



ILEAP

STANDARDS MANUAL

1ST EDITION- 2024

ACKNOWLEDGEMENT

In 2023, the Iowa Police Chiefs Association (IPCA) and the Iowa State Sheriffs and Deputies Association (ISSDA) were awarded a grant through the Department of Justice - Office of Community Oriented Policing (COPS Office) with the goal of establishing a voluntary, state-wide accreditation program for law enforcement agencies of all sizes in Iowa. The IPCA, ISSDA, and the U.S. Department of Justice all recognize the importance of law enforcement agencies across the country adhering to the highest standards of policing procedures.

All Iowa communities benefit when they are assured their law enforcement personnel are following nationally recognized standards and best practices which provide efficient, effective, and fundamentally fair policing. This newly created state-wide Iowa Law Enforcement Accreditation Program (ILEAP) is intended to ensure accountability and transparency, which will help to build trust and respect within our communities, enhance an agency's implementation of effective policing strategies by using data-driven approaches to problem-solving, performance outcomes, and justice initiatives.

Several important goals in the development of the Iowa Law Enforcement Accreditation Program (ILEAP) were to provide the framework for an affordable and maintainable accreditation program for agencies of any size, while also being comprehensive, obtainable, proactively mitigating risk, and designed in a way that meets local policing needs, reflecting the professional service delivery the citizens of Iowa expect from their law enforcement partners.

The efforts needed to create a workable set of accreditation standards have taken the time and talents of many law enforcement leaders across the State of Iowa. It is with sincere gratitude that ISSDA President Jason Sandholdt and I wish to acknowledge the following law enforcement leaders who have worked to establish this manual as appointees to ILEAP's inaugural Iowa Law Enforcement Accreditation Program Council:

Commissioner Stephan K. Bayens, Iowa Dept. of Public Safety, at-large representative
Chief Rob Burdess, Newton Police, midsize agency representative
Sheriff Greg Graver, Jones County, small agency representative
Chief Jeremy Jensen, Dubuque Police, large agency representative
Sheriff Brad Kunkel, Johnson County, Committee Vice Chair & large agency representative
Chief David Porter, DeWitt Police, Committee Chair & small agency representative
Sheriff Quinn Riess, Muscatine County, midsize agency representative

The Iowa law enforcement community continuously strives for professional excellence in the communities we serve. The ILEAP program is our next effort to enhance the rich tradition of public service Iowa law enforcement is respected for. Please join us as we work to enhance our profession one agency at a time.

Cordially,

Dennis W. McDaniel

Jason Sandholdt

Chief Dennis W. McDaniel
President, Iowa Police Chiefs Association

Sheriff Jason Sandholdt
President, Iowa State Sheriff's & Deputies Association

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CHAPTER 1

LAW ENFORCEMENT AGENCY ROLE & AUTHORITY

1.1.1 Agency Oath of Office/Loyalty Oath: A written directive requiring all sworn personnel, prior to assuming their position, to take an oath of office to enforce the law, and to uphold the laws and constitution of the United States and State of Iowa.

Commentary: This standard is applicable to entry level law enforcement positions, positions of higher rank, Sheriffs, Deputy Sheriffs, Bailiffs, Reserve Officers and Auxiliary Officers.

1.1.2 Code of Ethics: A written directive requiring all personnel and staff to abide by a code or canon of ethics.

Commentary: The Canon of Ethics or Law Enforcement Code of Ethics published by the International Association of Chiefs of Police, or the Code of Ethics of the Office of the Sheriff adopted by the National Sheriffs' Association, ICMA Code of Ethics adopted by the International City Managers Association, or APCO Telecommunicator Code of Ethics adopted by the Association of Public-Safety Communications Officials International, Inc. will satisfy this standard. Additionally, it is recommended that the agency conduct ethics training on a biennially basis for all personnel. This training may be classroom based, e-learning or online training, interactive training or any combination of these training methods.

1.2.1 Legal Authority, Statutory Authorization: A written directive requiring the agency define the legal authority and responsibility of arrest authority that is vested in sworn /certified/commissioned law enforcement personnel as provided for in federal, Iowa Code, and local statutes.

Commentary: The written directive should define the limits of law enforcement authority pertaining to the arrest authority of each sworn category, no matter how limited the scope of that authority. These limits may include enforcement of laws, statutes, ordinances, and arrests.

1.2.2 Constitutional Compliance Requirements: A written directive outlining procedures to be used by agency personnel to assure compliance with all applicable constitutional requirements, including:

- a. Access to counsel, including consular notification for foreign nationals;
- b. Interviews, (including field interviews); and
- c. Interrogations.

Commentary: Interviews are a fundamental activity in any agency and the written directive should ensure that they are conducted in a manner to assure constitutional compliance requirements are met. This includes ensuring that all applicable regulations and laws that apply to interrogations and access to counsel are followed, to include extending consular notification and access to foreign nationals in accordance with international law. The written directive should also address field interviews and the circumstances in which they are used, as well as a process to document and/or record the circumstances of the field interview and the information collected.

1.2.3 Agency, Search & Seizure: A written directive establishing criteria for search and seizure with or without a warrant by agency personnel.

Commentary: The written directive should provide clear and basic guidelines for evaluating search and seizure issues and conducting searches within existing legal parameters that ensure the constitutional right of persons to be free from unreasonable government intrusion. Additionally, the written directive should provide an outline for maintenance of records and safe execution of announced entries and limits the use of unannounced entries, that are often referred to as “no knock entries” to those obtained through judicial authorization or if exigent circumstances arise at the scene such as knocking and announcing the officer’s presence would create an imminent threat of physical violence to the officer and/or another person. Proof of compliance may include copies of incident reports that detail stop and frisk incidents; search by consent, search of a vehicle and searches that are part of a crime scene or are part of an inventory process.

1.2.4 Arrest with/without Warrant: A written directive specifying the legal requirements and procedures for making a physical arrest with and without a warrant.

Commentary: The written directive should include any procedures imposed by the U.S. Supreme Court, the courts of the State of Iowa, and any legislation pertaining to or governing the laws of arrest. The written directive shall also include procedures for handling persons asserting diplomatic or other forms of immunity; requirements that pertain to arrestee rights; areas that may be searched incident to an arrest, and circumstances that permit a warrantless arrest; both with and without a search warrant.

1.2.5 Strip & Body Cavity Searches: A written directive describing the procedures for conducting both strip and body cavity searches of persons to include at a minimum:

- a. Agency authority for conducting strip and body cavity searches with and without a warrant;
- b. Privacy provisions for search by gender or expressed gender identity; and
- c. Documented reporting requirements when strip and body cavity searches are conducted.

Commentary: The Fourth Amendment to the United States Constitution protects individuals from unreasonable searches and seizures. Strip and body cavity searches, while sometimes necessary, must be conducted with strict adherence to legal authority, privacy, and dignity. They should be done privately and in a manner that respects the individual's rights. Special hygiene and qualified medical personnel may be needed, particularly for body cavity searches. The age, gender, gender identity, gender expression, and mental capacity of the person should be considered. Written procedures should be clearly outlined to balance safety, evidence collection, and respect for the individual.

1.2.6 Biased Policing: A written directive prohibiting biased-based profiling. The written directive shall at a minimum include:

- a. A prohibition against biased-based policing;
- b. Initial training and annual training for affected personnel in biased issues including legal aspects; and
- c. A documented annual administrative review of agency practices including citizen concerns and any corrective measures taken.

Commentary: Biased policing is the selection of individuals based solely on a common trait of a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, national origin, identity/expression, immigration status, disability, occupation, or language fluency.

Law enforcement agencies should not condone the use of any biased policing in its enforcement programs as it may lead to allegations of violations of the constitutional rights of the citizens we serve and undermines the legitimate law enforcement efforts and may lead to claims of civil rights violations.

Additionally, biased policing alienates citizens, fosters distrust of law enforcement by the community, and invites media scrutiny, legislative action, and judicial intervention. Law enforcement personnel should focus on a person's conduct or other specific suspect information. They must have reasonable suspicion supported by specific articulated facts that the person

contacted regarding their identification, activity or location has been, is, or is about to commit a crime or is currently presenting a threat to the safety of themselves or others.

The agency should include biased policing training that addresses how bias can affect police activities and decision-making, such as field contacts, traffic stops, searches, asset seizure and forfeiture, interviews, and interrogations. Training should emphasize the corrosive effects of biased policing on individuals, the community, and the agency.

