CHAPTER 1
ORGANIZATION AND ADMINISTRATIVE PROCESSES

[Appeared as rules 3.1, 4.1, 5.1 and ch 6 prior to 4/10/85]
[Prior to 3/11/87, Law Enforcement Academy[550] Ch 1]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/32

501—1.1(80B,80D) Definitions. As used in this chapter and 501—Chapters 2 through 6 and 8 through 10:

"Academy" means the Iowa law enforcement academy.

"Applicant" means an individual filing an application for consideration before the council.

"Area school" means a training school approved by the council that provides noncertifying courses for more than one law enforcement agency.

"Basic training course" means the initial training course completed by a jail administrator, jailer, temporary holding facility administrator, or public safety telecommunicator within the required time frame from the individual's date of hire.

"Break in service" means a gap in employment in the state of Iowa.

"Certification" means the license issued to a law enforcement officer or a reserve officer upon documentation that the law enforcement or reserve officer is employed and has successfully completed the training requirements for the specific license.

"Code of professional conduct" means a set of ethical principles governing the conduct of all law enforcement officers and reserve officers.

"Conviction" means a conviction in any federal, military, tribal, state, county, municipal, or juvenile court; a voluntary forfeiture of bail, bond, or collateral deposited to secure a defendant's appearance in court as final disposition; the payment of a fine or civil penalty; a plea of guilty or nolo contendere; or a finding of guilt, even if the adjudication of guilty is deferred, withheld, not entered, sealed, or expunged; whether the plea or conviction is set aside or withdrawn, or the case or charge is dismissed or reduced where the setting aside, withdraw, dismissal, or reduction is based upon lenity or rehabilitation rather than upon a defect in the legality or factual basis of the plea, finding of guilt or conviction; and any conviction for which the person is pardoned.

"Core competency" means the effective and successful application of combined skills, knowledge, and behaviors in a given situation.

"Core concept" means an element of understanding through education or study that forms a foundation. Concepts are the building blocks for skills.

"Core skill" means a specific, trainable ability that is gained by applying concepts. Skills are the building blocks of competencies.

"Council" means the Iowa law enforcement academy council.

"Director" means the director of the Iowa law enforcement academy.

"Discipline" means the process of sanctioning a certification, license, endorsement, or waiver issued by the council.

"Employing agency" means any state, county, municipal, or tribal government or governmental body that employs an individual under the academy's statutory authority.

"Feasibility study" means a comprehensive assessment that determines the viability of a proposed regional training center identifying the technical, economic, operational, and logistical challenges to ensure the proposed regional training center will align with the council's mission. A feasibility study includes a preliminary analysis, market research, financial assessment, technical and organizational needs, and risk analysis.

"Instructor endorsement" means a practical or content endorsement awarded by the council to an eligible individual to instruct or qualify another in a specific area. An instructor endorsement will be active and in good standing for the instructor to conduct mandatory training or qualifications.

"Jail" means any place administered by the county sheriff and designed to hold inmates for as long as lawfully required but not to exceed one year pursuant to Iowa Code chapters 356 and 356A.

"Jail administrator" means the sheriff, sheriff's designee, or the executive head of any agency operating a jail.

"Law enforcement practice" means experience gained by a certified law enforcement officer whose primary job function is the enforcement of criminal laws and the prevention and detection of crime.

"Local school" means a training school approved by the council that provides noncertifying courses for its own employees.

"Professional development" means relevant training that will maintain, improve, or expand skills and knowledge to satisfy annual training and certification requirements.

"Psychologically suitable" means possessing the psychological characteristics, emotional stability, judgment, impulse control, integrity, stress tolerance, interpersonal functioning, behavioral reliability, and decision-making capacity necessary to safely and effectively perform the essential duties and exercise the authority of a law enforcement or reserve officer.

"Qualified licensed provider" means a health care provider with the necessary education, training, and state-mandated license to perform professional services within the provider's scope of practice.

"Reciprocity" means a pathway to certification that includes certification through examination, military reciprocity, or federal reciprocity.

"Regional training center" means a training center approved by the council that provides courses for level I academies, level II academies, or reserve officers.

"Regional training center coordinator" means the individual who is responsible for overseeing, implementing, and assessing course curriculum and instruction standards at a council-approved regional training center.

"Revocation" means the process by which the council removes an individual's certification.

"Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service as defined by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 as amended to January 1, 2027.

"Successfully complete" means to demonstrate the ability to perform all practical skills safely, effectively, and within the standards outlined by the academy or to pass an academic assessment at 80 percent.

