



HIRING STEPS

for

IOWA LAW ENFORCEMENT OFFICERS

A LAW ENFORCEMENT OFFICER who is NOT CERTIFIED in IOWA OR IN ANY OTHER STATE will follow these steps:

1. Complete LEO Report of Hire Form located [here](#)
 - a. A physical fitness test is required. For information please click [here](#)
 - b. A POST* is required. For questions on the POST test, please contact Donna Hallstrom at donna.hallstrom@iowa.gov
 - c. An MMPI** is required. For questions on the MMPI test, please contact Donna Hallstrom at donna.hallstrom@iowa.gov
 - d. A complete background check including fingerprints is required.
2. Complete the Minimum Medical Requirement Form located [here](#)
 - a. The uncorrected vision must be 20/100 or better to meet the minimum medical requirements.

*When hiring an applicant who will be scheduled to attend an academy, submit the ROH (immediate or future hire) no less than 30 days before the first day of the academy requested. Upon submission, ILEA staff will contact you to confirm the academy you selected. Submissions received less than 30 days prior to the first day of the requested academy may restrict the ability to attend the selected academy.

-- A LAW ENFORCEMENT OFFICER who is CURRENTLY CERTIFIED IN THE STATE OF IOWA will follow these steps:

1. Complete the LEO Report of Hire Form located [here](#)
 - a. A physical fitness test is not required by ILEA.
 - i. You may enter "ILEA Certified" into this field
 - b. A POST is not required by ILEA
 - i. You may enter "ILEA Certified" into this field
 - c. An MMPI** is required or an MMPI transfer request can be submitted if a MMPI is valid within the past 12 months. That form is located [here](#). For questions on the MMPI test, please contact Donna Hallstrom at donna.hallstrom@iowa.gov
 - d. A complete background check including fingerprints is required.
2. A Minimum Medical Requirement Form is required only if the officer has had a break in law enforcement of over 180 days. That form is located [here](#)
 - a. The uncorrected vision must be 20/100 or better to meet the minimum medical requirements
3. If the officer has been out of law enforcement 6 months or longer they are required to get caught up on in-service training hours as out-lined in [Iowa Code 501, Chapter 8.3\(80B\)](#).

*When hiring an applicant who will be scheduled to attend an academy, submit the ROH (immediate or future hire) no less than 30 days before the first day of the academy requested. Upon submission, ILEA staff will contact you to confirm the academy you selected. Submissions received less than 30 days prior to the first day of the requested academy may restrict the ability to attend the selected academy.

A LAW ENFORCEMENT OFFICER who is CURRENTLY CERTIFIED IN ANOTHER STATE will follow these steps:

1. Applicant to complete a [preliminary CTE application](#) to be considered for enrollment in the program.
2. Upon application approval by the Academy Council
 - a. Complete the LEO Report of Hire Form located [here](#)
 - b. A physical fitness test is required. For information please click [here](#)
 - c. A POST* is required. For questions on the POST test, please contact Donna Hallstrom at donna.hallstrom@iowa.gov
 - d. An MMPI** is required. For questions on the MMPI test, please contact Donna Hallstrom at donna.hallstrom@iowa.gov
 - e. A complete background check including fingerprints is required.
 - f. Complete the Minimum Medical Requirement Form located [here](#)

The uncorrected vision must be 20/100 or better to meet the minimum medical requirements

For questions on the CTE process, please contact Donna Hallstrom at donna.hallstrom@iowa.gov

POST TEST SCORES:

* POST test scores shall be valid for a period of 12 months from the date of the examination. An applicant who has not been hired or placed upon a civil service certified list within 12 months of taking this test must retake and successfully pass the examination before being hired.

CIVIL SERVICE CERTIFIED LIST:

*Any applicant who has not been hired or placed upon a civil service certified list within the first 12 months of taking the MMPI-2 test must retake the examination and, before the applicant is hired, the results of the examination must be considered by the hiring authority. (MMPI refers to MMPI-2, MMPI2RF and MMPI-3)

