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# Iowa State University Department of Public Safety

Directive: 33.2

SUBJECT: ACADEMY PARTNERSHIPS & DEPARTMENT  
INSTRUCTORS

EFFECTIVE DATE: 12/18/19

REVISED DATE: 02/15/21

REVIEWED DATE:

STANDARD: CALEA 33.2.3, 33.2.4

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## POLICY:

The Iowa State University Department of Public Safety shall develop partnerships with training academies and require instructors assigned to the training function be trained prior to assuming teaching responsibilities.

## DEFINITIONS:

“Academy” refers to a training program approved by the Iowa Law Enforcement Training Academy Council (ILEAC), for recruit police officers. The ILEAC establishes the length of training, course curriculum, and certification standards and procedures.

## PROCEDURE:

### 33.2.1 ACADEMY PARTNERSHIP

The following describes the relationship between the Department and the academy selected for recruit training:

- A. The Training Unit shall maintain a close liaison with the staff of the Academy, keeping channels of communication open in order to monitor the progress of recruits and provide input to the academy training program.
- B. The Department shall make available to the training Academy, its facilities, staff, instructors, and resources when the Training Unit determines that to do so would enhance the training efforts of all concerned and the request will not lessen the training efforts of the Department. The Department’s financial obligation to the Academy is limited to the payment of tuition and, if applicable, room and board charges.
- C. During participation in an approved Academy, recruit officers are expected to follow the rules and regulations of the recruit academy, as well as those of the Department. The Special Events/Training Lieutenant will act as a liaison to the recruit Academy to address any problems regarding a recruit officer that may arise.
- D. Testing results and evaluation forms completed by the recruit Academy shall be forwarded to the Assistant Chief and Field Services Captain for review. These records should then be retained in the officer’s training file.
- E. Liability for any training-related physical injury of any Department member at the recruit Academy shall be borne by the Department. The Academy shall be responsible for the administration of the prescribed training programs and provide for the fair and nondiscriminatory testing of each student. Liability for said administration shall be borne by the Academy.

### 33.2.2 DEPARTMENT ORIENTATION FOR RECRUITS

The following provides for recruit training in agency policies and procedures:

- A. The Department provides a formal orientation program for recruit officers in addition to the instruction provided at the training Academy. The orientation program is completed prior to the start of formal training. The program includes training in an introduction to Department policies, procedures, rules, and regulations.
- B. Additional training on Department policies, procedures, rules, and regulations shall take place upon the completion of the Academy and throughout the police training process.

### **33.2.3 DEPARTMENT INSTRUCTORS**

The following shall establish procedures governing the training of Department instructors:

- A. Department instructors shall be provided training prior to assuming teaching responsibilities. Such training should be periodically updated and structured to meet any identified instructional problems.
- B. The Department shall utilize instructors who meet or exceed ILEAC requirements whenever possible. Instructors are utilized at the discretion of the Department.
- C. Personnel assigned to the training function and full-time instructors shall receive training to include at a minimum, lesson plan development, performance objective development, instructional techniques, testing and evaluation techniques, and resource availability and use.
- D. Each instructor discipline will have a designated supervisor, and subject matter expert.
- E. Department instructors who are requested to teach at ILEA will need approval from the Chief or Assistant Chief.
- F. Instructors shall not allow their instructor certification to lapse without written approval from an Assistant Chief or higher. Primary responsibility for maintaining certification rests with each individual instructor.
- G. The Special Events/Training Lieutenant shall maintain a current list of instructors and certification expiration dates, as provided by each instructor.