as needed in the performance of their assigned duties. This may include domestic disturbances, natural disasters, robberies, pursuits, dignitary protection and traffic control.
- ◆ Provide Law Enforcement assistance with traffic incident management, working DOT construction zones/events/crashes that cause disruption of traffic flow. To save lives and reduce motor vehicle crashes, as well as increase freight movement on the highway system.
- ◆ Attend departmental sponsored training on an annual, semi-annual and quarterly basis. Maintain peace officer certification in firearms, defensive tactics, CPR/AED, defensive driving and law/legal updates. Provide onsite educational services in the form of specialized training to municipal, county, state and federal law enforcement entities. Provide the Motor Carrier industry training to ensure compliance with state laws and federal regulations. General educational seminars are given to undergraduate, technical and community college institutions statewide.
- ◆ Equipment and facilities are required to be effectively managed and maintained including all state scale facilities, equipment and police vehicles. Issued equipment will be maintained in working condition at all times including firearms, laptop computer, PBT, tint meter, radar, laser, and in-car camera equipment.

State of Iowa

MOTOR VEHICLE OFFICER PAY PLAN

As of June 29th, 2018

| | | |
|--|-----|---------------|
| Class Title: MOTOR VEHICLE OFFICER (86360) | | |
| Pay Plan: | 014 | Pay Grade: 25 |
| Effective Date: 06-29-18 (FY19) | | |

| ---- | MIN | MAX |
|----------|-------------|-------------|
| Hourly | \$21.24 | \$31.76 |
| Biweekly | \$1,699.20 | \$2,540.80 |
| Yearly | \$44,179.20 | \$66,060.80 |

- Blue Cross Blue Shield Health Care (family & single plans available)
- Delta Dental
- Iowa Public Employees Retirement System (protected class)
 - Additional voluntary option for Deferred Compensation plan
- Life Insurance
- Paid Vacation
- Paid Sick leave
 - Family care
 - Funeral leave
- Take home Squad Car
- All Uniforms provided, to include:
 - Class A w/footwear (summer and winter)
 - Class B w/footwear (summer and winter)
 - Ballistic vest
 - Winter/Spring/Fall jacket
 - PPE's
- Issued laptop and associated electronic equipment
- Issued Duty weapons and protective equipment
 - Duty pistol
 - Patrol rifle
 - Taser
 - ASP
 - OC pepper spray
- Continuing education and in-service training programs
- Promotional opportunities

State of Iowa

AN EQUAL OPPORTUNITY EMPLOYER

Minimum Employment Qualifications to Be Considered for Employment as a Peace Officer for the State of Iowa.

THERE SHALL BE STRICT ADHERENCE TO THE FOLLOWING MINIMUM QUALIFICATIONS. NO EXCEPTIONS WILL BE MADE. APPLICANTS NOT MEETING OR MAINTAINING THESE MINIMUM STANDARDS THROUGHOUT THE ENTIRE SELECTION PROCESS WILL NOT BE CONSIDERED FOR EMPLOYMENT AS A PEACE OFFICER WITH THE STATE OF IOWA.

CITIZENSHIP: An applicant must be a citizen of the United States.

RESIDENCE: An applicant does *NOT* have to be a resident of Iowa to apply. Residence is required at time of employment.

AGE: For the position of officer for MVE, an applicant must be at least eighteen (18) years of age at time of hire.

EDUCATION: An applicant does have to possess a high school diploma or GED.

DRIVING RECORD: Applicants must possess a valid drivers license. An Applicant will not be considered for employment at the time of application if:

- Driving privileges have been suspended, canceled, denied, revoked or barred in the three (3) years prior to the receipt of their application due to a moving traffic violation(s).
 - Other suspensions, cancellations or revocations will be evaluated.
- Convicted of five (5) moving violations in the three (3) years prior to the receipt of their application.
- Convicted of an alcohol/drug related driving offence (including deferred judgment and deferred sentence).
- Drug and Alcohol convictions or judgments ten (10) years prior to date of application may be evaluated.

Other conduct not specified will be evaluated.

GOOD MORAL CHARACTER: An applicant must be of good moral character; a person whose reputation is of trust and good standing in the community.