1.2.7 Duty to Intervene: A written directive establishing the affirmative duty to intervene, within the scope of authority and training, to prevent or stop, as appropriate, any officer from engaging in excessive force or any other use of force that violates the Constitution, other laws, or agency policy. The written directive shall also require the appropriate notification of supervisory authority if they observe another agency employee engage in any unreasonable use of force or if they become aware of any violation of departmental policy, state law, federal law or local ordinance.

Commentary: Community trust in the agency can be damaged or lost if the agency has personnel that do not act when they encounter inappropriate conduct by another agency employee. It is paramount for agency personnel to know through policy and training that immediate action and intervention is a requirement of their employment and a component of their oath of office and code of ethics. All employees should be held responsible to take appropriate action in circumstances that involve agency co-workers as well as other public safety personnel whose actions are criminal, unconstitutional, or inappropriate and may harm the reputation of the agency or the law enforcement profession.

Agency personnel should be trained to understand that some situations, such as inappropriate use of force or due process procedures may call for immediate intervention. Other situations, such as conduct unbecoming of an employee may be appropriately handled by reporting the matter to a supervisor.

CHAPTER 2

USE OF FORCE / RESPONSE TO RESISTANCE

2.1.1 Use of Reasonable Force: A written directive mandating personnel will only use the amount of force necessary to affect lawful objectives and apply de-escalation techniques when possible. The written directive shall also require annual training, which at a minimum will include an annual documented review of the policy by all sworn personnel.

Commentary: To establish policies and procedures for the necessary, reasonable, and legal use of force that ensures any decision to use force is made in a professional, impartial, and safe manner, and that there is an understanding and appreciation for the limitations on the authority to use force. Additionally, de-escalation should be considered, and personnel actively engaged in the application of force must ensure the use of force does not continue beyond the point that is reasonable. Personnel must continually reassess the situation and ensure the level of force being used meets the objectively reasonableness standard.

2.1.2 Use of Force, Deadly/Lethal: A written directive mandating officers may use deadly/lethal force only under a reasonable belief that the action is in defense of their own or another human life or in the defense of any person in imminent danger or facing a significant threat of serious physical injury. Key terms should be defined in the directive.

Commentary: The intent of this standard is to clearly identify circumstances that may warrant the use of deadly/lethal force, and to provide law enforcement officers with guidance in the use of force during life-threatening situations. It is not justified or reasonable in any circumstance for a law enforcement officer to knowingly use physical force that impedes the normal breathing or circulation of the blood of another person by applying pressure on the throat or neck of the other person unless the circumstance is one in which the law enforcement officer may use deadly physical force as provided in Iowa Code.

2.1.3 Warning Shots: A written directive prohibiting the use of warning shots.

Commentary: None

2.1.4 Use of Authorized Less Lethal Weapons: A written agency directive governing the use, training, qualification/requalification, and possession of less lethal weapons by sworn personnel and/or civilian personnel, if issued/authorized to carry such weapons by the agency, both on and off duty.

Commentary: The agency should establish strict control over all less lethal weapons it allows members to carry and use in the performance of their official duties, both on and off duty. The directive should specify the type and other characteristics of authorized less lethal weapons. All authorized and approved less lethal weapons should be documented in agency records.

The user should demonstrate his or her proficiency in using any less lethal weapons before being approved, in writing, by the agency to carry and use the less lethal weapon. A certified less lethal weapons instructor should inspect and approve the less lethal weapons and oversee the proficiency testing. The agency should also require periodic training to ensure proficiency.

2.1.5 Rendering Aid: A written directive ensuring appropriate medical aid is provided after use of force incidents when an injury is known, suspected, or alleged.

Commentary: Not every use of force incident must result in treatment of the subject at a medical facility. In some cases, the subject may only need to be observed by agency personnel or treated by emergency medical personnel on scene. "Appropriate medical aid" does not place the burden on the agency to have each injured person immediately evaluated at a medical facility. "Appropriate medical aid" may include increased observation to detect obvious changes in condition, flushing chemical agents from the eyes, applying first aid, evaluation by an emergency medical technician, or for more serious or life-threatening incidents, immediate transport to a hospital for aid by medical professionals.

2.1.6 Vascular Neck Restraints & Choke Holds: A written policy that bans the use of chokeholds and carotid (vascular neck) restraints, except in situations where deadly force is legally permitted.

If the agency permits any form of lateral/vascular neck restraint, choke hold, or similar techniques, outside of a deadly force situation, the written policy shall at a minimum:

- a. Identify circumstances outside of deadly force situations, when use is permitted
- b. Include mandates for proficiency measures on the techniques; and
- c. Outlines annual training requirements.

Commentary: Techniques that temporarily interrupt blood flow to the brain by restricting oxygen supply are inherently risky and can lead to severe injury or death if not applied correctly. Consequently, any agency that permits the use of lateral neck restraints, choke holds, or similar methods shall ensure that all personnel receive thorough training to reduce the risk of harm. This training should include procedures for providing immediate medical assistance if someone becomes distressed or injured.

2.2.1 Reporting Uses of Force: A written directive requiring documentation whenever an agency employee:

- a. Discharges a firearm (except for routine training or recreational purposes);
- b. Takes actions that result in, the alleged death or injury of another person;
- c. Uses lethal weapons or less than lethal weapons to apply force;
- d. Applies physical force without a weapon, at a level specified by the agency.
 1. The agency must prepare an annual report that includes:
 2. The number of incidents force (as defined by agency policy) was applied;
 3. The types of force used; i.e.: (weaponless, weapon involved, physical)
 4. Whether the force used was in compliance with or deviated from agency policy.

Commentary: To ensure that any force used that is capable of causing injury is recorded and that a formal review process is established to review use-of-force incidents for compliance with existing policy and law. The collection of use-of-force incidents should be analyzed to determine if there are training issues, equipment issues, or policy issues that should be addressed.

2.2.2 Use of Force, Reviewing Reporting Documentation: A written directive requiring a documented administrative review of each reported use of force incident be conducted by a defined level of authority.

Commentary: The process for reviewing use of force reports should be articulated in the policy. Each reportable use of force incident should be evaluated to determine whether the actions taken by the officer were within agency policies and applicable laws.

Recommended data to be collected includes a summary of the incident; race, gender, and age of subject to which force was applied; date, time, location, and circumstances of requiring force; documentation of injuries (officer and civilian); medical treatment provided; and acknowledgement of supervisory review, including any follow up actions. Personnel responsible for conducting use of force investigations or any type of internal investigation should receive training commensurate with the types and levels of investigations to be conducted, as defined

by the agency and Iowa Code (Back the Blue Bill). If the agency establishes a use of force review committee composed of senior leadership and other appropriate practitioners, as defined by the chief executive officer, it reviews such incidents and makes recommendations on corrective or adverse actions, to include non-disciplinary actions such as training or tactical improvements.

2.2.3 Use of Force, Reassignment: A written directive establishing the procedures to be used when an officer has used force resulting in death or serious life-threatening injury. Procedures shall include reassignment of the officer from line duty, pending completion of departmental review.

Commentary: To ensure the agency has in place a formal response, review and investigative process for officer involved shootings that result in injury or loss of life, that comply with state law and protect interests, rights, and mental health of involved officers.

2.3.1 Use of Force, Authorized Weapons & Ammunition: A written directive addressing the types of weapons and ammunition that are approved for use by the agency, including:

- a. Type and specification of all authorized-on-duty weapons (lethal and less lethal) used;
- b. Type and specification of all authorized ammunition;
- c. A procedure for agency issuance and documented inventory control of all weapons;
- d. Review, inspection, and approval, by a certified weapons instructor or department armorer, of all departmental or otherwise authorized weapons prior to use;
- e. A process to remove unsafe weapons; and
- f. Guidelines for safe and proper storage of agency-authorized firearms.

Commentary: The agency should establish strict control over all weapons and ammunition it allows members to carry and use in the performance of their official duties, both on and off duty.

The directive should specify the type, caliber, and other characteristics of authorized firearms, as well as expressly prohibit unauthorized firearms and ammunition. All authorized and approved weapons should be documented in agency records. Each weapon should be identified, meet the agency's established criteria, and be safe and in good working order.

