



# Iowa Law Enforcement Academy

## “10 - 43”

**An Informational Newsletter for Iowa Peace Officers**

Volume 3 Issue 2

The intent of this newsletter is to inform Iowa law enforcement officers on current law enforcement issues and activities at the ILEA. This issue contains three sections:

1) the reserve peace officer certification process, 2) upcoming training opportunities scheduled through the Academy; and 3) introduction of two new ILEA instructors.

### **Reserve Peace Officer Certification Process**

The following is a review of the steps in the reserve peace officer certification process. It applies to any reserve peace officer appointed since July 1, 2007. Any person appointed since that date has 18 months from the date of appointment to become state certified.

1. The agency determines if it wants to conduct the training locally or seek training provided at an alternate location.
2. If the agency decides to go elsewhere for training, it would be necessary to contact the appropriate agency and make arrangements to attend. Some law enforcement agencies that have conducted joint training are the following: Marshalltown Police Department, Marshall County Sheriff's Office, Clarion Police Department, and Mason City Police Department. (It may be helpful to contact these agencies regarding their experience of training with other agencies.) Training is also conducted at Hawkeye Community College in Waterloo and Western Iowa Technical Community College in Sioux City. (It would be necessary to contact these colleges for their training schedule.)
3. If the agency decides to conduct the training at its own site, there are several steps that will need to be followed. The first is completion of the instructor certification form by

accessing the ILEA website (<http://www.state.ia.us/government/ilea/>) and downloading “forms.” There are three types of instructor positions (general, specialist, and legal) and specific requirements for each one are listed in the Iowa Administrative Code which can be found at <http://www.legis.state.ia.us/ACO/IAChtml/501.htm>. Also found on the ILEA website is a current listing of approximately 800 Iowa reserve peace officer instructors who may be able to assist agencies with their teaching needs. (For questions regarding reserve peace officers, instructors, and scheduling, contact JoAnn Hively at the Academy. Her direct number is 515-242-5242.)

The second step is to send the completed instructor certification form to ILEA. The Academy examines the form and issues a temporary instructor permit if all information is accurately completed. It then mails training material to the agency submitting the form. The training material includes six modules on one compact disc including lesson plans, power point presentations, handouts, and sample test questions. In addition, the NHTSA and legal review compact discs are also included with this mailing.

The ILEA Council committee then meets to review instructor certification requests. If there are no concerns the committee submits certification requests for full Council approval. A permanent 3-year instructor certification is issued once approved and replaces the temporary instructor permit previously issued.

- 4.** The training agency establishes its training schedule. Some agencies have decided not to schedule training during summer months due to vacations, or winter months because of weather conditions. However, this is an individual agency decision.
- 5.** A test is given for each of the six modules. Most agencies have found that it is desirable for individuals to test after the training is completed for each module. An individual must achieve a score of 70% or higher on each of the topic areas. Anyone not achieving a passing score will need to remediate the subject area by retesting.
- 6.** Testing is available on-line. The following steps are necessary to begin the on-line reserve officer testing process.
  - A.** The signed instructor sheets must be mailed or faxed to the Iowa Law Enforcement Academy prior to testing. Fax Number: 515/242-5471. These forms are available on the ILEA website.
  - B.** You will need to advise the Academy by e-mail at [joann.hively@iowa.gov](mailto:joann.hively@iowa.gov) (you should also cc a copy of the e-mail to [peter.paeth@iowa.gov](mailto:peter.paeth@iowa.gov)) of the date you wish to be able to login to the testing site to take the tests. The officer will be allowed twenty-four (24) hours in which to login and begin the test. Each section of the test is timed, and may vary from 5 minutes to 16 minutes depending upon the subject matter.

The reserve officer will be assigned a password and a time in which they can log on and take the tests. Testing may be done from your agency’s computer or public library.