- When conduct is of a nature, that if known, would tend to discredit the applicant as a peace officer, the applicant will not be employed.
- The character of a person is determined by past behavior. Many factors are relevant in this assessment. The Department seeks applicants whose histories show good judgment, maturity, a sense of responsibility, and the respect of others. Several factors will be considered:
 1. Conviction or commission of a felony or aggravated misdemeanor (as defined by Iowa law) will disqualify an applicant.
 2. Conviction or commission of a serious misdemeanor (as defined by Iowa law) will be evaluated.
 3. Conviction of domestic assault, child abuse, or other conviction resulting from domestic or child abuse will disqualify an applicant.

4. A consistent pattern of unexplained failures to meet debt obligation **will be evaluated.**
5. An applicant who gives false or misleading information to the Department at any time during the application process **may be disqualified.**
6. History of excessive use of alcohol **will be evaluated.**
7. Unlawful sale of ANY controlled substance **will disqualify** an applicant.
8. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, **will be found unsuitable for employment.**
9. An applicant who is discovered to have misrepresented his/her drug history in completing the application **will be found unsuitable for employment.**
10. An applicant who has used any illegal drug within 10 years of application, other than marijuana, **will be evaluated.**
11. An applicant who has used marijuana within the past two years **will be found unsuitable for employment.**
12. A conviction/deferred judgement of operating a motor vehicle while intoxicated 1st offense within six years of the time of application **will disqualify** an applicant.
13. A conviction/deferred judgement of operating a motor vehicle while intoxicated greater than 1st offense **will disqualify** an applicant.
14. A conviction/deferred judgment of operating a motor vehicle while intoxicated 1st offense outside of six years of the time of application **will be evaluated.**

To determine whether you are eligible for employment as a Motor Vehicle Enforcement Officer, please answer the following questions:

1. Have you used marijuana at all within the last (2) two years?
2. Have you used any other illegal drug within (10) ten years?
3. Have you ever sold any illegal drug for profit?
4. Have you ever used an illegal drug (including marijuana) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
5. Have you been convicted of a felony or aggravated misdemeanor?
6. Have you been convicted of domestic assault?
7. Have you been convicted/deferred judgement of operating a motor vehicle while intoxicated greater than 1 time or within (6) six years of application?

If you answered YES to any of the above four questions, you are immediately disqualified and should **not** apply for a peace officer position.

Other conduct not specified will be evaluated.

Physical & Mental Fitness: Required minimum physical and mental requirements to be met.

- Uncorrected vision is no worse than 20/100 in each eye, corrected 20/20 in each eye.
- Normal color vision.
- Normal hearing in each ear. Hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer. Hearing is considered normal when hearing sensitivity thresholds are within 25 decibels measured at 1000 Hz. 2000 Hz. And 3000 Hz averaged together.
- Meet Cooper standards of physical fitness by gender & age as required by the Iowa Law Enforcement Academy.
- Met mental fitness standards as required by the Iowa Law Enforcement Academy, as interpreted from results of the MMPI-2 exam by a licensed psychologist.

Medical conditions not specified will be evaluated by a licensed physician whose decision will be final.

State of Iowa

Peace Officer Physical Assessment Requirements

Applicants must meet all minimums in all of the four areas tested.

Physical fitness will be measured as follows:



1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is important area of performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

| 1.5 MILE RUN | | MALES | FEMALES |
|--------------|-----|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|
| Minutes | AGE | 20-29 | 20-29 | 30-39 | 30-39 | 40-49 | 40-49 | 50-59 | 50-59 | 60+ | 60+ |
| | | 12:51 | 15:26 | 13:36 | 15:57 | 14:29 | 16:58 | 15:26 | 17:54 | 16:43 | 18:44 |
| Fail | | <12:51 | <15:26 | <13:36 | <15:57 | <14:29 | <16:58 | <15:26 | <17:54 | <16:43 | <18:44 |