The user should demonstrate his or her proficiency in using the weapon on an approved qualifying course before being approved, in writing, by the agency, to carry and use the weapon. A certified weapons instructor or armorer should inspect and approve the weapon and oversee the proficiency testing.

Agency personnel will be required to safely store both their on duty and off duty firearms in accordance with applicable statutes and agency policies at all times, to include while in an agency facility, vehicle or at home.

2.3.2 Use of Force, Weapons Proficiency: A written directive requiring officers, prior to any use or possession of firearms, demonstrate specified proficiency in the use of that firearm and as a condition of continued use and possession of such firearm.

Weapons qualification and proficiency training will be conducted no less than annually, for all firearms carried by an officer in accordance with the Iowa Law Enforcement Academy (ILEA) training standards and departmental policy.

Qualifications shall be conducted by an ILEA certified firearms instructor and records maintained.

Commentary: The intent of this standard is to address the carrying and use, both on and off duty, firearms.

2.3.3 Use of Force, Weapons Proficiency Training: A written directive requiring only agency personnel who have qualified with or demonstrated proficiency in the use of agency-authorized weapons be approved to carry such weapons. All agency personnel authorized to carry weapons are required to receive in-service training, to minimally include:

- a. A requirement that all agency personnel authorized to carry weapons receive annual in-service training on the agency's use of force policies;
- b. A requirement that proficiency must be demonstrated with all approved less lethal weapons that agency personnel are authorized to use as identified in department policy.
- c. A requirement that in-service training for other less lethal weapons and weaponless control techniques shall occur as identified in department policy.
- d. A requirement that qualification or proficiency must be monitored by a certified weapons or tactics instructor.
- e. A requirement that training and proficiency must be documented; and
- f. Procedures for addressing duty status for those who fail to qualify with any issued or authorized weapon, including remedial training.

Commentary: Annual and biennial in-service use-of-force refresher training need not be as formal as entry-level or recruit training. Use of force In-service training can be accomplished through a combination of methods; for example, during shift briefing training sessions, reviewing legal updates on use-of-force issues, or conducting written or skills tests on use of force and less lethal weapons during annual firearms qualifications courses. Proficiency levels should be

established by the agency with input from certified weapons instructors or others in the agency that can validate the criteria. Demonstrated proficiency with less lethal weapons may consist of the same criteria used at entry level, or the course may be modified to either abbreviate or extend the training, based on the agency's experience with the weapon in the field.

CHAPTER 3

AGENCY JURISDICTION AND MUTUAL AID

3.1.1 Written Agreements for Mutual Aid: A written directive addressing the circumstances and authority under which routine mutual law enforcement assistance may be exchanged between neighboring law enforcement agencies.

CHAPTER 4

ORGANIZATION AND ADMINISTRATION

4.1.1 Management, Organizational Structure: A written directive describing the agency's organizational structure and functions, and also includes an organizational chart and/or other documents that graphically represent the organizational structure of the agency.

Commentary: An organizational chart and written functional description is necessary for good order of the agency. The organization chart allows agency members to observe clear lines of authority. The organizational chart should be posted in the agency whether physically or electronically. The organizational chart need not contain the names of individual employees, rather just the current authorized positions.

4.2.1 Management, Notification to the CLEO of Incident with Liability: A written directive specifying the procedures for notifying the agency's chief law enforcement officer or designee:

- a. Of noteworthy events, to include potential agency liability and those incidents that result in heightened community interests; and
- b. Complaints against the agency or its employees.

Commentary: The directive should specify the nature of those complaints that should be brought immediately to the attention of the agency's chief law enforcement officer and those that can be postponed to a later time.

4.2.2 Police Action Death Investigations: A written directive that clearly outlines the responsibilities for the criminal and administrative procedures used when investigating use-of-force incidents. This also includes any other police actions that result in death or serious bodily injury.

- a. Defining and establishing the authority for criminal investigations;
- b. Defining and establishing the authority for administrative investigations;
- c. Developing a public information plan that includes all relevant organizations;
- d. Providing training for agency personnel responsible for handling these incidents; and
- e. Providing awareness training for all personnel who may be affected.

Commentary: Complete, thorough, and transparent investigations into use-of-force incidents involving death or serious bodily injury are critical for maintaining the public's trust in law enforcement agencies. These investigations should be managed with detailed plans rather than relying entirely on general criminal investigative practices and procedures. Consideration should also be given to involving an external law enforcement agency to assist with the investigation.

CHAPTER 5

DIRECTION

5.1.1 Management, CLEO Authority: A written statement issued by a government unit such as a city council, a state or federal law, an ordinance, or a combination of these, that explains or outlines the authority, responsibilities and/or duties of the chief law enforcement officer of the agency.

Commentary: None

5.1.2 Management, Command Protocol: A written directive establishing the command structure and continuity of operations plan.

Commentary: A structure of succession should be established for when the agency's chief law enforcement officer or other designated personnel are incapacitated, off duty, out of town, or otherwise unable to command. In the case of anticipated absences for extended periods, the CLEO should designate, in writing, an "acting authority." Chain of Command Protocols also may be set for certain emergencies or unusual occurrences and for specific operation activities. Any command protocol should explain authority, reduce confusion, and promote uninterrupted leadership.

5.1.3 Management, Duty to Obey Lawful Orders: A written directive requiring employees obey all lawful orders of any superior. This includes an order conveyed from a superior by an employee of the same or lesser rank. The written directive must also include procedures to be followed by employees when they receive a conflicting or unlawful order.

Commentary: None.

5.1.4 Management, Written Directive System: A written directive that establishes a management system, including:

- a. The agency's core values and mission statement;
- b. A statement granting the chief law enforcement officer of the agency the authority to issue, modify, or approve the agency's written directives as needed;

- c. Identification of any individuals or positions authorized to issue written directives other than the chief law enforcement officer;
- d. A description of the structure and format of the agency's written directive system;
- e. Procedures or processes for indexing, purging, and updating written directives;
- f. Statements of agency policy, rules and regulations, and procedures for agency activities
- g. Procedures for reviewing proposed policies, procedures, rules, and regulations before they are adopted, ensuring they do not conflict with existing laws or directives.

Commentary: The “written directive system” may be as simple or complex as the agency’s needs dictate. It may consist solely of general orders and/or official memoranda or be broken down into general orders, special orders, personnel orders, etc., however, each type should be listed and described (purpose, format) to the degree necessary for employees to recognize all official directives.

5.1.5 Management, Written Directives Dissemination & Storage: A written directive establishing procedures for developing, approving and disseminating directives to all personnel. The system will include:

- a. Methods for tracking changes and archiving prior versions of policies and
- b. A process that confirms receipt of directives by affected personnel.

Commentary: Acknowledgment of receipt of directives can be accomplished in many ways including manually or digitally and should be archived into a manual for any subsequent reference or perusal. Directives should be accessible to personnel at any time. Access may be made available through the cloud, digital storage, paper format or other means.

CHAPTER 6

FISCAL MANAGEMENT AND AGENCY PROPERTY

6.1.1 Management, Cash Accounts: If applicable, a written directive establishing procedures for receiving, safeguarding, and/or dispersing cash to include:

- a. Receiving cash and documenting with written receipts, a balance sheet, ledger, or other system that identifies the initial balance, credits (cash received), debits (cash dispersed), and the current balance and;
- b. Identification of persons by name or position authorized to accept or disperse funds.

Commentary: for the purposes of this standard, the term cash includes bonds or fines, petty cash funds, copy, fingerprint, document fees, funds/money of evidentiary value, found property, payments to informants, drug buy money, etc.

CHAPTER 7

CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

7.1.1 Job Description Maintenance and Availability: A written directive maintaining job descriptions for each position in the organization, to include the duties and responsibilities as well as the knowledge, skills and abilities required to carry out those duties and responsibilities and making job descriptions available to all personnel.

Commentary: The job description is the foundation upon which proper training, supervision, performance appraisal, and corrective action are based. Job descriptions are written to include the minimum level of proficiency necessary in job-related skills, knowledge, abilities and behaviors, and other qualifications for employment and for transfer or promotion to other job positions within the agency.

CHAPTER 8

PERSONNEL MANAGEMENT SYSTEM

8.1.1 Conditions & Benefits, Line of Duty Death/Serious Injury: A written directive addressing services to be provided following line-of-duty deaths or serious injuries to agency personnel and their families.

