



Police Officer Frequently Asked Questions

What are the work shifts? Patrol officers work 10 hours and 40 minute shifts. They work five days on and four days off and on every third rotation they have five days off.

How long is the probationary period? The probationary period for all police officers is 18 months.

Are there any age or physical limitations on who can apply for this job? You must be 21 years old by the date of the written test; there is no maximum age. You must be capable of passing the physical agility test as required by the Idaho POST Academy.

Are uniforms and equipment provided? Yes, uniforms will be issued upon hire and will include patrol summer and winter patrol uniforms, jackets, duty belt (handcuffs, flashlight, etc), boots, vest, handgun and rifle.

Do all police officer applicants, including lateral police officers, still have to pay the application fee? Yes, although lateral police officers do not have to take the written exam, there are still expenses associated with the application process. (***Do we want to put the fee amount here?***)

What is involved in the testing process? A written exam (entry-level applicants only) and an Oral Board interview (all applicants). Lateral applicants are excused from taking the written exam and will be scheduled an Oral Board interview. Additional testing is required later in the hiring process (i.e. polygraph, physical/psyehpsychological exam). Applicants typically make two trips to Coeur d'Alene to complete the testing and background process.

What types of questions are on the written exam? The written exam is a multiple choice timed exam with questions related to basic arithmetic, reading comprehension -and grammar.

I live out of state and have taken a Public Safety Test; will you accept those results in lieu of your written exam? Unfortunately no; in order to keep continuity and fairness for all applicants, we require applicants to test in person.

What does the physical agility test consist of:

- Vertical jump - minimum of 14 inches to pass.
- Sit-ups in one minute - minimum of 15 repetitions to pass.
- Push-ups - minimum of 21 repetitions to pass.
- 300 meter run - maximum time of 77 seconds to pass.
- 1.5 mile run - maximum time of 17 minutes and 17 seconds to pass.

How often do you have recruitments? We generally have entry-level recruitments twice a year, typically in the sSpring and Fall and will depend on the hiring needs of the department. We continuously accept applications for lateral police officers.

How long does the hiring process take? It depends on a variety of factors but from the written exam to the academy it could take approximately 10 weeks to three months.

How long is the academy? Approximately ~~ten~~-fifteen (15) weeks.

Do I need to pay for the academy? No. If hired by the CDAPD, our agency would sponsor you to attend the Idaho POST Academy and you would be paid the entry-level police officer hourly wage for the time you attend the academy.

I'm a certified police officer in another state. Can I apply as a lateral? Yes. [Our hiring personnel will help you](#) ~~You can~~ challenge Idaho's certification through POST once you're in the hiring process.

What happens when I graduate from the academy? You will be assigned a Field Training Officer (FTO) and go through the CDAPD training program, ~~which is a minimum of 14 weeks.~~

Where and when is the police academy? [The Coeur d'Alene Police Department generally sends trainees to the North Idaho College's satellite campus in Post Falls in either early January or late August. Idaho has two academies, one in Meridian in September and one in Post Falls in January. \[double check months?\]](#)

I'm a POST graduate. Am I required to go to the academy again? It depends on how long ago ~~you obtained~~ your certification [has lapsed](#) and from what state. The Idaho POST Academy makes that determination.

Is there a way to bypass the patrol division and go into a specialty division? No, a police officer's basic foundation is established through the patrol division.

What are the shifts? ~~Generally, We~~ operate on a three shift system. Day Shift is 6:00 am-4:40 pm, ~~Swing~~ Power Shift is ~~12:00pm-10:40 pm~~ 2:40 am, and Graveyard is 8:00pm-6:40 am.

What is involved in a background investigation? You will be required to fill out a lengthy personal history statement. You will also be required to pass a credit check, reference check, polygraph, medical examination, hearing test, vision test, and psychological examination. There may be other processes to determine background eligibility.

What specialty divisions does your department have? We have many divisions which include, but ~~is~~ not limited to: patrol, motorcycle ~~and traffic~~ patrol, K-9, SWAT, crime analysis, drug task force, school resource officers, investigations, Community Action Team (CAT), and special intervention and response team. We are also fortunate enough to have on staff civilian report takers who take basic cold call reports.

Do you have to be a United States citizen to apply? Yes

What is the retirement rule for police officers? Membership into the Public Employee Retirement System of Idaho is required. The Rule of 80 applies to retirement for public safety officers which is your current age plus your years of service must ~~=equal~~ 80 for a full qualifying retirement. More information [is](#) available at www.persi.idaho.gov.

Can I transfer my out of state retirement into Persi? No, but in some circumstances you can roll those funds over into one of our other retirement options (Persi Choice 401-k, Nationwide 457/Roth and ICMA 457/Roth).

Could I schedule a ride-along before applying? Ride-alongs may be scheduled for serious applicants only by contacting the police department directly.

Could I be disqualified because of my tattoos? Tattoos must be covered by clothing or other authorized covering while acting in an official capacity. Visible tattoos on the face or neck are prohibited even if it can be covered.

Is facial hair allowed? Officers must be clean shaven in uniform. Mustaches may be allowed but must be neatly trimmed.

Is there a residency requirement? No.-

Once the eligibility list is created, how long does the list last? The eligibility list is good for one year. Names may shift on the list due to additional testing opportunities throughout the year. After expiration, those on the eligibility list would have to reapply.

