

**501—6.1(80B) Scope of rules.** The rules contained in this chapter pertaining to practices and procedures are designed to implement the requirements of Iowa Code chapters 80B and 17A. These rules shall govern the practice, procedures, and conduct of contested case proceedings held in the revocation of a law enforcement officer's certification.

**6.1(1) *Computation of time and filing of documents.*** The computation of time and filing of documents shall be in compliance with Iowa Code section 4.1(22).

**6.1(2) *Business hours.*** The principal office of the Iowa Law Enforcement Academy Council shall be Camp Dodge, Iowa. Business hours shall be between the hours of 8:00 a.m. and 4:30 p.m. each weekday except Saturdays, Sundays, and legal holidays as prescribed in the Code, for the purpose of receiving protests, pleadings, petitions, motions, requests for public information, copies of official documents, or for the opportunity to inspect public records.

All documents or papers required to be filed with the council by these rules shall be filed with the director or designee at the Iowa Law Enforcement Academy, Camp Dodge, Iowa.

All documents or papers required to be filed with the council shall be delivered to the council's (principal) office within time limits as prescribed by law or by rules or orders of the council. No papers shall be considered filed until actually received by the director or designee.

In all cases where the time for filing of a protest or an appeal or the performance of any other act shall be fixed by law, the time so fixed by law shall prevail over the time fixed in these rules.

**6.1(3) *Form and style of paper.*** All pleadings, briefs, and motions or other documents filed with the council shall be typewritten, shall have a proper caption and a signature and copies as herein provided or as specified in some other rule. The proper caption shall be placed in full upon the first paper filed.

The signature of the petitioner, party, or other authorized representative, shall be subscribed in writing to the original of all pleadings, petitions, briefs or motions and shall be an individual and not a firm name. The name and mailing address of the party or representative actually signing shall be typed or printed immediately beneath the written signature. The signature shall constitute a certification that the signer has read the written document; that to the best of the signer's knowledge, information and belief every statement contained in the document is true and no statement is misleading; and that it is not interposed for delay.

Every pleading, brief or motion shall bear a proof of service upon the opposing party as provided by the Iowa rules of civil procedure. Except as otherwise provided in these rules or ordered by the council, an original and three copies of every pleading, brief, motion or petition shall be filed. This shall not be construed to apply to exhibits, documents or papers offered as evidence.