Iowa Law Enforcement Academy

PERFORMANCE REPORT

Performance results Achieved for Fiscal Year 2013

TABLE OF CONTENTS

SECTION	PAGE
INTRODUCTION	3
AGENCY OVERVIEW	5
STRATEGIC PLAN RESULTS	11
PERFORMANCE PLAN RESULTS	17
RESOURCE REALLOCATIONS	20
AGENCY CONTACTS	21

INTRODUCTION

I am pleased to present Iowa Law Enforcement Academy's performance report for fiscal year 2013. This report contains valuable information about the training and services the Iowa Law Enforcement Academy provided to Iowans.

Accomplishments of the year include updating training equipment, computers and software for employees; continued reserve peace officer standardized training and state certification process complete with online certification testing; new specialty schools and training approximately 3,256 peace officers, jailers and dispatchers.

The Iowa Law Enforcement Academy, despite continuing budget and revenue concerns, continued to provide new and challenging training material for specialty schools and online reserve peace officer certification testing. The overall number of newly certified peace officers increased to 182 in FY13 from 158 in FY12. This unexpected increase provided additional funds that allowed for some much needed refurbishment in several areas of the Academy. New carpeting, cafeteria equipment and ceiling tile were replaced. Also replaced (from state infrastructure funds) was an air handler that served the dormitory area of the Academy.

The Academy is the sole regulator of law enforcement, jailer and telecommunicator training in Iowa. The Academy provides Level I basic academy training. Regional academies: Cedar Rapids Police Department, Des Moines Police Department and the Department of Public Safety also provide Level I basic academy training. Persons with a two or four year degree in Police Science may, if their agency chooses, attend Level II short course training at Hawkeye Technical Community College or Western Iowa Technical Community College.

The Academy is confronted with two primary operational strategic challenges: budgetary constraints and lack of personnel. Each of these challenges has a different set of problems and issues associated with it. The Academy has adjusted by reducing costs wherever possible and by increasing the tuition cost. The Academy is able to charge more than 50% of the costs of the basic training academy. Approximately 66% was charged in FY 2013. The budget constraints continue to be a major concern.

The Academy currently has no inhouse janitor nor maintenance worker. Both positions are vital as our infrastructure ages and are more demanding on repair. We have contracted with a private janitorial service for minimum custodial service. Maintenance falls to instructional staff on an availability basis. The Academy is currently contracting with the Iowa Department of Defense to conduct the accounting functions.

Even with these constraints, the Academy continues to strive to provide the highest quality training available to Iowa law enforcement, the criminal justice system, and our communities.

Sincerely,

Arlen Ciechanowski

Arlen Ciechanowski
Director

AGENCY OVERVIEW

The Iowa Law Enforcement Academy (ILEA) was created by an act of the Iowa legislature in 1967 with its purpose being to upgrade law enforcement to professional status. The specific goals were to maximize training opportunities for law enforcement officers, to coordinate training and to set standards for the law enforcement services.

The Iowa Law Enforcement Academy Council consists of the following thirteen voting members

- Three residents of the state.
- A sheriff of a county with a population of fifty thousand persons or more who is a member of the Iowa State Sheriff's and Deputies Association.
- A sheriff of a county with a population of less than fifty thousand persons who is a member of the Iowa State Sheriff's and Deputies Association.
- A deputy sheriff of a county who is a member of the Iowa State Sheriff's and Deputies Association.
- A member of the Iowa Peace Officer's Association.
- A member of the Iowa State Police Association.
- A member of the Police Chief's Association.
- A police officer who is a member of a police department of a city with a population of fifty thousand persons or more.
- A police officer who is a member of a police department of a city with less than a population of fifty thousand persons.
- A member of the department of public safety.
- A member of the office of motor vehicle enforcement of the department of transportation.

In addition to the above voting members, two state senators and two representatives are appointed as ex-officio, non-voting members.

Also, two federal agencies (the FBI and DEA) serve in an advisory capacity.

The voting members are appointed by the governor, with senate confirmation, and serve four-year terms. There is no statutory limit on the number of terms that can be served.

The Academy Council establishes minimum standards for Iowa law enforcement and grants officer's certification. The Academy Council has the responsibility to decertify or to suspend the officer's certification when necessary. In a manner, the Academy "polices the police."

The Academy provides residential training sessions varying in length from the 14-week basic training schools to one-day specialty and in-service seminars. The Academy can provide housing for 112 persons at any one time. The physical facility consists of dormitory rooms, classrooms, a cafeteria providing meals three times a day, a physical fitness center, photography and video production studio, and administrative offices. The Academy is located on Camp Dodge in Johnston, Iowa. ILEA shares firearm ranges and tactical facilities with the Iowa National Guard.