PUSH-UP TEST

This test requires applicants to push their own weight off the floor. This measures the amount of force the upper body can generate and is an important area of performing police tasks requiring upper body strength. The score is calculated by the number of push-ups performed in one minute. The chest must come down and touch a fist placed under the applicant's chest, then the arms must go to full extension to complete a push up. Women will not be allowed to complete this test with their knees on the ground unless they are in excess of 49 years of age.

| PUSH-UPS – 1 Minute | | MALES | FEMALES |
|---------------------|-----|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|
| | AGE | 20-29 | 20-29 | 30-39 | 30-39 | 40-49 | 40-49 | 50-59 | 50-59 | 60+ | 60+ |
| | | 29 | 15 | 24 | 11 | 18 | 9 | 13 | 12 ** | 10 | 5 ** |
| Fail | | <29 | <15 | <24 | <11 | <18 | <9 | <13 | * | <10 | * |



SIT-UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in number of bent leg sit ups performed in 1 minute. Hands must remain on or about the head. While in the up position, elbows should touch the knees or upper portion of the thigh. When in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.

| SIT-UPS - 1 Minute | | MALES | FEMALES |
|--------------------------|-----|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|
| | AGE | 20-29 | 20-29 | 30-39 | 30-39 | 40-49 | 40-49 | 50-59 | 50-59 | 60+ | 60+ |
| | | 38 | 32 | 35 | 25 | 29 | 20 | 24 | 14 | 19 | 5 |
| Fail | | <38 | <32 | <35 | <25 | <29 | <20 | <24 | <14 | <19 | <5 |



SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to an apparatus with 15 inches being at the toes and the one inch mark closest the body. Knees must be locked and the hands together as the applicant stretches down the measuring apparatus.

| SIT & REACH - Inches | | MALES | FEMALES |
|----------------------------|-----|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|
| | AGE | 20-29 | 20-29 | 30-39 | 30-39 | 40-49 | 40-49 | 50-59 | 50-59 | 60+ | 60+ |
| | | 16.5 | 19.3 | 15.5 | 18.3 | 14.3 | 17.3 | 13.3 | 16.8 | 12.5 | 15.5 |
| Fail | | <16.5 | <19.3 | <15.5 | <18.3 | <14.3 | <17.3 | <13.3 | <16.8 | <12.5 | <15.5 |

Failure to meet the minimum requirements as indicated by the applicants age and gender will be considered a failing score. Applicants that fail any portion of the physical fitness exam will be removed from consideration on this individual hiring process, but encouraged to test again when this benchmark can be attained.

Selection Process

1. Positions Posted:

- Open Motor Vehicle Enforcement Officer positions will be posted with the Iowa Department of Administrative Services website (NEOGOV) for a specific time period. The Iowa Department of Administrative Services will review and forward a certified approved list of applicants to Motor Vehicle Enforcement. Confirmation is made with all applicants; notification of status and test dates are ongoing.

2. Physical Fitness Assessment:

- The physical fitness assessment consists of sit-ups, push-ups, stretch/reach test (flexibility), and a 1.5-mile run. Time and repetitions vary depending on the age and gender of the applicant. All applicants must meet minimum scores listed in all of the four areas, as seen below on page 8. Applicants passing the physical fitness assessment will advance to written exams.

3. Written Exam (POST):

- Applicants must pass the P.O.S.T. written exam. The P.O.S.T. is a timed aptitude test divided into four sections; basic arithmetic, reading comprehension, grammar/spelling/punctuation, and writing skills. Applicants cannot score less than 70% on each of the four sections of the test. The overall average must be 80% or greater. Passing the P.O.S.T. is a requirement to advance in the hiring process.

4. Written Psychological Examination, (MMPI-2):

- Applicants are required to complete the MMPI (Minnesota Multi-Phasic Personality Inventory) examination. The MMPI-2 consists of 567 true/false questions to be scored and evaluated during a psychological evaluation later in the hiring process.

5. Minimum Qualifications Screening:

Applicants are required to determine from the list of minimum hiring qualifications whether or not they believe they are suitable for hire as a peace officer with the State, those are included in this document. Computerized record files (driver's license and criminal history) will be searched on each applicant after successful completion of physical fitness and written exams.