Commentary: Adequate support services provided by the agency should include promptly and personally informing the family of a deceased or injured officer, assisting them at the hospital, supporting them during the funeral and burial, helping with legal and benefits issues, offering financial and other counseling, providing support during any criminal proceedings, and maintaining ongoing contact to address their needs. Agencies should periodically review resources related to line-of-duty deaths to ensure that contact information and support details are current and suitable for distribution to affected families or beneficiaries.

8.1.2 Clothing and Equipment: A written directive addressing the provision of clothing and equipment used by employees in performing law enforcement functions. The directive should be in accordance with OSHA regulations and at a minimum require:

- a. Each sworn officer be equipped with a ballistic vest.
- b. Each officer be equipped with a reflective traffic control vest that will be worn for traffic direction and during inclement weather or conditions of low light.
- c. Additionally, if the agency has and utilizes specialized medical equipment, i.e., automated external defibrillators (AED), Narcan, etc., the agency has provided training according to manufacturers' specifications.

Commentary: The professionalism of an organization may be represented to the public through the personal appearance and apparel of employees. Expectations pertaining to appearance and apparel, including grooming, tattoos, body piercing, and other body modifications should be specifically covered in written directives. Certain employees are required to wear the agency's uniform and others are required to wear civilian clothes in law enforcement activities. Equipment is also needed by certain employees in the performance of their duties. The written directive should specify those eligible for clothing and equipment issue or allowances, specify the amount to be provided, and indicate the period for which it will be provided. Additionally, the agency

may need to consider other clothing or equipment requirements in accordance with current bargaining agreements or the Iowa Code.

8.1.3 Employee Wellness: A written directive encouraging officer wellness through policies and procedures, which includes support for officers experiencing substance use disorders, mental health issues, or trauma from their duties and suicide prevention.

Commentary: An employee wellness program is intended to assist employees who are suffering from persistent problems that may tend to jeopardize the employee's psychological and/or physical well-being. The goal of this type of program is to help individuals who have developed problems by providing services for consultation, treatment, and rehabilitation in order to prevent their condition from progressing to a degree that it will prevent the employee from functioning effectively in the workplace.

An employee's referral may either be voluntary, in which the employee elects to participate in the program, or it may be a supervisory referral, in which a supervisor uses agency guidelines to refer an employee into the program. An employee has the option to refuse a referral into the program and should be given the right to discontinue participation at any time. Agencies utilizing peer support service providers, or providing peer support from within the agency, should ensure that personnel providing this service receive training commensurate to their responsibilities, to include access to referral resources; interview and counseling strategies; signs and symptoms of mental health distress or illness; communicating with families and significant others; confidentiality and information sharing; intervention techniques; and criteria for required action such as notification of other professional services when the subject displays suicidal behavior. Appropriate measures should be taken to ensure confidentiality of records for employees admitted to the program, according to established agency directives, personnel guidelines and state and federal regulations.

8.1.4 Off-Duty, Secondary and/or Outside Employment: A written directive addressing off-duty, secondary and/or outside employment of all employees, to include:

- a. Types of employment in which an employee may engage.
- b. Use of agency uniform/equipment while engaged in off-duty, secondary and/or outside employment.
- c. Conduct of employees while working off-duty, secondary and/or outside employment that involves or potentially involves law enforcement-related duties.

- d. Any limitations regarding the number of hours worked during a defined period (i.e., day, week, month, pay period, etc.).

Commentary: It is highly recommended that the agency CLEO consider the potential legal ramifications of allowing law enforcement officers to engage in off-duty, secondary and/or outside employment in which law enforcement-related responsibilities will or may be used. The agency should address the number of hours allowed to work in law enforcement-related employment during a work period. The written directive should also address any off-duty, secondary and/or outside employment restrictions while the employee is on sick leave, leave without pay, administrative duty, on-the-job injury leave or other limited duty.

8.1.5 Dissemination of Information: A written directive governing the on-duty and off-duty dissemination of information by agency personnel to include at a minimum:

- a. Requiring the CLEO or designee's approval of agency information released to media outlets or clearly defined written guidelines of approved/prohibited content;
- b. Prohibiting the unlawful revelation of agency-sensitive information, (i.e., investigations, future plans, undercover officers, etc.); and
- c. Prohibiting the revelation of information which has the effect of damaging the agency's reputation or credibility or is detrimental to the agency's mission.

Commentary: Law enforcement's use of social media can enhance the effectiveness of an agency's daily operations. Social media can be utilized as an investigative tool, a means of community outreach, and as part of recruitment efforts. However, the misuse of social media can be devastating to the reputation and credibility of individual employees, as well as to the effectiveness of their agency. The intent of this standard is not to prohibit the use of social media, but to ensure that written guidelines exist so that employee and agency use of social media is consistent with the agency's mission.

CHAPTER 9

PROFESSIONAL STANDARDS

9.1.1 Professional Standards, Code of Conduct & Appearance Guidelines: A written directive specifying the code of conduct and appearance regulations for agency personnel.

Commentary: Professionalism is the cornerstone of the provision of quality service to the community. The boundaries of appropriate behavior should be clearly defined for all agency personnel. It should be clear to all personnel that failure to conform to all agency directives may result in disciplinary action and may include but are not limited to unbecoming conduct; use of alcohol and drugs; acceptance of gratuities, bribes, or rewards; abuse of authority; use of force; and proper care use of equipment. Prohibitions should be specific, whereas approved behavior may be stated in general terms, e.g., courtesy, punctuality. In addition, because the community holds members of a public safety/law enforcement agency to high standards of conduct, directives should also address the agency's stance regarding acceptable off-duty conduct. Uniform and other appearance standards such as cleanliness, grooming, jewelry and tattoos are also an important part of maintaining a professional image to the public. Standards for non-uniform positions should be included such as for investigators, administrators and administrative support staff. If special assignments are used, such as undercover narcotics investigators, specific exceptions to appearance rules should be made or specific approval from the chief executive officer or designee required. The code of conduct may be in the form of rules and regulations.

9.1.2 Professional Standards, Sexual/Unlawful Harassment: A written directive prohibiting sexual or other unlawful harassment in the workplace. The written directive must provide for reporting procedures that include when it is appropriate to make a report outside the chain of command or outside the agency.

Commentary: The purpose of this standard is to prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964. Strong policies and directives prohibiting any such harassment (i.e., creation of an intimidating, hostile, or offensive work environment) must be established with a requirement that all allegations made of such activity will be immediately and thoroughly investigated. It is recommended that the directive include the mention of "whistleblower" protection. The requirement for training does not have to be in the written directive, but proof of training must show that agency employees are aware of their responsibilities and the legal issues involved.

9.1.3 Professional Standards, Disciplinary System: A written directive establishing a disciplinary and corrective action system, to address:

- a. Training as a function of corrective action.
- b. Counseling as a function of corrective action.
- c. Taking punitive actions in the interest of progressive discipline, including reprimands,
- d. suspension, demotion, reduction of leave, transfer, and termination.
- e. Employee appeal procedures.
- f. Recognition of employment rights and procedural safeguards provided by Iowa Code
- g. and, if applicable, a Collective Bargaining Agreement.

Commentary: The components of the disciplinary/corrective action system shall identify the measures to be applied to employee conduct in the interest of performance improvement. The system should be based on fairness to the employee and the agency and should also work to stimulate employee morale and motivation. An effective employee accountability system includes not only disciplinary actions be taken for poor, inappropriate, or unlawful actions but also recognizes noteworthy work performed by agency personnel and any remedial training and instruction options to mitigate performance deficiencies.

The written directive should encourage training as a means of improving employee productivity and effectiveness through positive and constructive methods. The role of supervisors, especially first-line supervisors, is crucial in the timeliness of addressing accountability/disciplinary issues. The directive should identify the conditions under which a supervisor or commander may act without approval from higher authorities to include, but not be limited to, such actions as remedial training, counseling, or formal discipline.

9.1.4 Professional Standards, Role and Authority of Supervisors: A written directive specifying the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

Commentary: Procedures, criteria and authority should include clear instructions to all levels of supervision and management as to what level of supervision/management can apply what level of corrective actions. Examples: first line supervisors may only be permitted to apply training and counseling but must recommend punitive discipline. First line supervisors may only be permitted to apply counseling or training subject to approval of higher-ranking authority.