The Academy, in addition to maximizing training opportunities for all Iowa peace officers, is responsible for providing basic and in-service training for all county and city jailers and telecommunicators in Iowa. The Iowa Law Enforcement Academy also establishes standards and training requirements for the reserve peace officers in Iowa.

The ILEA provides certification training for approximately 180 entry-level law enforcement officers every year through six 14-week basic classes. Records are kept on all Iowa peace officers showing that each officer has met the hiring standards and has become certified within one year of being hired.

The Academy conducted over 162 in-service schools in FY 2013 at various locations around the state and at the academy. Approximately 2,970 Iowa peace officers, jailers, and telecommunicators attended these trainings. The Academy maintains and updates training files on approximately 6,000 active full and part-

time peace officers in Iowa. All active status peace officers must obtain twelve hours of continuing education on an annual basis (or thirty-six hours over three years).

149 telecommunicators attended basic entry level training and in-service schools. Records are maintained for each of the Iowa telecommunicators.

40-hour basic schools for jailers and jailer in-service schools were held across the state and at the academy. 1,055 attended these trainings. Records are maintained for each Iowa jailer.

ILEA administers a program of psychological, cognitive and standards testing for all sworn personnel and jailers. The Academy conducts statewide testing of the cognitive examination and National POST (Peace Officer Standard Test), and the personality instrument, the MMPI-2 (Minnesota Multiphasic Personality Inventory-2). The MMPI test volume is one of the largest databases of law enforcement applicants in the country (more than 17,000 evaluations done by ILEA since 1986). Over three-fourths of all psychological tests of Iowa law enforcement applicants are evaluated by ILEA. ILEA conducted or reviewed 321 POST tests and 578 MMPI's.

ILEA staff provides evaluation expertise and advice concerning the classification results of the MMPI-2, as well as counsel on fitness for duty, training issues, and disciplinary matters while considering an individual's MMPI-2. Emphasis is placed on high-risk and liability issues, such as the potential for aggressive behavior, including domestic abuse and other violence-prone tendencies.

The Academy maintains and updates required files on all reserve peace officers in the state. All reserve peace officers that want to carry weapons must submit information that reflects their training and qualification. Background investigation and fingerprint record checks with the Iowa Division of Criminal Investigation and Federal Bureau of Investigation must be completed before weapons certification is granted.

Standardized training and state certification for reserve peace officers was passed by the legislature in FY 2007. Training modules were developed and certification testing is occurring. There are approximately 632 reserve peace officers state certified in Iowa.

The Academy oversees and approves the training provided at the recognized regional training facilities across Iowa (Cedar Rapids Police Department, Des Moines Police Department, Department of Public Safety, Hawkeye Technical Community College and Western Iowa Technical Community College). The Cedar Rapids Police Department, Department of Public Safety and the Des Moines Police Department conduct Level I basic academy training (full academy). Hawkeye Technical Community College and Western Iowa Technical Community College conduct Level II (short course). ILEA is responsible for approving the curriculum and instructors at each program. Officer certification is given by ILEA once credentials are examined and approved.

The over 600-law enforcement agencies in Iowa rely on the Academy not only for training, but also for leadership, advice, and research. The Academy instructors serve as expert witnesses for grand jury proceedings and civil cases filed against agencies and individual officers.

Vision: The Iowa Law Enforcement Academy vision is "Excellence in Training – Training the Best Peace Officers, Jailers, and Telecommunication Specialists in the Nation."

Mission: The Iowa Law Enforcement Academy mission is "Professionalism through Training."

Guide Principles (Values):

- Service
- Teamwork
- Excellence
- Ethics
- Professionalism

The Iowa Law Enforcement Academy goals are to:

- Provide essential, timely, and cost-effective law enforcement, jailer, and telecommunication specialists training at both entry and in-service levels.
- Maintain and enforce reasonable standards for the law enforcement service that are critically necessary for the protection of the public that is served.

The Academy's core function is education.

The Academy owns and maintains the Iowa Law Enforcement Academy located on Camp Dodge in Johnston, Iowa. The United States Congress gave nine acres of land located on Camp Dodge to the Iowa Law Enforcement Academy for the purpose of training Iowa peace officers. The Academy also maintains eleven vehicles. Seven vehicles are used for training Iowa peace officers during the basic training and for driver training instructor certification and re-certification classes. The Academy also owns and maintains three other vehicles, as well as a bus. The instructors who provide training and/or testing at various locations across the state use these vehicles. The bus is used to transport students to training activities.

The Academy provides 24/7 Web access for information concerning class and testing schedules, as well as other information about the academy.

