

**501—9.2(80B) Approved training program.**

**9.2(1) Classroom training programs.** Classroom training programs shall include the following topics which are to be completed within the first year of employment pursuant to 9.1(1)“b.” A training program of comparable course content completed in another state or prior to implementation of these rules may be certified as meeting this requirement.

1. Introduction to Iowa criminal procedure and criminal law as applicable to the jail setting including laws relating to the use of force.
2. Security procedures.
3. Supervision of inmates.
4. Report writing.
5. Inmate rules and regulations.
6. Grievance and disciplinary procedures.
7. Constitutional rights of inmates.
8. Emergency procedures, including methods of restraining violent persons.
9. Human relations and communication skills.
10. Recognizing symptoms of mental illness, retardation and suicidal tendencies.
11. Special needs of minorities, women and juveniles.
12. Problem solving and guidance.
13. Medical screening at intake.
14. Infectious diseases to include: AIDS, hepatitis, and other communicable diseases.

**9.2(2) Jailer training—certification of instructors.** All instructors used in jailer training programs will be designated as either general, professional, or recognized experts. Certification of training instructors (general and professional) will be issued by the academy. Application for certification of instructors (general and professional) shall be submitted to the academy on an application form obtained from the academy.

*a.* Instructor qualifications. Instructors shall be certified on the basis of minimum qualifications in the areas of education, training, experience, and background. The actual evaluation and recruitment of instructors (general and professional or guest) will remain the responsibility of the training program director who is ultimately responsible for the instruction provided.

*b.* Granting or revocation of instructor certification (general and professional). Initial instructor certification (general and professional) will be issued for a period of two years. At the end of a two-year period, certification may be renewed for a four-year period if the instructor has instructed in a jailer training program during the period of the certification and if renewal certification is recommended by the training program director under whose supervision the instructor has instructed. Subsequent four-year renewals may be obtained for instructors whose certification has not been revoked by the academy in writing. Written recommendation for revocation may be received from those agencies or persons involved in overseeing or administering jailer training programs. Appeals of revocation are based on Iowa Code chapter 17A.

*c.* Waiver of application requirements for a recognized expert. The requirement for the submission of a formal application for instructional certification for instructors in a jailer training program may be waived by the academy in instances involving individuals with exceptional, appropriate, and specialized background experience and education. Final decision regarding the applicability of this provision and whether an individual qualifies as a recognized expert rests with the academy.

*d.* Responsibility for ensuring instructional excellence. It is the continuing responsibility of the training program director to ensure that instructors are assigned only topics they are qualified to teach and are supervised on a regular basis to ensure that instructional excellence is maintained.

*e.* Endorsement of application for instructor certification. Applications for instructor (general) certification will be endorsed by the training program director and, where applicable, by the applicant’s department head.

**9.2(3) Minimum qualifications for certification of general jailer instructors.** The following are minimum qualifications for certification of general instructors in jailer training programs:

*a. Experience.* A minimum of two years' experience as a jailer or jail administrator is required by personnel instructing general jail operations subjects. This requirement may be modified by the training program director, with academy approval, in exceptional cases reflecting outstanding education or experience.

*b. Education.* A minimum of high school graduation with a diploma or an equivalency certificate.

**9.2(4) Minimum qualifications for certification of professional jailer instructors.** The following are minimum qualifications for certification of professional instructors in jailer training programs:

*a. Experience.* At least three years of experience in the subject area to be instructed.

*b. Education.* At least a baccalaureate degree in the subject area of a related field or any equivalent combination of training and experience that will provide the required knowledge, skills, and abilities.

*c. Background.* An instructor (professional) must be recommended by the training program director.