

APPLICATION HANDBOOK



THE EASTERN IOWA AIRPORT

****IMPORTANT****

Incomplete application and documentation will automatically disqualify applicant from further consideration in application process.



THE EASTERN IOWA AIRPORT
CEDAR RAPIDS

Dear Applicant:

Thank you for expressing interest in the Airport Public Safety Officer position at The Eastern Iowa Airport. Please review the enclosed documents and testing procedures needing to be completed prior to the position being obtained.

An Airport Public Safety Officer is a highly trained member of The Eastern Iowa Airport staff. Extensive training is provided in aircraft rescue fire fighting, airport operations, emergency medical services, and law enforcement. Department members will be trained in airport operations with an emphasis on Federal Aviation and Transportation Security Regulations and attend schooling to become familiar with aircraft rescue, firefighting, and basic emergency medical functions. All Airport Public Safety Officer's attend an approved law enforcement academy and become sworn Peace Officers.

An Airport Public Safety Officer works under general supervision and must be able to exercise good judgment when performing his or her duties. The goal of The Eastern Iowa Airport is to select the best individual to fill this highly skilled and diversified position. The selected applicant will demonstrate an ability to perform multiple roles successfully and represent the best interests of The Eastern Iowa Airport.

Sincerely,

Sara A. Mau, A.A.E.
Director of Operations

BENEFITS:

With this progressive department, you can look forward to:

- ◆ Competitive starting salary with step increases
- ◆ 24 hours shifts with paid overtime
- ◆ Long term illness/injury, 48-hour annual accrual to 520 hours
- ◆ Flexible leave program – monthly accrual
- ◆ Longevity pay
- ◆ Eight paid holidays a year
- ◆ Pre-taxed flexible spending account
- ◆ Full pay during 14 weeks of interesting, professional recruit training
- ◆ Uniforms furnished
- ◆ Excellent health and dental insurance plans
- ◆ Life insurance
- ◆ Employer paid long-term disability insurance
- ◆ Job related disability coverage
- ◆ Continuous in-service training programs

STATEMENT OF POLICY

Officer applicants should be aware that after employment, the development of physical conditions that temporarily prohibit or limit proper job performance might require an Airport Public Safety Officer to be placed on medical disability status. Such leave may or may not be compensable; depending upon the officer's accumulated benefits.

AFFIRMATIVE ACTION

The Eastern Iowa Airport is an equal opportunity employer. Minorities and women are encouraged to apply.

TRAINING

Upon successful completion of training in accordance with the rules of the Iowa Law Enforcement Academy, you will become a certified law enforcement officer in the State of Iowa for The Eastern Iowa Airport. In addition to the law enforcement training each officer will receive extensive training in aircraft rescue firefighting, emergency medical, and airport operations services.

QUALIFICATIONS:

To be an Airport Public Safety Officer in the State of Iowa, a person must be certified by the Iowa Law Enforcement Academy (ILEA). The Iowa legislators have given ILEA authority "to set standards for the law enforcement service" in the State of Iowa. If a person cannot or will not meet these standards, they cannot be certified. Local jurisdictions may use stricter criteria than ILEA to select officer candidates. A detailed explanation for the minimum standards for Iowa Law Enforcement officers can be found in the "Code of Iowa," Chapters 80B & 400, plus the "Iowa Law Enforcement Academy's Administrative Rules." Some of the criteria are as follows.

All applicants must:

- have reached the age of 18 years and may not reach the age of 65 years by the established date of the written examination.
- not have vision with more than a maximum deviation of 20/100 each eye uncorrected, and 20/20 each eye corrected with glasses or contact lenses.
- have normal color vision as determined by a City designated physician.
- have normal hearing in each ear as determined by a City designated physician.
- be a graduate of an accredited high school, or possess an equivalency certificate (GED), which meets the minimum requirements of the State of Iowa as determined by the State Department of Public Instruction.
- be a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed.
- be able to speak, read, and write the English language.
- not be a liquor or drug addict.
- not by reason of conscience or belief be opposed to the use of force when appropriate or necessary to fulfill his or her duties.
- 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 the 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 in determining moral character:

- not have been convicted of a felony (as defined by Iowa law) which will disqualify an applicant.
- not have been convicted of an aggravated misdemeanor (as defined by Iowa Law), less than five (5) years prior to date of the written exam which will disqualify an applicant.
- not have been convicted of a serious misdemeanor (as defined by Iowa Law), less than two (2) years prior to date of the written exam which will disqualify an applicant.
- not have been convicted of domestic assault, child abuse, or other conviction resulting from domestic or child abuse which will disqualify an applicant.
- not have unlawfully sold any controlled substance will disqualify an applicant.
- not have used any illegal drug while employed in any law enforcement or prosecutorial position will be disqualified.
- not have been discovered to have misrepresented his/her drug history in completing the application will be disqualified.
- not have used any illegal drug (including anabolic steroids after February 27, 1992), other than marijuana, within the last ten years or more than five (5) times in one's life will be disqualified.
- not have used marijuana within the past two (2) years or more than a total of fifteen (15) times in one's life will be disqualified.
- have a current valid Iowa driver's or chauffeur's license at time of employment.