Who can I talk to if I have additional questions? Please contact Human Resources at 208-769-2205.

Is there a waiting period for medical and dental insurance? Benefits will start the first of the month following 60 days of employment. (**Is this right?**)

Are there any additional pay incentives? Yes, per the Police Officer Association Collective Bargaining contract, there is a 5% Senior pay and 7% Field Training Officer pay.

Summary of Benefits

This document is intended to provide an overview summary of benefits for City of Coeur d'Alene Police Officers. The City offers a comprehensive benefit package designed to provide employees, and their families, with a broad range of employer and employee paid benefit options.

Public Employees Retirement System of Idaho (PERSI)- The employee contribution for police employees is currently 8.36% and the employer contribution for police is currently 11.66%. PERSI also offers death and disability benefits. Additional information found on the PERSI website, www.persi.idaho.gov.

Medical- The City of Coeur d'Alene offers one medical plan with Group Health Options. The plan includes:

- City pays 100% of employee only premium
- Employee pays approximately 7.5% of applicable premium for dependent coverage
- Plan deductible: \$1000 individual deductible/\$2000 family deductible
- Out-of-pocket limit: \$1500 individual/\$3000 family
- Office visits: \$15 copay
- Prescription drugs: \$10 generic/\$20 brand for 30 day supply
- Includes vision care: \$15 copay, 1 visit every 12 months and \$100 towards hardware

- City contributes \$1000 or \$2000 deductible expense into employees HRA/VEBA account per collective bargaining contract
- Employees choosing to waive medical coverage will receive a contribution equitable to the single coverage medical Group Health premium into their HRA VEBA account monthly.

Dental- Two dental plans are available which include a traditional fee for service plan with Blue Cross of Idaho and a Dental Maintenance Organization (DMO) plan with Willamette Dental with low copays per visit. Orthodontia benefits are available with Willamette Dental.

Group Life/AD&D- A term life and accidental death and dismemberment (AD&D) insurance policy is employer-paid. The term life policy covers the employee under a \$50,000 policy and \$1,000 for spouse/children. If the claim falls under the AD&D policy, the payout is doubled. The employee may purchase additional term life insurance coverage through payroll deduction.

Long Term Disability- A salary replacement policy for a disability sustained is employer paid. Benefits are payable at approximately 60% of the employee's earnings prior to the disability. Coverage lasts until the employee returns to work or reaches social security eligibility.

Flexible Spending Accounts (FSA)- Two tax savings accounts are available: a "Medical Expense Spending Account" to pay for out-of-pocket medical/dental expenses not covered by insurance and a "Dependent Care Reimbursement Account" to pay for childcare expenses. Employees may contribute money to these accounts on a pre-tax basis.

Health Reimbursement Arrangement (HRA)- The HRA VEBA Plan is a pre-retirement and post-retirement health reimbursement arrangement. The city makes tax-free contributions into the eligible employee's account pursuant to the collective bargaining contract. Contributions apply based on the following:

1. Monthly contribution made by the city per collective bargaining contract;
2. Monthly contribution made to off-set medical deductible expense;
3. If employee opts out of medical coverage, the employee may be eligible for a monthly contribution equivalent to the cost of the city's single coverage medical Group Health premium.

Tax Deferred, 457 or 401k Plans- Eligible employees may elect to contribute pre-tax deductions for these retirement savings plans. There is no employer match.

Employee Assistance Program (EAP)- Comprehensive program with Reliant Behavioral Health that provides face-to-face assessment and counseling for the employee, dependents and all household members as well as many other services.

Holidays- The city recognizes 11 paid holidays, which are paid at double the officer's base hourly rate of pay in one check at the end of each fiscal year,

Tuition Reimbursement- Reimbursement within the constraints of the budget to employees for approved job-related educational courses at accredited colleges, universities and work-force centers.

Wellness Program - Program sponsoring ongoing wellness events including educational information, wellness contests, and flu shots.

Vacation ~~and sick leave are~~ and sick leave for new officers is earned at the following rate:

Formatted: Font: Bold

- 1-3 years of City of Coeur d'Alene service: 8 hours per month
- 4-5 years of City of Coeur d'Alene service: 12 hours per month
- 6-10 years of City of Coeur d'Alene service: 16 hours per month
- More than 10 years of City of Coeur d'Alene service: 20 hours per month
- Sick leave is accumulated at 10 hours per month

Information specific to lateral applicants:

Formatted: Font: Bold

- The lateral program is open to individuals with previous sworn experience with a city, state, or county law enforcement agency.
- Every two years of service with an agency with more than 90 sworn peace officers will equal one year of service-eligible time with Coeur d'Alene PD, with a maximum credit of 4 years of CDAPD service-eligible time.
- Every three years of service with an agency with 90 or fewer sworn officers will equal one year of service-eligible time with Coeur d'Alene PD, with a maximum credit of 4 years of CDAPD service-eligible time.
- Lateral officers will receive an hourly wage equal to 5% above starting officer wages for every year of CDAPD service-eligible time, up to the maximum of 20%.
- Lateral officers will accrue vacation time consistent with their years of service-eligible time (as noted above).

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Not Bold