

CHAPTER 4  
INSTRUCTOR CERTIFICATION CRITERIA FOR THE TRAINING OF PEACE OFFICERS,  
RESERVE OFFICERS, JAILERS AND PUBLIC SAFETY TELECOMMUNICATORS

[Appeared as Ch 3 prior to 4/10/85]  
[Prior to 3/11/87, Law Enforcement Academy[550] Ch 4]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**501—4.1(80B,80D) Instructors for the training of peace officers, reserve officers, jailers and public safety telecommunicators.**

**4.1(1) *Instructor designation.*** All instructors of a council-approved training program, excluding agency in-service training, will be designated as either general or subject matter expert (SME). General instructors will be peace officers, jailers, jail administrators or public safety telecommunicators instructing in subjects relevant to their profession. Subject matter expert instructors will be those instructing subjects in the areas requiring a specialized academic degree, certification, licensure or experience. The final decision as to whether an instructor is in the general or SME area rests with the academy council or the academy director.

**4.1(2) *Certification of instructors.*** All certification of instructors will be the responsibility of the academy council.

**4.1(3) *Request for instructional certification.***

*a.* All instructors requesting certification must submit this request to the academy council on an application which can be obtained from the Iowa law enforcement academy. Minimum qualifications for the certification of instructors (general and subject matter expert) apply to all applicants.

*b.* All applications for instructors must be submitted to the academy 20 days prior to a regularly scheduled academy council meeting. Any applications not received 20 days prior to a regularly scheduled meeting may not be considered and may be added to the agenda of the next subsequent meeting.

**4.1(4) *Instructor qualifications.*** Instructors will be certified on the basis of minimum qualifications in the areas of education, training, experience and background. The actual evaluation and selection of instructors will remain the responsibility of the administrator who is ultimately responsible for the instruction provided.

**4.1(5) *Granting or revocation of instructor certification.***

*a.* The granting of instructor certification will be determined by a vote of the academy council. The academy shall issue instructor certification to an applicant upon approval of the academy council. In the event of denial of instructor certification, the applicant may file a written notice of appeal to the academy council within 30 days of notification of the action. The appeal notice should be addressed to Director, Iowa Law Enforcement Academy, P.O. Box 130, Johnston, Iowa 50131. A hearing on this matter will be held by the academy council within 60 days of the receipt of the appeal notice.

*b.* All instructor certification will be issued for a period of three years. Once certified, an instructor is certified to instruct throughout the state. At the end of a three-year period, certification may be renewed if the instructor has maintained the training requirements for certification, has instructed in a certified training program during the three-year period, remains in good standing, and is recommended by the administrator under whose supervision the individual has instructed.

*c.* The certification may be revoked or suspended in writing at the discretion of the academy council or the academy director subject to subsequent council review. In the event of denial of recertification or revocation of certification, the certificate holder may file a written notice of appeal to the academy council within 30 days of notification of the action. The appeal notice should be addressed to Director, Iowa Law Enforcement Academy, P.O. Box 130, Johnston, Iowa 50131. A hearing on this matter will be held by the academy council within 60 days of the receipt of the appeal notice.

*d.* Good standing determination is in the sole discretion of the academy council or academy director subject to subsequent council review. A person who has been dismissed for good cause from previous employment; who leaves, who voluntarily quits, or whose position is eliminated when disciplinary action was imminent or pending that could have resulted in removal for good cause as defined in rule

501—1.1(80B); or who is currently involved in the decertification process shall not be considered in good standing.

**4.1(6)** *Responsibility for ensuring instructional excellence.* It is the continuing responsibility of the administrator who is ultimately responsible for the instruction provided to ensure that the instructors are assigned only topics that they are qualified to teach and are supervised on a regular basis to ensure that instructional excellence is maintained.

**4.1(7)** *Endorsement of application for instructor certification.* Applications for instructor (general or subject matter expert) certification will be endorsed by the administrator who is ultimately responsible for the instruction provided and, where applicable, by the applicant's department head.