6. Oral Board Interview:

- Each applicant advancing to the oral board interview phase will be interviewed and evaluated by three interviewers. The average of the combined scores becomes the applicant's final interview score. Required passing interviewer opinion score is an average of 2 points, required passing oral board interview score is an average of 18 points

7. Conditional Offer of Employment

- After careful review and consideration of applicant materials, test scores, and interview scores, selected applicants are given a conditional offer of employment letter. These applicants are invited to continue in the selection process and complete the hiring process.

The conditions under which the conditional employment is being offered are as follows:

- The applicant must successfully pass a polygraph,
- The applicant must successfully pass a psychological exam and interview,

- The applicant must successfully pass a physical examination,
- The applicant must successfully pass a background investigation, and
- The applicant must successfully pass an Iowa Law Enforcement Academy (ILEA) physical fitness test.

Failure to pass any of the above will render the conditional employment null and void.

8. Polygraph Evaluation:

During the polygraph evaluation information on all applicant materials and oral board responses will be verified. Emphasis is placed on illegal drug use/abuse, detected and undetected criminal conduct, and misrepresentation of information given during the previous test phases. Passing this exam is a requirement to advance in the process.

9. Psychological Evaluation:

Appointments are scheduled with a State psychologist where the MMPI is scored and evaluated. The psychologist will make a hiring recommendation based on the results of the MMPI and the interview. **These recommendations are final.**

10. Background Investigation:

Once an applicant has passed the above-mentioned test phases, a careful review of application materials, test results, oral board interview, etc., is done by the division of choice. Selected applicants will advance to the Background Investigation phase. During the Background, an applicant's references, employers, schools, co-workers, and other sources are contacted and interviewed.

The outcome of this investigation determines advancement in this hiring process.

11. Medical Examination:

A medical examination is scheduled with one of the State's medical doctors. The doctor will determine if the applicant is physically able to perform the duties of a law enforcement officer. **There recommendations are final.**

12. Final offer of employment:

Final Offers of employment are extended to applicants at the conclusion of the selection process. The final selections are based on outcomes of the previous exams/interviews, qualifications and merit, as well as availability of positions. **Availability is subject to change at any time during the hiring process.**

13. MVE Field Training / Basic Training:

At the discretion of the Department, Peace Officer employees will immediately start Motor Vehicle Enforcements field training program, or enroll in the Iowa Law Enforcement Academy for basic training as required.

FREQUENTLY ASKED QUESTIONS

1. **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, Vital Records Bureau, 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/vital-records>.

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 of 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 (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 MVE.

2. **Question:** I was born outside of the United States and do not have a birth certificate. Instead, I have a *Certificate of Naturalization / Certificate of Immigration*. Can I provide a Xerox copy of this document in place of a birth certificate?
Answer: It is illegal to make a Xerox copy of the Naturalization/Immigration document. On the first day of testing, you will be required to show the Applicant Coordinator this document as proof of U.S. citizenship. A U.S. passport may also be used to verify citizenship.
3. **Question:** Is a Xerox Copy of a birth certificate signed by a notary public acceptable?
Answer: Notary signed birth certificates are **NOT** acceptable.
4. **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.
5. **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.
6. **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.
7. **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 Transportation?
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.

8. **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 being considered.
- Answer:** 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.
9. **Question:** When will the academy begin?
- Answer:** The academy start date varies, dependent on annual schedule of the Iowa Law Enforcement Academy.
10. **Question:** Is there anything I can do to prepare myself for the POST written test?
- Answer:** The POST is a standard aptitude test. Study guides are available.
11. **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. Five points will be awarded to anyone for active service. Ten points will be awarded to any applicant with a service related disability.
- 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 29, 1961 through May 7, 1975
12. **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.
13. **Question:** I was given several awards, certificates, etc. while I served in the military. Can I send copies of this information?
- Answer:** This information is not required for the application. If submitted, it will be added to your application packet.
14. **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 two 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.**
15. **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 packet.

16. **Question:** Does your department allow applicants to have corrective surgery in order to meet Iowa Law Enforcement Academy (ILEA) vision requirements? *(See page 2 in this packet for specific 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 in permanent unrestricted duty as a peace officer.