"Temporary holding facility" means the same as defined in 201—Chapter 51.

"Weapon" means any firearm, striking instrument, conductive energy device, or chemical agent authorized for use as a weapon by the employing agency.

This rule is intended to implement Iowa Code sections 80B.3, 80B.11, 80B.13, 80D.7, and 321.52.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.2(80B,80D) Purpose of council. The council administers and enforces the provisions of Iowa Code chapters 80B and 80D and 501—Chapters 1 through 10 and 2504 through 2506. The mission of the council is to protect the health, safety, and welfare of the public by certifying qualified individuals as law enforcement officers and reserve officers. Responsibilities of the council include but are not limited to the following.

1.2(1) *Licensing and training.* Licensing qualified law enforcement officers and reserve officers who successfully complete a pathway to certification and providing basic training programs for jailers and public safety telecommunicators.

1.2(2) *Professional development.* Developing and administering a program of annual professional development requirements to ensure the continued competency of individuals certified and trained by the council.

1.2(3) *Discipline.* Imposing discipline on law enforcement officers and reserve officers as provided by statute and rule.

This rule is intended to implement Iowa Code sections 80B.2, 80B.11, 80B.11A, 80B.11C, 80B.13, and 80D.4A.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.3(80B) Council proceedings.

1.3(1) *Meetings.* The majority of the council's meetings will be held at the academy, Camp Dodge, 7105 NW 70th Avenue, Building A41, Johnston, Iowa.

a. The council will annually, at its regularly scheduled meeting in June, elect a chair and vice chair from its membership to begin serving upon election.

b. The council will approve annual meeting dates by at least June 30.

c. The council may schedule special meetings called by the chair, upon request to the chair by six members of the council, or upon request of the director.

d. To be placed on the agenda, completed materials will be received at least ten days prior to a scheduled council meeting. Materials from emergency or unusual circumstances may be added to the agenda with the chair's approval.

e. Persons in attendance at council meetings may be granted an opportunity to speak on an issue before the council at the discretion of the chair. The length and frequency of public comment will be at the discretion of the chair.

f. The council will govern its meetings in accordance with Iowa Code chapter 21 and its proceedings by Robert's Rules of Order, Revised.

1.3(2) *Quorum and majority vote.* A quorum will consist of two-thirds of the currently appointed voting members of the council. Action of the council must be approved by a simple majority of the voting members present.

1.3(3) *Authority.* The council has the authority to:

a. Establish committees of the council.

b. Establish fees.

c. Hold a closed session if the council votes to do so in a public roll-call vote with an affirmative vote of at least two-thirds if the full council is present or a unanimous vote if fewer are present. The council will keep minutes of all discussion, persons present, and actions occurring at a closed session. The records will be stored securely at the academy.

d. Investigate alleged violations of statutes or rules that relate to the practice of licensees upon receipt of a complaint or upon the council's own initiation.

e. Initiate and impose licensee discipline.

f. Monitor licensees that are restricted by council order.

g. Approve curriculum for certifying law enforcement and reserve officers and approve curriculum for basic training of jailers and public safety telecommunicators.

h. Approve the operational standards of the academy's certifying courses, local and area schools, and regional training centers.

i. Develop and implement annual professional development requirements to ensure the continued competency of individuals certified by the council.

j. Perform any other functions authorized by a provision of law.

This rule is intended to implement Iowa Code sections 80B.7 and 80B.9 and chapter 21.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.4(80B) Information, submissions or requests. General inquiries regarding the council, and all submissions to or requests of the council, will be made through the Director, Iowa Law Enforcement Academy, P.O. Box 130, Johnston, Iowa 50131 or at ileacouncil@iowa.gov.

This rule is intended to implement Iowa Code section 80B.9.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.5(80B) Exigent action required. In the event exigent action is required by the council, the director or academy legal counsel may poll individual council members concerning the needed action. The vote of each member will be recorded and the agreement of a majority of voting members will constitute official action by the council. The action will be confirmed at the next scheduled council meeting and the reason for the action reflected in the minutes.

This rule is intended to implement Iowa Code sections 80B.9 and 80B.13.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.6(80B) Audit of professional development. The council may select officers, jailers, or public safety telecommunicators for audit of professional development on an annual basis.

1.6(1) *Audit.* If selected for audit, the individual will provide documentation for professional development within 30 days of notice. The documentation will contain a training overview, instructor name, length of training, training date and location, and any training scores achieved. An extension of time may be granted on an individual basis.

1.6(2) *Record retention.* Professional development documentation will be maintained for three full calendar years.

