

Department of Public Safety – State of Iowa

MINIMUM HIRING QUALIFICATIONS –per DPS Policy 18-01.01

THE STATE OF IOWA IS AN AFFIRMATIVE ACTION, 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 Department of Public Safety - 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. Residency is required at time of graduation.		
AGE:	<p>Trooper I (Post #16 - Capitol Complex): an applicant must be at least eighteen (18) years of age upon graduation from the Iowa Department of Public Safety Academy.</p> <p>Trooper II, Fire Inspector, Special Agent II: an applicant must be at least twenty-two (22) years of age upon graduation from the Iowa Department of Public Safety Academy.</p> <p>The maximum age for Peace Officer is sixty-five (65) years of age.</p>		
EDUCATION AND EXPERIENCE:	JOB CLASSIFICATION	EDUCATION	EXPERIENCE
	Trooper I, Trooper II, Fire Inspector	High School Diploma/GED	No prior experience
	Special Agent II for DCI, DNE or Intel and Fusion	<u>High School Diploma/GED</u>	+ <u>5 years</u> of LE Experience as sworn federal, state or local peace officer; OR
		<u>AA degree</u>	+ <u>3 years</u> of LE Experience as sworn federal, state or local peace officer; OR
<u>BA/BS degree</u>		No prior experience	
Arson Investigator	<u>High School Diploma/GED</u> + <u>5 years</u> of LE Experience as sworn federal, state or local peace officer; OR <u>5 years</u> experience as full-time paid, professional firefighter or fire officer with an organized federal, state, local or military fire department; OR <u>AA degree</u> + <u>3 years</u> of LE Experience as sworn federal, state or local peace officer; OR <u>3 years</u> full-time, paid professional firefighter with an organized federal, state, local or military fire department; OR <u>7 years</u> fire-fighting experience with an organized volunteer fire department; OR <u>BA/BS degree</u> No prior experience		

PHYSICAL REQUIREMENTS:	<p>An applicant who will become an officer is required to be in acceptable physical and mental condition to perform his/her duties under physically and emotionally demanding conditions. The following specific requirements must be met and maintained throughout the entire selection process:</p> <ul style="list-style-type: none"> ◆ Uncorrected vision (without contact lenses or glasses) is no worse than 20/100 in each eye, corrected (with contact lenses or glasses) to 20/20 in each eye. ◆ Normal color vision consistent with the occupational demands for law enforcement. ◆ 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. <p style="text-align: center;"><i>Additional details regarding the vision and hearing requirements for peace officer applicants.</i></p> <p style="text-align: center;"><i>Medical conditions not specified will be evaluated by the Department's physician whose decision will be final.</i></p>
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GOOD MORAL CHARACTER:	<ul style="list-style-type: none"> ◆ An applicant must be of good moral character, which means that he/she can be trusted and is considered by those who know him/her to be a person of good reputation 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.
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DISQUALIFIERS:

- ◆ Conviction or adjudication of an illegal act that would constitute a felony (as defined by Iowa law).
- ◆ Conviction or adjudication of an aggravated misdemeanor (as defined by Iowa law).
- ◆ Conviction, adjudication, or commission of income tax evasion, perjury or its subornation, theft 1st, 2nd or 3rd, sex crimes, and/or conspiracy to commit any of these enumerated offenses.
- ◆ Conviction, adjudication, or commission of domestic abuse, or other offenses of domestic violence, stalking, and any offense in which a weapon was used in the commission of the act.
- ◆ Conviction, adjudication, or commission of obstruction of justice, resisting arrest, or assaulting a peace officer.
- ◆ Sale, distribution, manufacture, conspiracy, or participation in sale or distribution of any controlled substance or illegal drugs beyond what could be considered youthful indiscretion.
- ◆ Use of any illegal controlled substance (other than marijuana and/or THC products) within the past three (3) years prior to the receipt of application.
- ◆ Use of any illegal controlled substance 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.
- ◆ Conviction, adjudication, or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) within three (3) years prior to the receipt of application.
- ◆ Profess an ideology or conduct that would interfere with job performance or be in patent conflict with the Department's interests and/or statutory/constitutional obligations.
- ◆ Dishonorable discharge from US Armed Forces.
- ◆ Any substantiated findings of dishonesty while serving as a current or previous law enforcement officer which gives rise to Brady/Giglio concerns.

