POLICY/PURPOSE:
The policy of the Cedar Rapids Police Department (CRPD) is to either utilize the services of the Iowa Law Enforcement Academy (ILEA) or more generally use the Cedar Rapids Regional Police Academy for basic recruit training. The CRPD shall utilize recruit training in only those academies that offer the state-mandated program (Iowa Code Section 80B).

PROCEDURE:
The academy director shall maintain a close relationship with the staff of the Iowa Law Enforcement Academy (ILEA) by keeping channels of communication open in order to stay abreast of current training curriculum and in order to provide input to the department’s academy training program. [33.2.3]

The department will make available to ILEA and its facilities any staff, instructors, and resources when requested through the academy director.

Liability for any training-related physical impairment of any department member at the recruit academy shall be the responsibility of the department. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration will be by the academy.

The department shall provide a binder to all new recruit members at the time academy training begins. The information contained in this handbook shall include at a minimum: [33.2.4]

- The organization of the academy
- The academy's rating, testing and evaluation system
- Physical fitness and proficiency requirements
- Daily training schedules
- The academy's rules and regulations
- The department’s policies and procedures

RECRUIT TRAINING REQUIREMENTS
All sworn recruit members must comply with the City of Cedar Rapids’ new hire orientation and the state’s mandatory basic training requirements, regardless of prior experience or training.

- In accordance with the State Code of Iowa, Section 80B, no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course, or
Receive a waiver of the basic training requirement as a result of the officer having already successfully completed a basic training program prescribed by the State of Iowa, and

- Completed the City of Cedar Rapids new hire orientation process.

Officers attending recruit training shall be expected to observe all rules and regulations set forth by the academy director and must maintain passing grades on recruit school examinations.

- Serious violations of training academy rules or failure to maintain a passing grade shall result in dismissal from the department. Final discharge shall be recommended to the Chief of Police.

**UNIFORMS AND EQUIPMENT**

Recruit officers shall not be issued regular uniforms until authorized to do so by the Chief of Police or designee.

Officers attending recruit training shall conform to the dress code of the academy.

**DUTY ASSIGNMENT**

Newly hired officers may be assigned to unarmed duty prior to attending a basic recruit academy and/or complying with the State's mandatory basic training requirements.

Recruit officers shall not carry weapons, including off-duty, until they have completed basic recruit academy and have authorization by the Chief of Police. [33.4.1]