1.6(3) *Incomplete or unsatisfactory documentation.* If the submitted documentation is incomplete or unsatisfactory, the individual may submit make-up credit to cover the deficit. The deadline for make-up credit is 90 days from the date of notice of deficit.

1.6(4) *Deficit.* Any remaining deficit after the 90-day make-up period will result in an investigative referral.

This rule is intended to implement Iowa Code sections 80B.11, 80B.11A, 80B.11C, 80B.13, 80B.13A, and 80D.4A.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.7(80B,80D) Time tolled. Time requirements for obtaining certification, completing required training, renewing endorsements, and completion of mandatory professional development are tolled during the period an individual is absent from employment because of service in the uniformed services.

This rule is intended to implement Iowa Code sections 80B.11, 80B.11A, 80B.11C, 80B.13, 80B.13A, and 80D.4A and 38 U.S.C. §4301 through 4335.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.8(17A,80B,80D) Uniform rules. The Uniform Rules on Agency Procedure, 7—Chapters 2500 through 2506, are rules generally applicable to agencies pursuant to Iowa Code section 17A.24. Additions, exceptions, or amendments to the corresponding chapters are found in 501—paragraphs 2504.1(1) *"a"* through *"d,"* rules 501—2505.9(22,80B,80D) through 501—2505.12(22,80B,80D), and rule 501—2506.8(17A).

This rule is intended to implement Iowa Code section 17A.24.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

501—1.9(80B,80D) Retrospective application. The council's rules, 501—Chapters 1 through 10 and 2504 through 2506, apply prospectively and retrospectively to all applications, violations, complaints, hearings, and dispositions, except where an informal or formal Council hearing has already begun.

This rule is intended to implement Iowa Code sections 80B.2, 80B.11, 80B.11A, 80B.11C, 80B.13, 80B.13A, and 80D.4A.

[**ARC 0727D**, IAB 11/11/26, effective 1/1/27]

[Filed 5/26/78, Notice 4/19/78—published 6/14/78, effective 7/19/78]
[Filed 2/5/81, Notice 10/1/80—published 3/4/81, effective 7/9/81]
[Filed emergency after Notice 5/18/84, 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 6/11/85, Notice 1/16/85—published 7/3/85, effective 8/7/85]
[Filed emergency 11/1/85—published 11/20/85, effective 11/1/85]
[Filed emergency 7/1/86—published 7/30/86, effective 7/1/86]
[Filed 2/20/87, Notice 10/22/86—published 3/11/87, effective 4/21/87]
[Filed 11/17/88, Notice 9/7/88—published 12/14/88, effective 1/18/89]
[Filed emergency 7/31/89—published 8/23/89, effective 7/31/89]
[Filed 10/19/89, Notice 8/23/89—published 11/15/89, effective 12/20/89]
[Filed 4/12/90, Notice 2/21/90—published 5/2/90, effective 6/6/90]
[Filed 7/13/90, Notice 5/2/90—published 8/8/90, effective 9/12/90]
[Filed 9/14/90, Notice 6/27/90—published 10/3/90, effective 11/7/90]
[Filed emergency 3/24/93—published 4/14/93, effective 3/24/93]

[Filed 3/24/93, Notice 12/9/92—published 4/14/93, effective 7/14/93]
[Filed emergency 12/27/95—published 1/17/96, effective 12/27/95]
[Filed 12/21/00, Notice 11/15/00—published 1/10/01, effective 2/14/01]
[Filed 8/26/04, Notice 6/9/04—published 9/15/04, effective 10/20/04]
[Filed ARC 3997C (Notice ARC 3809C, IAB 5/23/18), IAB 9/12/18, effective 10/17/18]
[Filed ARC 5006C (Notice ARC 4866C, IAB 1/15/20), IAB 3/25/20, effective 4/29/20]
[Filed ARC 5572C (Notice ARC 5402C, IAB 1/27/21), IAB 4/21/21, effective 5/26/21]
[Filed ARC 5860C (Notice ARC 5689C, IAB 6/16/21), IAB 8/25/21, effective 9/29/21]
[Filed ARC 6137C (Notice ARC 5962C, IAB 10/6/21), IAB 1/12/22, effective 2/16/22]
[Content rescinded by 2026 Iowa Acts, Senate File 2463, section 4—editorially removed in IAC Supplement 7/8/26, effective 7/1/26]
[Filed ARC 0727D (Notice ARC 0534D, IAB 9/2/26), IAB 11/11/26, effective 1/1/27]