THESE FACTORS WILL BE EVALUATED:

- ◆ Use of marijuana and/or THC products within the past one (1) year prior to the receipt of application.
- ◆ Commission of a felony or aggravated misdemeanor (as defined by Iowa law) other than those enumerated above.
- ◆ Conviction, adjudication, or commission of a simple or serious misdemeanor, other than a traffic offense, (as defined by Iowa law); i.e, assault, etc.
- ◆ Conviction, adjudication, or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) three (3) years or longer from the receipt of application will be evaluated on a case by case basis.
- ◆ Providing false or misleading information to the Department at any time during the application process.
- ◆ Pattern of serious traffic offenses, assaultive behavior, public intoxication, habitual marijuana use, and/or consistent pattern of unexplained failures to meet debt obligations.
- ◆ Misuse of authority or excessive use of force 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 trust.
- ◆ Any use of prescription drugs that were not prescribed for the applicant.
- ◆ Character or reputation regarding untruthfulness.

DRIVING RECORD:

- Applicants must possess a valid driver's license. Applicants will not be considered for employment if:
- ◆ Driving privileges have been suspended, canceled or revoked in the two (2) years prior to the receipt of 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 application.
 - ◆ Convicted or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) within three (3) years prior to the receipt of application will disqualify the applicant. Conviction or guilty plea to an alcohol/drug related driving offense (including deferred judgment and deferred sentence) three (3) years or longer from the receipt of application will be evaluated on a case-by-case basis.

Other conduct not specified will be evaluated.

 <input checked="" type="checkbox"/> General Order <input type="checkbox"/> Division Order <input type="checkbox"/> Bureau Order <input type="checkbox"/> Special Order Order No.: 19-35 ----- <input type="checkbox"/> Procedure <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Rule	Iowa Department of Public Safety	
	TITLE/SUBJECT: Personal Appearance	IDENTIFIER: 12-04.01
	TO: DPS Sworn Personnel	CC:
	RELATED DIRECTIVES/FORMS:	
	APPLICABLE CALEA STANDARD(S):	
	EFFECTIVE DATE: April 11th, 2019	REVISION #: 2
	INSTRUCTIONS: Rescinds and replaces GO 14-157 dated 12/2/2014. Specific changes have been made in sections IV.A.1.a.4 and IV.A.1.a.6.	
	APPROVED BY:  Brett Tjepkes, Executive Officer to the Commissioner	DATE: March 28th, 2019

I. Purpose

The purpose of this policy and procedure is to promote consistency in appearance and to further the professional appearance of the members of the Department.

II. Policy

1. The Department of Public Safety recognizes the personal appearance of its members has a direct impact on public confidence and thereby on the ability of individual personnel to perform their official duties. It is the policy of the Department that members will maintain an appearance that will encourage public confidence.
2. Tattoos and other body art are only permissible when in compliance with the procedures set forth within this policy and procedure.

III. Definitions

- A. *Body Modification* - Means, but is not limited to: tongue splitting or bifurcation, the complete or trans-dermal implantation of any object, piercings, abnormal shaping of the ears, eyes or nose, abnormal filing of teeth, branding or scarification. Body modification shall not include modification medically necessitated by deformity or injury.
- B. *Tattoos* – Means, a form of body modification made by inserting indelible ink into the dermis layer of the skin to change the pigment or by using other forms of ink to create “temporary” tattoos.