9.1.7 Professional Standards, Disciplinary Records: A written directive establishing a disciplinary records system that includes where the records are filed, how long they will be maintained, and under what circumstances they will be released or purged in accordance with state or federal law.

Commentary: None

9.1.8 Professional Standards, Complaint Investigations: A written directive requiring the documentation and investigation of all complaints in a manner consistent with Iowa Code section 80F.1 and Iowa Administrative Code 661-35.2. Complaints may include but are not limited to allegations of misconduct or illegal behavior against the agency or its members, or actions involving improper profiling or bias.

Commentary: All complaints of misconduct should be investigated to ensure the integrity and professionalism of the agency's operations and personnel. The goal of internal affairs is to ensure that the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive and impartial investigation and review.

9.1.9 Professional Standards, Security of Records: A written directive requiring a record of all complaints against the agency or employees be securely maintained to safeguard the confidentiality of all involved parties.

Commentary: Internal affairs records should be secured and maintained separately from central records and in accordance with state records retention requirements.

9.2.1 Professional Standards, Complaint/Commendation Registering Procedures: A written directive establishing procedures for the public to register complaints against or make commendations for agency personnel.

Commentary: None

9.2.2 Professional Standards, IA Investigation Time Limits: A written directive specifying the time limit in which internal affairs investigations are to be completed, as well as provisions for extensions.

Commentary: None.

9.2.3 Professional Standards, Statement of Alleged Misconduct and Notification or Rights: A written directive establishing procedures for employee notification of alleged misconduct, to include:

- a. Issuing the employee, a written statement of the allegations, and
- b. The employee's rights and responsibilities related to the investigation.

Commentary: The written directive should be sure to closely follow and reference Iowa Code 80F.

CHAPTER 10

RECRUITMENT & SELECTION

10.1.1 Recruitment & Selection Plan: A written directive establishing a recruitment plan for full-time sworn personnel when a vacancy occurs. The recruitment plan shall outline agency steps to:

- a. Hire officers who are representative of the community they serve; and
- b. Recruit persons who live in or are from these communities, if applicable laws and bargaining agreements allow.

Commentary: The agency's recruitment efforts should aim to reflect the demographic composition of the community it serves, including ethnic, cultural, racial, and gender diversity, within its sworn ranks. Workforce composition statistics for the agency's service area can be obtained from sources such as the U.S. Department of Labor's Bureau of Labor Statistics or other national labor statistics. To determine the available workforce for this standard, consider factors like the residential demographics of the community, the demographics of individuals working within the agency's area, applicant demographics, and any officer residency requirements. Demonstrating compliance could include providing a recent recruitment advertisement featuring the agency's Equal Employment Opportunity (EEO) statement.

10.1.2 Recruitment & Selection, Background Investigations: A written directive that mandates a background investigation for each candidate applying for any position before appointment. The investigation must include, at a minimum:

- a. Verification of applicants qualifying credentials;
- b. Criminal history report including DCI/FBI fingerprint check and clearance;
- c. Driving history check
- d. Verification of personal and professional references;
- e. Education verification;
- f. Employment history;
- g. Review of relevant national or state decertification resources, if available; and
- h. Consistent with the First Amendment and applicable laws, a check of publicly accessible Internet and information-sharing sites to identify any activity that promotes or supports unlawful violence or bias.

Commentary: Conducting a background investigation in person is more reliable than telephone and mail inquiries, although the latter are appropriate in obtaining criminal history and driving

records. Home visits with the candidate and his/her family should be considered, as well as interviews with neighbors. Background investigations are often initiated in the later stages of the selection process; however, they may be commenced much earlier. A background investigation may include, but is not limited to: family, education, residences, work record, organizations and affiliations, references and social contacts, credit history, DMV record, military history, county records such as liens and judgments, and criminal history record. It is recommended that all personnel conducting pre-employment background investigations receive training on how to do so. Employment laws often delineate the scope of pre-employment background investigations. Proper training will help to ensure compliance with applicable legal restrictions on areas that cannot be subject to inquiry during a background investigation.

10.1.3 Recruitment & Selection, Medical Examinations: A written directive that mandates a job-related medical examination before appointment for any sworn position.

Commentary: Agencies should refer to the Iowa Law Enforcement Academy for minimum state-specific statutory requirements.

10.1.4 Recruitment & Selection, Psychological Examination: A written directive requiring a psychological exam, administered by a licensed psychologist or psychiatrist, prior to appointment for a sworn position.

Commentary: The mental and psychological health of a law enforcement officer is essential. It is especially important that officers whose duties require them to carry weapons have been evaluated in this manner prior to appointment. Agencies should refer to the Iowa Law Enforcement Academy for minimum state specific statutory requirements.

CHAPTER 11

TRAINING & CAREER DEVELOPMENT

11.1.1 Training, Update Records: A written directive maintaining records for all personnel following their participation in training programs, to include training description, certificates received, and verification of attendance.

Commentary: None

11.1.2 Training, Recruit Academy: A written directive requiring each sworn officer having the responsibility for the enforcement of criminal laws to include making arrests or who is authorized to carry a weapon to successfully complete a recruit training program certified by the Iowa Law Enforcement Academy (ILEA) Council, in accordance with Iowa Code.

Commentary: None

11.1.4 Training, Annual In-Service / Retraining: A written directive requiring all sworn officers to complete an annual retraining program which includes the annual minimum hours of continuing education mandated by Iowa Code and ILEA in addition to training that may be mandated by the agency.

Commentary: Annual retraining should cover those topics determined by the agency to be of critical importance to the agency and its personnel. Topic areas may include but are not limited to, changes to policies and procedures, legal updates, search and seizure, transportation of detainees, emergency management, workplace harassment, property and evidence, implicit bias, cultural diversity, ethics/integrity, use of force, bloodborne pathogens, firearms, all-hazards plan, and dealing with the mentally ill or persons with diminished capacity.

11.1.5 Training, Accreditation: A written directive addressing accreditation information sharing and training, to include at a minimum:

- a. Prior to an on-site assessment provide information to appropriate agency personnel regarding the Accreditation process and on-site assessment expectation; and

- b. Require Accreditation Managers, with no previous experience, to complete the Iowa Law Enforcement Program Accreditation Manager training class.

Commentary: The intent is to ensure all employees are familiar with the accreditation process, receive proper training for responsibilities they are assigned, and emphasize the importance of accreditation to the agency.

11.1.6 Training, Upon Promotion: A written directive providing for job-related training to all personnel upon promotion.

Commentary: Training should be aligned with the new responsibilities and ideally be completed before promotion or, if not possible, within the first year after promotion.

CHAPTER 12

PERFORMANCE EVALUATION

12.1.1 Performance Evaluation, Annual Performance Appraisal: A written directive, in accordance with Iowa Code and collective bargaining agreement(s), requiring a performance appraisal for each full-time agency employee at prescribed intervals, with the exception of the CLEO.

Commentary: The purposes of performance appraisals are to standardize the nature of the personnel decision-making process, ensure the public that the agency's personnel are qualified to carry out their assigned duties, and provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate from the agency's standpoint and to eliminate inappropriate behaviors.

12.1.2 Performance Evaluation, Early Warning System: A written directive implementing an early intervention system or other risk management tools that, at a minimum, enable supervisors to identify problematic conduct and implement appropriate interventions to help prevent avoidable uses of force.

Commentary: Personnel early warning systems are used to identify personnel that would benefit from early intervention prior to an internal affairs review or implementation of disciplinary action. Agencies should establish criteria for invoking a review. Such criteria may include, but is not limited to: absenteeism, tardiness, use-of-force incidents, on-the-job injuries, vehicle collisions, unexplained dismissal of court cases, etc.

Agencies should consider including positive indications of performance in order to gather a more complete synopsis of an employee's patterns of behavior. A personnel early warning system can be paper-based, electronic, or any combination of the two.

CHAPTER 13

PATROL

13.1.1 Patrol, Shift/Beat Assignment: A written directive that outlines provisions for continuous patrol coverage, including:

- a. Patrol shift assignments;
- b. Shift rotation and frequency if applicable;
- c. Assigned patrol service area; if applicable;
- d. Days off rotation/determination.