Applicants will **not** be considered for employment if:

- the applicant's driving privileges have been suspended, cancelled, or revoked within the three (3) years prior to the date of the written examination, or
- the applicant has been convicted of five (5) moving violations in the three (3) years prior to the date of the written examination.

SELECTION PROCESS:

After submitting a completed application, the following additional qualifying requirements must be met:

- ◆ Attain a satisfactory grade in pre-employment written examination in order to continue in the testing process.
 - ◆ Voluntarily submit to, and pass, a polygraph examination designed to verify application information, help determine suitability, and further support his or her contention of good moral character.
 - ◆ Satisfactorily complete psychological testing to determine cognitive skills, personality characteristics, and suitability of an applicant for a law enforcement career.
 - ◆ Must participate in one or more oral interviews held by the hiring authority or representative(s), to determine such things as appearance, background, rationale for seeking a career in law enforcement, and the ability of the applicant to communicate with all of the citizens with whom contact might be made.
- ◆ After an offer for employment, applicants will complete required testing performed by the City Nurse to include health and physical assessment, visual and hearing acuity and pulmonary function testing. Some applicants may be asked to take additional tests with other medical experts.
 - ◆ After an offer for employment, applicants will be examined by a physician to determine if the candidate can perform the essential functions of the job. This includes a standard physical examination to include heart, lungs, chest, back, eyes, ears, nose, throat, and any other area deemed appropriate by the examining physician under the direction of and as specified by the Police Pension Board. It will also include a pre-employment drug test, maximal treadmill stress, EKG, x-rays, and lab work.
 - ◆ Complete a battery of four physical qualification tests to demonstrate your ability to satisfactorily perform job related tasks: Including Sit And Reach Test, 1 Minute Sit-Up Test, 1 Minute Push-Up Test and 1.5 Mile Run.

MEMORANDUM

TO: Prospective Public Safety Officer

FROM: The Cedar Rapids Airport Commission

IF YOU HAVE ANY DOUBT OF YOUR PHYSICAL CAPABILITIES TO PERFORM THE 4 REQUIRED PHYSICAL QUALIFICATION TESTS, PLEASE CHECK WITH YOUR PHYSICIAN.

PHYSICAL QUALIFICATION TESTS

Complete a battery of four physical qualification tests to demonstrate your ability to satisfactorily perform job-related tasks.

- Sit and Reach Test
- 1-Minute Sit-Up Test:
- 1-Minute Push-Up Test
- 1.5-Mile Run

Pages 7-10 of this booklet have been provided for you to prepare for the physical qualification tests, including suggestions as to how you can prepare yourself through conditioning, to enable you to be competitive in this phase of the testing procedure.

PREFACE

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness status for job performance, has established this physical regimen as a pre-employment standard effective February 15, 1993.

No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test. (See 501 IAC 2.1, adopted pursuant to Section 80B.11C5), Code of Iowa)

Upon acceptance into the Academy, every candidate will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undo risk of injury, and with a level of fatigue tolerance to meet all Academy requirements. If, at the time of entrance into the Academy, an officer does not meet minimum standards, he or she will not be admitted.

This pamphlet will provide information on the rationale, purpose, testing procedures, standards of performance and fitness activities to prepare for the fitness testing. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

Any questions you may have about these standards should be directed to the Iowa Law Enforcement Academy at 515/242-5357.

What is physical fitness?

Physical fitness is a status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- ◆ **Aerobic capacity** or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- ◆ **Strength** pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.
- ◆ **Flexibility** pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

Why is fitness important?

It has been well documented that law enforcement and firefighter personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can **minimize the "known" health risk**.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological **readiness** to perform a variety of **critical** physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of **trainability** and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the **risk of not performing physical duties** is increased.

How will physical fitness be measured?

The Physical Fitness Test Battery consists of four basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

1. 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 to the body.** Knees must be locked and the hands together as the person stretches down the measuring apparatus.



2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for 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 situps performed in 1 minute.** Hands must remain on or about the head, in the up position, elbows should touch the knee or upper portion of the thigh; in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.



3. 1 MINUTE PUSH-UP TEST

This test requires you to push your 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 individual's chest, then the arms must go to full extension to complete a push up. (*Females in excess of 49 years of age may do push-ups on their knees.)



4. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an 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.**



What are the standards?

The actual performance requirement for each test is based upon norms from a national population sample.

The applicant must pass every test.

The required performance to pass each test is based upon sex and age (decade). The absolute performance is different for the 8 categories; the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

Minimal Physical Fitness Performance Requirements Chart

TEST MALES AGE	20-29	30-39	40-49	50-59	60 +
Sit and Reach	16.5	15.5	14.3	13.3	12.5
1 Minute Sit-Up	38	35	29	24	19
1 Minute Push-Up	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43

TEST FEMALES AGE	20-29	30-39	40-49	50-59	60 +
Sit & Reach	19.3	18.3	17.3	16.8	15.5
1 Minute Sit-Up	32	25	20	14	6
1 Minute Push-Up	15	11	9	*12	*5
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44

*Females in excess of 49 years of age may do pushups on their knees.
Normative data for these age groups have not been established.

How does one prepare for the test?

- 1. Preparing for the sit and reach test:** Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and reach: Do 5 repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel Stretch: Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



- 2. Preparing for the sit-up test:** The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).
- 3. Preparing for the push-up test:** If one has access to weights, determine the maximum weight one can bench press one time. Take 60% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2.5 pounds every week. If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in one minute. At least 3 times a week do 3 sets of the amount one can do in one minute.
- 4. Preparing for the 1.5 mile run:** Below is a graduated schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.

Week	Activity	Distance	Time/Minutes	Frequency
1	Walk	1 mile	20-17	5/Week
2	Walk	1.5 miles	29-25	5/Week
3	Walk	2 miles	35-32	5/Week
4	Walk	2 miles	30-28	5/Week
5	Walk/Jog	2 miles	27	5/Week
6	Walk/Jog	2 miles	26	5/Week
7	Walk/Jog	2 miles	25	5/Week
8	Walk/Jog	2 miles	24	4/Week
9	Jog	2 miles	24	4/Week
10	Jog	2 miles	22	4/Week
11	Jog	2 miles	21	4/Week
12	Jog	2 miles	20	4/Week

HISTORY

The Airport Public Safety Department at The Eastern Iowa Airport was formed in 1976 to combine law enforcement and aircraft rescue firefighting responsibilities into one department. Prior to the formation of the Airport Public Safety Department, the Cedar Rapids Fire Department provided crash fire rescue services and the Cedar Rapids Police Department provided limited law enforcement coverage. With the creation of its own distinct department the Airport was able to centralize both functions and place an emphasis on the unique Airport environment.

In addition to law enforcement and aircraft firefighting responsibilities, the Airport Public Safety Department responds to all safety-related activities and requests for emergency medical assistance at the Airport. The department employees are responsible for the safe and efficient operation of the airport and facilities. Airport Public Safety Officers are trained in the multi faceted aviation specific duties as required by Federal Aviation Administration and Transportation Security Administration. Airport operation specific tasks include responding to in-flight emergencies, airfield safety inspections, notifications, and training to meet all applicable Federal, State, and Local regulations. The importance of Public Safety Officers includes taking a lead role in the operations of the Airport for any item that could affect the safety of the flying public. Through the years, the duties of the Airport Public Safety Department have increased to meet the demands of a growing Airport, the traveling public and stricter requirements from the Federal Aviation and Security Regulations.

IMPORTANT

Failure to meet the qualifications on page 2 of the Application Handbook, failure to notarize the Authorization and Release Form on page 6 of the Application Packet, and/or an incomplete application or lack of all required documentation listed on page 1 of the Application Packet will automatically disqualify you from the application process.

Dear Prospective Applicant:

The completed application and ALL documentation listed on page 1 of the Application Packet must be received by the Airport before 4:30 p.m., Friday, August 13, 2010. NO EXCEPTIONS WILL BE MADE.

Please mail or bring to:

**Airport Administration Building
2515 Arthur Collins Parkway SW
Cedar Rapids, IA 52404-8952**

2010 RECRUITING SCHEDULE

August 2, 2010 – 8:00 a.m. Applications Available
August 13, 2010 – 4:30 p.m. Applications Due
August 31, 2010 Written Test
August 31, 2010 – Following Written.Physical Agility Tests

To Be Scheduled

- Polygraphs
- Interviews
- MMPI
- Background Checks
- Physicals

Starting salary is \$41,849 annually; current maximum after 24 months is \$52,041 annually, effective for the first payday in November, 2010.

It may take several trips to Cedar Rapids to participate in the recruiting process. In addition to the initial written and physical agility tests, you may be required to return for a polygraph, psychological exam, oral interview, and medical examinations. If you have questions, please contact Director of Operations, Sara A. Mau at (319) 362-3131, s.mau@crairport.org.