- C. Log on to <https://nextest.dps.state.ia.us/ILEA/launchpad/>.
- D. Select the nexTest link. Select User Login. Read and approve the Policy Statement. The user name and password are entered.
- E. Upon completion of the tests the individual monitoring the testing session and the reserve officer must both sign and date the ***Reserve Officer On-Line Testing Certification*** form and return it to the Academy. (See attached example. This form will be emailed to the reserve peace officer requesting the on-line testing time.)
- F. The tests will be scored upon completion and you will be able to get the results immediately. However, the scores will not be valid until the certification form has been received and approved by the Academy. In the event a subject area was not successfully completed the individual will not be allowed to re-test over that subject for a minimum of ten (10) days. The first remediation attempt will be completed on-line.

**7.** An individual can test up to three times if approved by the agency's commanding officer. The first remediation can be taken without retaking the topic area. However, the individual must retake the topic if the first remediation test score is below 70%. (The percentage of those passing the test on the first attempt is usually over 90% which is similar to academic performance of officers in the Academy's basic training program.)

There currently are more than 150 Iowa reserve peace officers certified by the ILEA. Certification is for the individual's lifetime unless decertified by the ILEA Council for inappropriate behavior. However, the reserve peace officer is to obtain 12 hours of continuing education each year (or 36 hours every three years) to be in good standing. This is the same as the certified peace officer requirements.

Individuals who were appointed before July 1, 2007, can elect to remain agency-certified or can go through the process of becoming state-certified. The application process for certification by examination is being finalized by the Assistant Director and will be similar to that of the certification by examination for certified peace officers. These requirements can be found in the Iowa Administrative Rules at the website cited previously (<http://www.legis.state.ia.us/ACO/IAChtml/50I.htm>). It will be necessary for the requesting agency to submit training records showing the completion of the 150 hours previously required by Iowa Code 80D. There is no deadline for the reserve peace officer appointed before July 1, 2007 to become state certified.

Please contact the Academy if you have any questions about this process.

## **New Instructors at ILEA**

### **Kim Wadding – GTSB Highway Safety Instructor**

Kim holds a Bachelor's degree from Upper Iowa University, majoring in Public Administration, and is a graduate of the F.B.I. National Academy. He is active in state and local law enforcement and civic organizations, and served in law enforcement for thirty-one years before retiring as Police Chief in Dubuque in 2009.

Kim began his law enforcement career with the Newton, Iowa, Police Department. During his twenty-two year tenure in that department, Kim served as a patrol officer, patrol sergeant, sergeant of criminal investigations and special projects, field operations lieutenant, Deputy Police Chief, and Police Chief. During his time in Newton, Kim also served as an assessor for the Commission on Accreditation for Law Enforcement Agencies and wrote a number of federal and state grants resulting in the creation of Newton's first School Resource Officer; a community based substance abuse prevention coordinator; a spring/summer downtown satellite police station; the Newton Police Citizen's (VIP) Volunteer program; an ongoing enforcement and prevention traffic safety program; and the creation of the multijurisdictional Jasper/Poweshiek/Pella Drug Task Force.

Beginning in 2000, Kim served as Chief of the Dubuque, Iowa, Police Department retiring from that position June of 2009. During his tenure in Dubuque, Kim orchestrated the creation of a Computer Forensics Laboratory; police library substation; implementation of a community-based jail diversion program; established a new patrol initiative enhancing patrol accountability and response based upon ongoing crime analysis and trends; created and implemented a five-year sworn officer plan significantly adding new police officer positions; and continued his service as an assessor for the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Kim started with the ILEA in October of 2009 and serves as an ILEA instructor and as the Traffic Safety Coordinator for the Governor's Traffic Safety Bureau.

E-mail Address: [Kim.Wadding@iowa.gov](mailto:Kim.Wadding@iowa.gov)

### **Samantha O'Hara – VAWA Instructor**

Samantha was a sworn federal law enforcement officer from 1998 until 2008 with the U.S Probation Office for the Southern District of Iowa. She held positions both in the Investigations Unit as well as the Supervision Unit. At the time of her departure, she was a senior officer with standing on the Office's Leadership Council, Safety Committee, and Mental Health Initiative, among other projects. She held memberships with the Federal Law Enforcement Officers Association and the Federal Probation and Pretrial Officers Association.