Commentary: The intent of this standard is to ensure that on-duty personnel are available to respond to calls for service on a 24-hour basis at a minimum. In some case this will require those jurisdictions that do not provide 24-hour service to include provisions for concurrent jurisdictional coverage to ensure coverage on a 24-hour basis. Therefore, a method for assigning personnel to shifts, service areas, and days off should be developed and consistently applied. A standardized procedure promotes fairness in the process. Nonetheless, agency management should retain the authority to assign personnel to shifts and service areas, in accordance with the organizational goals and any relevant state laws.

13.1.4 Patrol, Police Canines: If applicable, a written directive governing agency-owned or controlled police canines should include, at a minimum:

- a. Procedures outlining the limitations, authorization, conditions of use, and termination of service;
- b. Pre-service and in-service requirements;
- c. Selection process;
- d. Criteria and qualifications for handlers;
- e. Training requirements before service and ongoing training;
- f. Annual evaluation and certification requirements for each police canine team;
- g. Documentation requirements for training of each police canine team;
- h. Procedures for 24-hour care and maintenance of police canines, including arrangements for care in the absence of the primary handler;
- i. A list of all required equipment; and
- j. Procedures for collecting deployment data, including any defined use of force.

Commentary: The directive governing agency-owned or controlled police canines should include detailed provisions for authorization, conditions, and limitations on their use. It should address various canine operations, such as:

- Suspect searches and apprehensions;
- Missing person searches;
- Narcotics detection;
- Explosive detection;
- Comfort/therapy use; and other purposes.

The directive should cover the entire selection process, including comprehensive job descriptions, ensuring the health, temperament, and suitability of the canines. It should also detail the initial training curriculum and the standards for evaluating each discipline the canines are used for.

Preliminary training requirements for both the police canine and handler must be met before the team becomes operational. Monthly in-service training, conducted by a certified trainer either in-person or remotely, should be mandatory, with variations for comfort/therapy canines.

The directive should specify responsibilities for the 24-hour care and maintenance of police canines, including whether they are housed with the handler after hours or boarded elsewhere. It should also outline provisions for both routine and emergency veterinary care.

For canines trained in suspect apprehension, special considerations must be addressed. The directive should define when a verbal warning is required before using a canine to bite and provide conditions under which an exception to the verbal warning may be made, with a clear articulation of the increased risk to officer safety. The process for documenting all canine bites, including injuries to individuals bitten, should be included in the reporting of the use of force.

13.1.5 Patrol, Vehicle Responding Procedures: Consistent with applicable laws, a written directive establishing response protocols for emergency and non-emergency calls for service, to include at a minimum:

- a. Defining emergency and non-emergency calls;
- b. Prioritization of police responses by call types;
- c. Procedures for the use of authorized emergency equipment on department vehicles; and
- d. Provisions to follow state law with respect to emergency response(s).

Commentary: The agency should establish guidelines for handling calls for service for routine, urgent and emergency calls, and for the equipment to be used. These guidelines should permit designation of the seriousness of the call, when emergency lights and siren should be used, and when an emergency response is appropriate.

13.1.6 Patrol, Motor Vehicle Pursuits: A written directive governing the pursuit of motor vehicles, to include at a minimum:

- a. Evaluation of circumstances;
- b. Policy that defines the criteria under which a pursuit can be initiated;
- c. Responsibilities of initiating unit/officer;
- d. Responsibilities of secondary units/officers;
- e. Roles, responsibilities and restrictions for unmarked and special-purpose vehicles in pursuits;
- f. Responsibilities of communication to dispatch;
- g. Responsibilities of supervisory personnel;
- h. Considerations for the termination of a pursuit;
- i. Specifying when pursuits should be terminated;
- j. Designating authority to terminate pursuits;
- k. Agency engagement in inter- and intra-jurisdictional pursuits; and
- l. Requirement for a written report and administrative review of each agency pursuit.

Commentary: Vehicle pursuits pose a high risk for officers, the agency and the community. The agency should have clear policies and procedures for pursuits, and if the agency prohibits pursuits, the written directive shall establish that. The agency must balance the necessity for the pursuit and the apprehension of the suspect against the possibility of injury or death to those involved as well as innocent bystanders. The threat of property damage must also be considered. Public safety and officer safety should be stressed. This standard does not apply to traffic safety checkpoints.

Reviewing incidents involving vehicle pursuits may reveal patterns or trends that indicate training needs, modifications, and/or the additional or deletion of equipment. The absence of pursuit reports does not remove the requirement of reviewing the policies, procedures, and practices associated with the reporting process.

13.1.7 Patrol, Roadblocks/Forcible Stops: A written directive outlining when roadblocks or forcible stopping of a vehicle is authorized, to include:

- a. Detailing under what circumstances their use is warranted;
- b. Stating the procedures for implementation;
- c. Defining officer and supervisor responsibilities;
- d. Mandate training in the use of agency-authorized forcible stopping techniques and roadblocks;
- e. Mandating a written report be completed after their use; and
- f. Requiring a documented administrative review of each incident.

Commentary: Roadblocks and forcible stopping can be high-risk events; therefore agencies should establish clear administrative guidelines to determine their use. Additionally, the written directive should clearly identify the different types of roadblocks and forcible stopping techniques that are permitted by the agency such as moving roadblocks, fixed roadblocks, circle systems, roadway barriers, "road spikes," tire deflation devices, and pursuit interruption methods, and justify their use.

13.1.8 Patrol, Adult Missing Persons: A written directive that outlines reporting and investigative procedures for handling cases of missing adults, including at a minimum:

- a. Procedures for gathering initial descriptions and information;
- b. Dissemination of collected information;
- c. Criminal Justice Information System (CJIS)-Entry and removal of information;
- d. Criteria for notifying the public and alert system notification;
- e. Follow-up contact with appropriate family members and reporting individuals;
- f. Procedures for follow-up investigation and search efforts; and
- g. Special considerations for critically missing or at-risk individuals.

Commentary: Written procedures should address gathering information and evaluating the situation in order to ensure an appropriate response by the agency. Responsibility for follow-up and canceling the report should be assigned.

13.1.9 Patrol, Missing Children: A written directive addressing cases involving missing children, including runaways, abandonment, abductions, or other missing statuses, should include:

- a. A policy statement on handling/addressing unidentified or missing children;
- b. Criteria identifying when to notify supervisors;
- c. Procedures for immediate notification and coordination with relevant inter- and intra-agency partners;
- d. Criteria for public notification, such as issuing an Amber Alert;

- e. Responsibilities and procedures for call takers, first responders, supervisors, and investigators; and
- f. Agency responsibilities for follow-up actions.

Commentary: The directive should outline the process for notifying appropriate agencies and coordinating with them, including other law enforcement agencies, social services, and the media. Effective missing child investigations typically involve prompt and organized searches. Ensuring proper recovery and case closure may require more than just notifying authorities about the child's return; post-recovery interviews could reveal additional serious offenses or adult involvement.

Note that in Iowa, all Amber Alerts are issued and managed by the Iowa Department of Public Safety.

13.2.1 Patrol, Mental Illness: A written directive outlining procedures for interactions with individuals who have or appear to have a mental illness, including:

- a. Guidelines for identifying signs of mental illness;
- b. Specific protocols for agency personnel to follow when interacting with individuals they suspect are experiencing mental health issues during field contacts, interviews, and interrogations;
- c. Procedures for accessing available mental health resources;
- d. Documented initial training for relevant agency personnel; and
- e. Documented refresher training as mandated by ILEA and the Iowa Code.

Commentary: The directive aims to provide guidelines for handling individuals with mental illness by state laws and to ensure proper evaluation and treatment.

13.2.3 Patrol, Soft Body Armor: A written directive providing for soft body armor and its required use for personnel engaged in uniform field duties or high-risk situations, unless otherwise specified.

Commentary: The agency is responsible for ensuring that personnel engaged in field duties or high-risk situations are wearing necessary protective equipment. Additionally, agencies that do not require officers assigned to field duty to wear body armor may not be eligible for federal grants.

13.2.5 Patrol, Mobile Data Devices/Access: If applicable, a written directive outlining the use of issued mobile data devices, to include:

- a. Privacy expectations by users.
- b. General use and restrictions to include use while operating a motor vehicle.
- c. Equipment malfunctions.
- d. A requirement that operators accessing NCIC information be certified to do so.

Commentary: For the purposes of this standard, devices include any devices through which CAD or NCIC information is transmitted.

