

CHAPTER 5  
LAW ENFORCEMENT OFFICER TRAINING REIMBURSEMENT

Chapter rescission date pursuant to Iowa Code section 17A.7: 7/29/31

**545—5.1(384) Eligible reimbursement.** Cities and counties are eligible for reimbursement of law enforcement officer training costs for law enforcement officers who have resigned. Training costs for officers fired, retired, or disabled will not be eligible for reimbursement.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.2(384) Reimbursable costs.** Costs eligible for reimbursement include all necessary and actual training costs not otherwise recovered to comply with Iowa Code chapter 80B. To the extent funding is available, costs incurred for approved advanced law enforcement training are also eligible for reimbursement. Advanced law enforcement training costs are to be approved by the local governing body and deemed legitimate, necessary, and proper by the director.

Reimbursable training costs include mileage, food, lodging, tuition, compensation of the officer in training, and the compensation of a replacement officer while the officer is in training. Mileage, food, and lodging costs are reimbursable at the rates normally reimbursed by the claimant to other employees for work-related travel. Compensation of the officer in training and the replacement officer(s) includes wages and employer-paid payroll taxes, insurance, and pension contributions. However, the reimbursable compensation of the replacement officer(s) will not exceed the reimbursable compensation of the officer in training.

Other costs eligible for reimbursement include those necessitated by the training facility, such as training uniforms, supplies, or equipment that was paid for by the claimant and not returned to or used by the claimant after training.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.3(384) Filing of claims.** Claims for reimbursement are to be filed on forms prescribed by the director and obtainable from the department.

Claims for payment are to be filed with the department at the committee's mailing address. Claims need to be filed within 90 days after the officer has resigned. If a reasonable cause can be shown, the due date may be waived. Claims filed after May 15 of any fiscal year will be considered for reimbursement in the following fiscal year. No more than one claim may be submitted for each reimbursable expense.

Claims are to be signed by the mayor or chairperson of the board of supervisors and attested by the city clerk or county auditor.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.4(384) Documentation.** Claims for reimbursement of law enforcement officer training costs are to be accompanied by proper documentation. Such documentation may include copies of invoices, canceled checks, salary and benefits schedules and any other supporting documents deemed necessary by the city finance committee.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.5(384) Reimbursement percentage.** The amount of reimbursement is to be based on the length of service of the resigned officer after completion of law enforcement training as provided by statute.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.6(384) Payment.** Funds available for reimbursement will first be applied to approved claims for minimum law enforcement officer training as set forth in Iowa Code chapter 80B. If the proceeds of the fund are insufficient to reimburse the total amount of the approved claims made during the year, the reimbursements will be prorated. Any remaining funds will be applied to approved claims for advanced law enforcement training on a pro rata basis.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.7(384) Officer rehired.** In the event a resigned officer is rehired by the city or county within one year from the date of resignation, the total costs reimbursed to the city or county for law enforcement training of that officer will be refunded to the law enforcement officer training reimbursement funds. The reimbursement for training costs will be refunded within 90 days of the date of rehire and will be accompanied by a letter of explanation.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

**545—5.8(384) Decision appealed.** A city or county may appeal a reimbursement decision by the director to the city finance committee. The appeal is to be submitted in writing within 60 days from the date of notification of a decision from the director. Appeals are to be filed with the committee at the committee's mailing address.

[ARC 0393D, IAB 6/24/26, effective 7/29/26]

These rules are intended to implement Iowa Code section 384.15.

[Filed 11/3/88, Notice 5/4/88—published 11/30/88, effective 1/4/89]

[Filed ARC 0393D (Notice ARC 9688C, IAB 11/12/25), IAB 6/24/26, effective 7/29/26]