IV. Procedure

A. Head and Facial Hair

1. While on duty, all sworn officers must maintain a neat, well-groomed appearance and style their hair according to the following guidelines:

a) Guidelines for Male Officers

1. Hair must be neat, clean, and combed. It may be worn in a contemporary style, but it must not be long enough to touch the top of the shirt collar at the back of the neck when standing normally. Hair must not cover any part of the ears. The bulk or length of the hair must not interfere with the normal wearing of all standard headgear.
2. Sideburns must be neatly trimmed and rectangular in shape. They shall be no more than one inch wide at the widest point and shall not extend below the lowest part of the exterior ear opening.
3. Officers may wear a short and neatly trimmed mustache, but it must not extend over the top of the upper lip or beyond or below the corners of the mouth.
4. For officers assigned to the Iowa State Patrol, their face must be clean shaven except for acceptable mustache or sideburns. Beards and goatees are prohibited, unless permission is granted by the Commissioner for medical reasons at the recommendation of the Medical Board created by Chapter 97A of the Code. If a member of the Iowa State Patrol is given permission to wear a beard, it must be kept trimmed symmetrically and short enough that beard hairs do not protrude more than one-half inch from the facial skin. For officers in the Division of Criminal Investigation, Division of Intelligence, Division of Narcotics Enforcement and the State Fire Marshal, sideburns and facial hair is allowed as long as it is neatly and symmetrically trimmed, shaved at the lower neck area, does not extend over the upper lip and is not in excess of one-half inch from the facial skin.
5. Wigs or hairpieces and hair replacements are permitted if they meet the above standards for natural hair.
6. Male officers working in an undercover role can have an appearance that is at the discretion of their divisional supervision.

b) Guidelines for Female Officers

1. Hair must be neat, clean, and combed.
2. Uniformed officers' hair, when styled, shall not extend over the collar. The bulk and length of the hair must not interfere with the normal wearing of all standard headgear.
3. Non-uniformed officers' hair shall be worn in a professional manner.
4. Wigs or hairpieces are permitted if they meet the standards for natural hair.

B. Body Modification

1. Members are not permitted to have any tattoos that are visible during the performance of regularly assigned duties. Members are not permitted to have any tattoos, visible or not, that are offensive in nature.
2. Current members of the Department as of the implementation date of this policy who had tattoos prior to the implementation date of this policy shall not be required to remove such tattoo;

however, while on duty, the tattoo must be covered with clothing or a skin colored garment, which will be provided by the Department.

- a) Current sworn members of the Iowa State Patrol on the implementation date of this policy shall be exempted from wearing a sleeve/covering over existing tattoos visible during the performance of regularly assigned duties.
 - b) Any other current DPS sworn officer transferring to the Iowa State Patrol after the implementation date of this policy will be required to wear a sleeve/covering over any existing tattoo that is visible during the performance of regularly assigned duties as denoted in IV. (B)(2) above.
 - c) In the event a current sworn member of the Iowa State Patrol requires the appropriate lengthening of an issued uniform shirt sleeve to cover an existing tattoo on the upper arm, the Division Director may approve the lengthening and the member shall comply with the aforementioned section.
 - d) Members shall not be permitted to add to an existing tattoo in such a manner that would make the member in non-compliance with this policy (i.e. lengthening a tattoo located above the elbow that would now extend beyond the sleeve of the short sleeve uniform shirt).
3. Members who obtain tattoos after implementation date of this policy must comply with section IV.B.1 of this policy.
 4. Body modification to any area of the body that is visible during the performance of regularly assigned duties or while wearing approved attire is prohibited.
 5. The use of gold, platinum or other dental veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, shall not display ornamented designs, jewels, initials, etc.
 6. Body piercing jewelry and other jewelry not concealed by authorized uniform/dress code is prohibited. However, Division Directors/Bureau Chiefs may establish specific rules addressing earrings, watches, bracelets and rings, pursuant to [DOM 30-01.01](#) (Line Inspections) and [ISP 45-04.01](#) (Uniforms and Personal Appearance).

Applicants for any sworn position with the department shall be screened for compliance with this policy prior to being offered employment. Any applicant unable to meet the requirements of this policy shall not be granted employment.

C. Exceptions to Personal Appearance Policy

1. Exceptions to these personal appearance rules may be granted by the Division Director. The Commissioner may establish procedures regulating the granting of such exceptions.