13.2.6 Patrol, In-Car Audio/Video: If applicable, a written directive detailing the use of in-car and/or body-worn cameras should include:

- a. A policy statement that details the agency's organizational philosophy and purpose for their use;
- b. Guidelines, requirements, and restrictions regarding activating and deactivating the devices;
- c. Guidelines for the criminal and administrative use of recorded data;
- d. Data storage and retention requirements;
- e. Procedures for equipment maintenance and inspections; and
- f. Training requirements for users and supervisors.

Commentary: In-car and body-worn audio/video recording devices can be valuable tools for law enforcement, offering crucial evidence for criminal investigations and addressing complaints against officers. Studies in some agencies have indicated that appropriate use of these devices, with proper oversight, can reduce the use of force and citizen complaints.

Agencies must consider the legal and privacy implications of recording devices, including protocols for activation and deactivation during regular and extra-duty settings. It is also essential to establish data review practices to avoid claims of negligent supervision and ensure adherence to data retention schedules. Consistent application of destruction procedures is crucial for legal compliance.

CHAPTER 14

CRIMINAL INVESTIGATIONS

14.1.1 Criminal Investigations, Preliminary and Follow-up Procedures: A written directive specifying procedures to be following in conducting preliminary and follow-up criminal investigations, to include:

- a. Observing and documenting conditions, events and remarks;
- b. Locating and identifying victims and witnesses;
- c. Maintaining and protecting the crime scene;
- d. Arranging for the collection of evidence;
- e. Sketching, photographing or other methods of recording of the crime scene;
- f. Arranging for the proper collection of evidence; and
- g. Conducting interviews of the complainant, witnesses, and suspects.

Commentary: To assign responsibility and to establish investigative continuity, a written directive should define which element of the agency is to accomplish the preliminary and/or follow-up investigation for various categories of incidents. This standard applies to all agencies unless cases are referred to an outside agency, such as DCI or the local Sheriff's Office for investigation.

14.1.3 Criminal Investigations, Eyewitness Identification: A written directive establishing the eyewitness identification process, to include:

- a. Witness Instructions,
- b. Photo Lineups,
- c. Live Lineups,
- d. Show-up/field identification, and
- e. Documentation of the procedure.

Commentary: The policy is based upon recommendations for maximizing the reliability of the identification process and minimizing the risk of erroneous identifications. These best practices are designed not only to reduce erroneous identifications but also to enhance the reliability and objectivity of eyewitness identification testimony.

CHAPTER 15

JUVENILE OPERATIONS

15.1.2 Juvenile Operations, Custody Procedures: A written directive detailing the procedures for taking a juvenile into custody, which should include at a minimum:

- a. Determining whether the juvenile is alleged to have committed a status offense (non-criminal misbehavior) or criminal behavior;
- b. Assessing whether the juvenile has been harmed or is at risk of harm;
- c. Ensuring the protection of the juvenile's constitutional rights;
- d. Transporting the juvenile to the designated processing or detention facility without unnecessary delay, unless emergency medical treatment is required; and
- e. Timely notification of the juvenile's parents or guardians.

Commentary: This standard aims to guide agency personnel in making decisions regarding the custody of juveniles. It is important to note for juveniles "taking into custody" includes arrest and protective custody. Agency procedures should also define the responsibilities of law enforcement personnel during the processing of a juvenile in custody and should be created in a way to minimize "in-custody" periods.

CHAPTER 16

PUBLIC INFORMATION

16.1.1 Public Information: A written directive outlining the agency's public information function, which should include:

- a. Identifying personnel authorized to issue public information/media releases;
- b. Assisting news media representatives covering stories;
- c. Creation and dissemination of agency media releases;
- d. Organizing and supporting public information/media conferences;
- e. Managing and approving the release of information about victims, suspects, and witnesses;
- f. Coordinating and authorizing the release of information regarding ongoing investigations and operations;
- g. Establishing procedures for releasing information when other agencies are involved in an investigation or other mutual effort.

Commentary: Agencies are responsible for keeping the public informed about events that impact their communities. This standard aims to ensure accountability in the public information function and provide clear guidelines for releasing information on agency activities or investigations. It seeks to prevent the release of information that could undermine investigations or conflict with legal requirements while ensuring that media access does not interfere with the work of law enforcement and other public safety personnel.

CHAPTER 17

TRAFFIC

17.1.1 Traffic, Enforcement Action: A written directive establishing uniform procedures for taking enforcement action incidental to traffic law violations, to include:

- a. Physical arrest of traffic violator;
- b. Notice to Appear (NTA) or Citation;
- c. Written warnings in lieu of Citation or NTA; and
- d. Requirements for special processing, if any.

Commentary: The directive should provide guidelines to ensure that enforcement actions align with applicable state laws and local ordinances which consider the degree and severity of the violations committed. Consistent and fair treatment of traffic law violators is essential not only for maintaining public trust in the agency but also for effectively prosecuting violations and meeting state and local requirements. Special procedures may be necessary for handling cases involving nonresidents, juveniles, military personnel, or diplomats/consular officials. The directive should also prohibit practices that require officers to meet any quotas for citations, arrests, or summonses, or to engage in investigative contacts with citizens for reasons that are not specifically designed to enhance public safety.

17.1.2 Traffic, Collision/Crash Scene Duties: A written directive specifying collision/crash scene responsibilities for responding law enforcement personnel, to include:

- a. Determining who is in charge at the scene;
- b. Identifying and dealing with injured persons;
- c. Identifying and dealing with fire hazards and/or hazardous materials;
- d. Collecting information;
- e. Protecting the collision/crash scene;
- f. Controlling property belonging to collision/crash victims; and
- g. Duties/responsibilities of first arriving officer on scene.

Commentary: The intent of the standard is to provide procedural guidance to personnel responding to collision/crash scenes, who may be the first to arrive, as well as to establish who is in charge.

17.1.7 Traffic, Towing: A written directive governing the removal of vehicles to include:

- a. Guidelines for handling abandoned vehicles.
- b. Towing vehicles from public and/or private property.
- c. Maintaining records of a removed/towed vehicle, its condition, and location; and
- d. Any other requirements, such as property inventory.

Commentary: The directive should define the circumstances under which agency personnel may remove privately owned vehicles from both public and private property and when and how they are to be removed/towed.

CHAPTER 18

DETAINEE TRANSPORTATION

18.1.1 Transport, Pre-Transport Searches: A written directive requiring all prisoners/detainees be searched for weapons and contraband prior to transport.

Commentary: The safety and custody of a detainee during the transport process rests with the transporting officer(s), and both the officer and agency may be held legally accountable. Therefore, the transporting officer(s) must assume that the detainee might have had the chance to acquire contraband or a weapon before being handed over for transport. Officers should not rely on the assumption that someone else has already searched the detainee. Instead, detainees should be thoroughly searched each time they are placed in the transporting officer's custody, including during transport to and from, another agency, establishment, or court appearance(s).

18.1.2 Transport, Vehicle Search Before and After Transport: A written directive requiring a thorough search of all vehicles used for transporting prisoners before and after transport.

Commentary: At the beginning of each shift any vehicle used for prisoner transportation must be thoroughly searched for contraband, weapons, or implements for escape. The search of the vehicle must also be done before and after each prisoner transport and should also be done again at the end of each shift.

18.1.3 Transport, Restraints: A written directive requiring all detainees be restrained with department-approved devices during transport and methods to be used, with any exceptions noted.

Commentary: To establish procedures for the transport of prisoners that ensure the safety of the transporting officer and the general public and provide for the security of the prisoner in transport and arrival at the destination.

18.1.4 Transport, Sick, Injured, Disabled: A written directive outlining the agency's procedures for the transportation of sick, injured, or disabled detainees.

Commentary: If a detainee is injured during an arrest, or becomes sick, the arresting officer should seek medical attention for the detainee as soon as possible. If the detainee is not initially taken to a medical facility but is instead transported to the booking facility, the directive should specify the steps to be taken to ensure the detainee receives necessary medical care at that time.

Transporting detainees with physical or mental disabilities requires special care and consideration. Factors that may need to be considered are the type of vehicle needed, as well as the need for medical devices such as wheelchairs, crutches, or prosthetic devices. Additionally, it may also be necessary to transport medication and other special items for certain detainees. Ensuring the safety of both the detainee and the transporting officer is crucial when managing the transport of disabled detainees.

