

State of Iowa Department of Corrections Policy and Procedures

Policy Number: AD-TS-02

Applicability: DOC, CBC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 1: ADMINISTRATION & MANAGEMENT

Sub Chapter: TRAINING & STAFF DEVELOPMENT

Related DOC Policies: AD-TS-01, AD-TS-07, IO-SC-32

Administrative Code Reference: N/A

Subject: CERTIFICATION OF TRAINERS

PREA Standards: N/A

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1. PURPOSE

To describe the process by which trainers within the Iowa Department of Corrections (IDOC) become certified/qualified to present training to staff and to describe the expectations and responsibilities associated with their training duties.

2. POLICY

It is the policy of the DOC to provide professional training to staff. This shall be accomplished by developing a cadre of certified instructors to conduct training programs at the Iowa Corrections Learning Center (ICLC) and in the institutions and districts.

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3. DEFINITIONS – as referenced in this policy and in AD-TS-01, Staff Professional Development Training Program.

4. PROCEDURES

A. Certification of Corrections Learning Center (LC) Trainers

1. All full-time Learning instructors and institution Training Specialists and shall have completed a Training of Trainers course.
2. The following subjects require a Master instructor Certification as specified below. The LC shall designate a full-time statewide Master Instructor for each of the courses below:
 - a. Firearms Safety and Qualification – Certified by the Iowa Law Enforcement Academy (ILEA) and by appropriate manufacturers, as necessary.
 - b. Less Lethal Devices – Certified by the ILEA and by appropriate manufacturers, as necessary.
 - c. Personal Safety – Certified by the ILEA and by other appropriate programs, as necessary.
 - d. Chemical Agents – Certified by the ILEA and by appropriate manufacturers, as necessary.
 - e. Emergency Vehicle Operators Course (EVOC) - Certified by the ILEA and by other appropriate programs, as necessary.
3. When no certifying entity is available for given classes of instruction, LC staff shall develop appropriate certifying curriculum.

B. Certification of Trainers

1. Only instructors certified by the ICLC or other certifying organizations as authorized in writing by the ICLC Director of Training, shall train employees in the following subject areas:
 - a. CPR
 - b. Chemical Agents
 - c. Restraints
 - d. Weapons Qualification/Firearms Safety
 - e. Less Lethal Devices

- f. Personal Safety/Defensive Tactics
 - g. Core Correctional Practices
 - h. DOC case management and related tools (See DOC policy **AD-TS-07**, *Continuous Quality Improvement (CQI)*)
2. The Learning Center shall schedule, sponsor, coordinate and conduct the training-for-trainers programs.
 3. DOC staff may be selected to attend a training-for-trainers program with the expectation that they shall train staff locally, assist with New Employee Training and other programs in the Institutions, Districts and for the LC, in the subject matter in which they have been certified.
 4. Certified trainers shall be re-certified on a regular basis by the LC as applicable for the subject they teach. To obtain re-certification, a trainer shall normally be required to attend re-certification training and to satisfactorily conduct at least one class annually. Certified trainers that are unable to attend scheduled re-certification within their mandated period, shall submit a request for extension to the Director of ICLC for approval. This instructor may maintain their certified status, but shall not be allowed to conduct training until they have attended a re-certification class. If an instructor goes longer than two years without re-certifying, their certification is invalid and they shall be required to attend a certification class for new instructors.
 5. Certification in CPR/AED and training First Aid, shall be required to be certified as a trainer of certain topics as determined by the Learning Center in order to respond to emergency health related situations.

C. Utilization of Trainers

1. Selected certified trainers shall be scheduled to assist with New Employee Training and other training on a rotating basis. This may, with approval from the LC Director, serve as the required annual re-certification training requirement for most certified trainers. The training provided shall be evaluated by ICLC staff to determine if the employee's certification should be continued. Evaluation records shall be retained by the Learning Center.
2. Local on-the-job (OJT) and specific training shall be conducted by qualified Field Training Officers (FTOs), as available, who have specifically been trained in the FTO process per IO-SC-35. If an FTO is not available, a supervisor shall

appoint OJT to be conducted by an experienced employee that demonstrates good work performance.

3. Once any necessary adjustments in scheduling are made, trainers shall be expected to conduct training as scheduled, barring emergencies.
4. Staff certified in any curriculum at the cost of the IDOC shall be expected to train on that particular material throughout the state, as needed, in order to meet the needs of the IDOC.