[ARC 6137C, IAB 1/12/22, effective 2/16/22; ARC 6727C, IAB 12/14/22, effective 1/18/23]

**501—4.2(80B,80D) Minimum qualifications for certification of instructor (general).**

**4.2(1)** *Experience and training.* The following are minimum experience and training requirements that an instructor (general) must meet in order to become certified:

- a. A minimum of three years' certified experience (peace officer, jailer or public safety telecommunicator) with a majority portion of this experience in the subject area to be instructed; and
- b. Successful completion of an instructor training course consisting of a minimum of 16 hours of instruction or have provided a minimum of 60 hours of instruction within the past three years and be able to verify the same upon request.

**4.2(2)** *Specific requirements to instruct specialized areas.* Special training or valid certification is required to instruct certain subject areas, including but not limited to those listed below:

a. *Arson and bombing instructor.* Must have attended a specialty school in police/military explosives handling and a recognized arson school.

b. *Collision investigation instructor.* Must have successfully completed a two-week collision investigation school at the Iowa law enforcement academy or other training recognized by the Iowa law enforcement academy.

c. *Defensive tactics instructor.* Must have successfully completed a defensive tactics instructor school at the Iowa law enforcement academy or other training recognized by the Iowa law enforcement academy.

d. *Fingerprint instructor.* Must have successfully completed the basic and advanced Federal Bureau of Investigation fingerprint schools or a program approved by the Iowa law enforcement academy.

e. *Firearms instructor.* Must have successfully completed a firearms instructor school at the Iowa law enforcement academy or other training recognized by the Iowa law enforcement academy.

f. *Iowa law enforcement emergency care provider instructor.* Must be certified as an ILEECF by the Iowa law enforcement academy or maintain current emergency medical care provider, or higher level of medical certification.

g. *Less lethal and chemical munitions instructor.* Must have attended a school recognized by the Iowa law enforcement academy in less lethal and chemical munitions.

h. *OWI/IMPLIED consent and standardized field sobriety test (SFST) instructor.* Must have successfully completed a standardized field sobriety test instructor school at the Iowa law enforcement academy or other training recognized by the Iowa law enforcement academy.

i. *Precision driving instructor.* Must have successfully completed a precision driving instructor school at the Iowa law enforcement academy or other training recognized by the Iowa law enforcement academy.

[ARC 6137C, IAB 1/12/22, effective 2/16/22]

**501—4.3(80B,80D) Minimum qualifications for certification (subject matter expert).** The following are minimum experience and training requirements that an instructor (subject matter expert) must meet in order to become certified:

**4.3(1)** *Experience.* Must have a minimum of three years' experience in the subject area to be instructed; and

**4.3(2)** *Education.* Must have at least a baccalaureate degree in the subject area or related field unless further education is required or a current license or certification in the subject area; and

**4.3(3)** *Background.* Must be recommended by the administrator who is ultimately responsible for the instruction provided who shall consider the reputation, conduct, stability, and ability of the person being recommended.

[ARC 6137C, IAB 1/12/22, effective 2/16/22]

These rules are intended to implement Iowa Code sections 80B.11, 80B.11A, 80B.11C and 80D.4.

[Filed 7/16/70]

[Filed 9/29/82, Notice 3/31/82—published 10/13/82, effective 7/1/83]

[Filed emergency 5/18/84 after Notice 2/1/84—published 6/6/84, effective 6/1/84]

[Filed 3/18/85, Notice 1/2/85—published 4/10/85, effective 5/15/85]

[Filed 2/20/87, Notice 10/22/86—published 3/11/87, effective 4/21/87]

[Filed ARC 3997C (Notice ARC 3809C, IAB 5/23/18), IAB 9/12/18, effective 10/17/18]

[Filed ARC 6137C (Notice ARC 5962C, IAB 10/6/21), IAB 1/12/22, effective 2/16/22]

[Filed ARC 6727C (Notice ARC 6545C, IAB 9/21/22), IAB 12/14/22, effective 1/18/23]