CHAPTER 19

CENTRAL RECORDS

19.1.1 Records, Privacy & Security: A written directive establishing privacy and security protections for the central records function to include at a minimum:

- a. Security for the records function work area and controlling access to agency records;
- b. Records retrieval, including during non-business hours; and
- c. Procedures for the release of records.

Commentary: The security and integrity of an agency's central records function is critical to its mission. There should be clear guidelines on who may access the records, when, and how the access is documented. Release of records must be made in accordance with the Iowa Code, FOIA and applicable Court Rules pertaining to Discovery. Internal affairs records are not included in this standard.

19.1.2 Records, Juvenile: A written directive establishing procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, to include:

- a. Criteria used to distinguish juvenile records;
- b. Collection of fingerprints, photographs, and other forms of identification;
- c. Procedures for the physical security and controlling access to juvenile confidential information;
- d. Disposition of juvenile records after reaching adult age; and
- e. Court-ordered expungements.

Commentary: The security and privacy of juvenile records must comply with state laws, local ordinances and agency policies. Juvenile records should be clearly identified and maintained separately from adult criminal and identification records to prevent unauthorized access and release. The dissemination of any juvenile information should comply with the legal requirements of the jurisdiction. The directive should also outline procedures for managing juvenile records when the individual reaches adulthood and for expunging records as ordered by the court. Additionally, the agency should establish physical security measures for juvenile files and designate who is authorized to access them.

19.1.3 Crime Reporting: A written directive outlining the collection of data regarding officer suicides, officer misconduct, use of force, officers killed and assaulted, crime incidents, and deaths in custody. In addition, the agency is submitting or actively working towards their ability to submit data to the following data collection efforts:

a. FBI's Law Enforcement Suicide Data Collection.

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/law-enforcement-suicide-data-collection>

b. National Law Enforcement Accountability Database (when operational).

<https://www.justice.gov/olp/justice-department-fact-sheet-implementing-executive-order-advancing-effective-accountable>

c. FBI's National Use of Force Data Collection.

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/use-of-force>

d. FBI's Law Enforcement Officers Killed and Assaulted Data Collection.

<https://ucr.fbi.gov/leoka/>

e. FBI's National Incident-Based Reporting System, including hate crime data; and

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/nibrs>

f. Office of Justice Program's Death in Custody Reporting Act Data Collection.

<https://bjs.ojp.gov/programs/dicra>

Commentary: None

CHAPTER 20

COLLECTION AND PRESERVATION OF EVIDENCE

20.1.2 Evidence, Guidelines, and Procedures: A written directive outlining the collection, identification, preservation, storage, and documented transfer of physical evidence, 24 hours per day, every day of the week, within the agency's service area. The directive shall include at a minimum:

- a. Procedures for collecting, storing, and transporting evidence.
- b. Training requirements for personnel collecting evidence.
- c. Procedures for evidence submission to accredited laboratories; and
- d. Criteria to be followed in the transfer of custody of physical evidence.

Commentary: If a crime scene/traffic collision has occurred and involves the prompt collection and preservation of physical evidence, 24-hour crime scene processing capability should be available or when the immediate services of a crime scene processor are required, personnel with these skills should be notified as soon as possible via an established on-call system. Smaller departments may have skilled personnel on call or may have arranged to acquire such personnel from another agency.

The agency must develop procedures for crime scene processing. The directive should dictate whether processing is to be conducted by field personnel or specialists. Processing procedures should determine the progression of tasks, such as photographing, sketching, fingerprinting, marking, and collecting.

The directive should also provide procedures for the preferred methods of collecting, marking/labeling, and packaging/storing a variety of evidentiary items. Methods used are those that should preserve the condition of evidence in the process of collection, prevent the introduction of foreign materials to it, and ensure as complete a sample as possible and practical.

For physical evidence to be accepted by the court at the time of trial, it is essential that the chain of evidence be maintained. The initial step in this process is marking or labeling the item at the time it is collected, seized, or received. Items should be marked so as not to damage or contaminate the evidence. Items that cannot be marked should be placed in an appropriate container, sealed, and the container labeled.

CHAPTER 21

PROPERTY AND EVIDENCE CONTROL

21.1.1 Property, Control: A written directive establishing security measures and procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include at a minimum:

- a. Requirement for documenting all property into agency records, as defined by agency policy.
- b. Placing property in the appropriate property storage area under the control of the property and evidence function, as defined by agency policy.
- c. Requirement for a written report describing each item of property and the circumstances by which the property came into the agency's possession.
- d. Guidelines providing for packaging and labeling of property being stored by the agency prior to submission.
- e. Special security and control measures in handling and/or storing exceptional, valuable, or sensitive items of property (i.e., money/negotiable instruments, high-value items, weapons, drugs) while in the custody of the agency.
- f. Procedures describing what efforts agency personnel should make to identify and notify the owner of property in the agency's custody; and
- g. Procedures for the temporary and final release of property items from the property and/or evidence control functions.

Commentary: An adequate property management system is necessary to protect the chain of custody and to maintain the agency's credibility with the judiciary and the public. The agency should establish specific controls and ensure strict adherence to all of its policies and procedures governing in-custody and evidentiary property. All evidentiary and property items coming into an employee's possession should be entered into the agency's property management control system prior to the end of the employee's shift. A descriptive inventory of the property should be documented, and all property entered uniformly into storage. Responsibility and methods in the preparation, labeling, and recording of property should be established.

Items such as money, firearms, and controlled substances pose significant security risks for public safety agencies. Placing these items on a shelf in the property room is not sufficient. Additional measures to provide enhanced security within the property room may include the use of a safe, the use of a lock and chain to secure firearms, and/or the installation of a floor-to-ceiling chain link fence. Controlled substances should be packaged in tamper-resistant packaging whenever they are received by, released by, or returned to the property custodian. All containers and

packages containing controlled substances should be inspected for tampering as a safeguard against substitution. Perishable items, such as biological samples, may need to be secured in refrigerated containers. All procedures developed should conform to occupational health and safety standards.

Written reports should be submitted for all property taken into custody by agency employees. Property should be listed in the order it was obtained describing the circumstances associated with the custody. Written reports describing the circumstances by which the agency received the property should be more detailed in those cases when the property will be used as evidence, as opposed to when it is merely being held for safekeeping. Case numbers should be used to cross-reference the property with the respective report(s).

Removal of property entered into the agency's custody should be clearly defined within the agency's directive system. This includes such activities as court, release, further investigation, or any other official purpose. Written documentation should be required to show the uninterrupted chain of custody until final disposition. Employees should be prohibited from storing property that came into the employee's or agency's possession within personal lockers, desks, vehicles, homes, or other places as it undermines the security and uninterrupted chain of custody. Personal use of any agency-controlled evidence/property should be strictly prohibited.

Evidentiary and stored property should be released back to the owner, if known, as quickly as possible and consistent with applicable law. Reasonable attempts should be made to locate owners of property in agency custody and notify them of its status.

21.1.2 Property, Storage & Security: A written directive establishing a designated secure storage area for in-custody and evidentiary property that has access limited to authorized personnel.

Commentary: The security of every piece of property that the agency has become responsible for should be a major concern. Special security considerations should be given to items such as firearms, weapons, drugs, money, jewelry, and other high-value items, large, bulky, and perishable items. It is very important not to make any assumptions about the security of the areas where evidence is held, and the area should be surveyed regularly for possible improvements. Precautions should also be taken to ensure that only authorized individuals are allowed in the area where property is stored to ensure its chain of custody and prevent the alteration, unauthorized removal, theft, or other compromise to stored property.

21.1.4 Property, Audit & Inspections: A written directive stating property custodians are accountable for all property within their control and creating processes for random audits of evidence and property at least annually by personnel not directly in the evidence unit's chain of command, which is selected by the agency CLEO. However, the scope of the audit is at the discretion of the CLEO.

Additionally, the directive should specify that whenever the primary property custodian is assigned to and/or transferred from the property and evidence control function, a total inventory/audit of all property is conducted jointly by the newly designated primary property custodian and a designee of the agency's chief law enforcement officer, to ensure records are correct and properly annotated and all property is properly documented.

Commentary: Unannounced inspections, as well as inventories and audits of the property room are necessary for a secure and reliable system for the evidence and property functions of the law enforcement agency. This provides a means of accountability for the system and ensures agency oversight of the process.