Samantha earned a PhD in Criminal Justice from the University of Nebraska at Omaha in 2006, a MA in Sociology from the University of Northern Iowa in 1996, and a BA in Criminology from the University of Northern Iowa in 1994. She holds professional memberships with the American Society of Criminology and the Academy of Criminal Justice Sciences. While working on her undergrad and graduate studies, Samantha worked at a domestic violence shelter and volunteered with a domestic abuse advocacy

agency. Additionally, she completed an exploratory study on dating violence for her Master's thesis.

Samantha has taught courses within the University of Northern Iowa's Department of Criminology, Sociology, and Anthropology; DMACC's Department of Sociology and Department of Criminal Justice; and Simpson College's Department of Mathematics. She has also trained officers as well as staff from federally-contracted agencies for several years in accordance with her federal duties.

E-mail Address: [Samantha.O'Hara@iowa.gov](mailto:Samantha.O'Hara@iowa.gov)

We are pleased to have such talented and qualified new instructors at the Academy. Thanks you for everything that you do to support the Academy and keep Iowa safe. Happy Holidays!

## **Training Opportunities**

### **December, 2009**

Firearms Instructor Recertification School.....	Dec. 4
Telecommunicator Basic 40-Hour School .....	Dec. 7 - 11
Police Training Officer School .....	Dec. 14 – 17

### **January, 2010**

232 <sup>th</sup> Basic Level I Training School.....	Jan 4 – April 2
233 <sup>st</sup> Basic Level I Training School.....	Jan 11 – April 9
Jail In-Service 20-Hour School.....	Jan 12 - 14
PR-24 Baton Instructor Recertification School.....	Jan 13
Telecommunicator Basic 40-Hour School.....	Jan 11 – 15
Communication Training School. ....	Jan 19 - 21
Jail Basic 40-Hour School.....	Jan 25 - 29
Teaching the Art of Man Tracking.....	Sept. 21 – 25
Jail Medication Management School.....	Jan 26
Flashlight Light Instructor School .....	Jan 27
Flashlight Light Instructor Recertification School.....	Jan 27

### **February, 2010**

Chemical Munitions Instructor Recertification School . ....	Feb 10
Telecommunicator Advanced 24-Hour Advanced School .	Feb 9 - 11
Investigations of Financial Crimes .....	Feb 10
ASP Baton Instructor Recertification School .....	Feb 23
Communications Supervisor Management School . ....	Feb 23 - 25
Jail Basic 20-hours Temporary Holding Facility School....	Feb 9 - 11
ASP Restraint Instructor School. ....	Feb 25
ASP Restraint Instructor Recertification School .....	Feb 25

**Please check the ILEA web site for any changes or additional schools**  
**<http://www.state.ia.us/government/ilea/>**

## **RESERVE OFFICER ON-LINE TESTING CERTIFICATION**

Reserve Officer on-line testing requires that another individual such as agency employee, librarian or community college personnel proctor the on-line testing session. Training manuals, notes or any other type of assisting aid are not to be allowed at the testing station. This form must be signed by both the proctoring officer and the testing reserve officer. All information must be completely filled out and signed or the application will be rejected until all requirements have been met.

**Date of Test:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Module:** \_\_\_\_\_

### **TO BE COMPLETED BY THE INDIVIDUAL MONITORING TESTING SESSION**

**I solemnly swear that I observed the below individual during the on-line reserve testing session and that no manual, notes or any other type of assisting materials or personal assistance was used during the tests.**

**Name:** \_\_\_\_\_  
(Print Name Legibly)

**Agency/Employer:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Signature:** \_\_\_\_\_

*Notice: With my signature above I attest that all the information provided is true and correct. Under penalty of perjury and pursuant to the laws of the State of Iowa.*

### **TO BE COMPLETED BY THE TESTING RESERVE OFFICER**

**Name:** \_\_\_\_\_  
(Print Name Legibly)

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Signature:** \_\_\_\_\_

*Notice: With my signature above I attest that all the information provided is true and correct. Under penalty of perjury and pursuant to the laws of the State of Iowa.*