There are currently 25 positions allocated to ILEA. 23 of those positions are filled.

The general fund budget for the Academy in FY 2013 is $968,698 up from FY 2012 level of $868,698. The increase was made to offset the cost of Iowa Department of Transportation (Motor Vehicle Enforcement) training with the Department of Public Safety.

The Academy has four primary customer groups: criminal justice community including law enforcement agency command staff, peace officers, jailers, telecommunicators, county attorneys, and judges; approved regional training academies; Iowa Law Enforcement Academy Council; and the public.

Although not identical, all customer groups have similar requirements – that of well-trained peace officers, jailers, and telecommunicators who protect communities and are willing to give their lives in doing so; that understands and protects everyone's constitutional rights by not entering homes without legal justification, not making arrests without probable cause and using only the force

necessary in carrying out their duties; and that only use deadly force when no other alternatives are available.

A large part of the Academy's success is directly related to the priority placed on:

- building and maintaining a positive relationship with customers; knowing what customers' needs and expectations are;
- working with staff to ensure that those needs and expectations are met.

The Academy maintains open communication with customers:

- Access Monday through Friday 24 hours a day.
- Regular meetings with law enforcement associations and their lobbyists.
- Surveys sent to customers at the end of each basic training academy class.
- Bi-annual survey sent to chiefs, sheriffs, and other state agency commanders.
- Meetings held across the state with law enforcement personnel.
- Student evaluations completed on cafeteria supplier and outside instructors.

This communication process provides the customer and the academy real-time information regarding the needs and expectations of all parties.

STRATEGIC PLAN RESULTS

Key Strategic Challenges and Opportunities

The Academy is confronted with two primary operational strategic challenges:

- Budgetary constraints
- Adequate support Staff

The Iowa Law Enforcement Academy is responsible for overseeing the training of and compliance with all rules found in 501 Iowa Administrative Code for peace officers, jailers, telecommunicators, reserve peace officers and training academies. There are approximately 6,000 certified peace officers in Iowa. Each peace officer must receive basic training within one year of being hired. All certified peace officers must receive twelve hours of continuing education training each year (or 36 hours in three years).

There are five approved law enforcement academies in addition to the Iowa Law Enforcement Academy. The approved Level I Basic Training Regional Academies are Cedar Rapids Police Department, Des Moines Police Department, and the Iowa Department of Public Safety. Hawkeye Technical Community College and Western Iowa Technical Community College are approved to conduct the short training Level II Basic program. This program is available for anyone who has a two or four-year degree in police science or criminal justice.

Training requirements are also established for jailers and telecommunicators specialists. The Iowa Law Enforcement Academy is responsible for offering this training or approving the training provided at the local level.

There are approximately 1,250 reserve peace officers in Iowa. The reserve peace officers are to receive 80 hours of training over an eighteen-month period. Rules concerning personal hiring standards for reserve peace officers became effective June 2, 2004. The Iowa Reserve Peace Officer Association and the law enforcement community worked with the Academy to develop training standards and to establish a certification program for reserve peace officers that became

effective in the Iowa Code July 1, 2007. There are approximately 632 state-certified reserve peace officers in Iowa. The Academy also approves weapon certification for reserve officers.

The Academy is exploring all options to continue to provide the best law enforcement, jailer, and telecommunicators training in the state with these key strategic challenges.

Goal #1: Provide up-to-date and state-of-the-art training to peace officers, jailers, and telecommunicators by well-trained instructors with adequate equipment in a state-of-the-art facility.

Strategies:

- Obtain funding for all vacant positions.
- Obtain funding for needed equipment.
- Obtain approval and funding for new joint criminal justice training facility.
- Find quality up-to-date national training that will keep ILEA instructors on the cutting edge.
- Find quality up-to-date training for ILEA support personnel.

Measures/Results

Performance Measure:

Percent of persons successfully completing basic training programs.

Data Sources:
Iowa Law Enforcement Academy

	2008	2009	2010	2011	2012	2013
Number Enrolled	204	204	204	162	162	182
Number Certified	198	198	197	160	160	181
% Completed	97%	97%	97%	99%	99%	99%

Data Reliability:

The actual number of students entering the basic academy training was compared to the number of students graduating and being certified by the Academy.

What was achieved:
The number of persons attending, as well as completing the basic training at the academy has increased. While not satistically proven, we believe this increase is a direct result of a turn-around in the overall economy at the county and city levels.

Goal #2: Become less reliant upon general fund monies.

Strategies:

- Search out possible federal grants and funding.

Measures/Results

Performance Measure:
Increase other funds leveraged by the ILEA by 5%.

Data Sources: Iowa Law Enforcement Academy

Data Reliability:
The Academy receives its information from the I-3 Budget System.

What was achieved:
The total revenue for the Academy in FY 2013 was $2,818,388. Revenue from the general fund was $968,69. The percentage of general funds as a part of the Academy's total budget remain nearly the same as in past years.. Approximately sixty-six percent of the ILEA revenue came from other than general fund monies in FY 2013.

Analysis of results:
The general fund appropriations are approximately 34% of the Academy's total budget in FY 2012.

Goal #3: Expand current ILEA market by developing training for reserve officers.

Strategies:

- Develop training program for reserve peace officers that will meet basic training requirements.

Measures/Results

Performance Measure:
Non-traditional persons attending ILEA training including security personnel, reserve peace officers, and sponsored but not yet hired individuals.

Data Sources:
Iowa Law Enforcement Academy

Number of Persons	2009	20010	2011	2012	2013
Sponsored by not yet hired	1	2	1	0	2
Reserve Peace Officers State Certified	61	261	246	610	632

Data Reliability:
ILEA will collect total number of non-traditional individuals attending ILEA training.

Goal #4: Increase the level of professionalism of law enforcement officers, jailers, and telecommunicator specialists in Iowa by providing testing services as needed, educational opportunities, and assuring compliance with required standards.

Strategies:

- Provide training to law enforcement agencies concerning ILEA required standards.
- Develop Ethics and Professionalism train-the-trainer program.
- Develop a command staff training and certification program.
- Develop better mechanism to assure compliance with required standards.

- Conduct one-day testing procedures for all required hiring standards quarterly. Testing will be held at and conducted by ILEA staff.

Measures/Results

Performance Measure:
Number of officers decertified each year.

Number of Officers Decertified	2008	2009	2010	2011	2012	2013
	9	12	11	10	11	8

Data Reliability:
Information is taken from the ILEA Council minutes of action taken.

What was achieved:
The data displayed are the baselines from which future analysis will proceed.

Analysis of results:
Decertifications have maintained level. They often depend on the available staff time to conduct investigations and potential cases against officers.

Performance Plan Results

Core Function
Education

Name: Iowa Law Enforcement Academy

Description:

The Iowa Law Enforcement Academy provides the best basic, specialty, and supervisory training to Iowa peace officers, jailers, and telecommunicators. This training includes instructor certification in several areas such as firearms, defensive tactics, driving, and jail training. The training is conducted both at the Academy located on Camp Dodge in Johnston, as well as across the State of Iowa. 3,256 law enforcement personnel were trained in fiscal year 2013. Over 632 reserve peace officers were state certified.

The Academy is the sole regulator of law enforcement, jailer, and telecommunicator training in Iowa. The Academy oversees three Level I regional basic training academies at the Des Moines Police Department, Cedar Rapids Police Department, and the Department of Public Safety and two Level II short program basic training academies at Hawkeye Technical Community College and Western Iowa Technical Community College. The staff psychologist conducts psychological and cognitive testing for those people being hired in all law enforcement agencies. The Academy sets the standards for continuing education requirements of the law enforcement personnel. The Academy sets the standards for hiring and training of Iowa reserve peace officers. The Academy is responsible for certifying all peace officers in the State of Iowa and for decertifying those officers that violate the established standards of behavior for Iowa peace officers.

Why are we doing this:

The Iowa Law Enforcement Academy was created by statute in 1967 to improve the professionalism of Iowa peace officers through standardized training. Over the years the Academy has become the number one source of law

enforcement training. The Academy oversees all basic training of peace officers, jailers, and telecommunicators.

Results

Performance Measure:

Percent of stakeholders rating Academy training very good to excellent is: 95%

Performance Target:

Percent of agencies in compliance with all applicable rules and regulations is: 95% (estimate based on information available to Academy)

Performance Target:

The percent of electronic training records containing accurate information is: 98%

Data Sources:

Iowa Law Enforcement Academy

Data Reliability:

Information is obtained from ILEA evaluation survey and records.

Why are we using this measure:

The Academy is working to develop the best measure of this core function. This measurement may be adjusted in the future. Generally, agencies that are satisfied with training they receive will use the Academy again.

What was achieved:

See above discussion.

Factors affecting the results:

Some students leave the academy due to inability to meet necessary requirements. Others are sent home due to injury or as discipline.

Resources used:

Iowa Law Enforcement Academy staff and record information.

AGENCY CONTACTS

Copies of Iowa Law Enforcement Academy's Performance Report are available on the ILEA Web site at www.ileatraining.org. Copies of the report can also be obtained by contacting Director Arlen Ciechanowski at 515-242-5357 or arlen.ciechanowski@iowa.gov.

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