



GENERAL ORDERS: Chapter 19

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Administrative Procedures

I. Probationary period

A. General

1. All original and non-supervisory promotional appointments shall be subject to serving a probationary period equaling no less than the maximum provided by Iowa law and in accordance with any collective bargaining agreement.
2. During the probation period, non-supervisory employees may be discharged from their position without the right of appeal to the Civil Service Commission.
 - a. A person removed or discharged during a probationary period shall, at the time of discharge, be given a notice in writing stating the reason(s).

B. All employees

1. All civil service employees are subject to a minimum six-month probationary period as defined in [Iowa Code Section 400.8](#) with the following exceptions:
 - a. Public Safety Telecommunicators are subject to a twelve-month probation period.
 - b. Police Officers are subject to a probation period of up to nine months following completion of academy training.

II. Residency requirements

A. General

1. All sworn officers of the department must reside no more than one-hour travel time by normal routes and within speed limits, from the city limits.
2. Non-civil service employees must reside within the city limits of Des Moines.
 - a. Employees have up to one month following completion of their probationary period to meet this residency requirement.

III. Reporting change of address or phone number

A. General

1. Employees who have a change in address or phone number or a change in emergency contact information shall provide the updated information by submitting a memorandum to their supervisor as soon as possible.

IV. Department keys

A. General

1. Employees will be provided electronic key cards or key fobs, along with regular keys when necessary, to access areas applicable to their assignment.
 - a. Sworn employees will be issued key fobs and non-sworn employees will be issued key cards for use with the electronic access control system at the police station.

2. Employees shall not loan out or make copies of any key, key card, or fob without approval.
3. Employees shall immediately report any lost or stolen keys, key cards, or fobs to their supervisor and complete a case investigation report detailing the circumstances.
4. The Administration Division will coordinate with other divisions and city departments to provide maintenance of the electronic access control system and for the issuance of key fobs/cards.
 - a. Reports may be periodically run as requested and key cards or fobs that have not been used in the last 60 days may be deactivated.

V. Training and career development, education, and travel

A. Employee training

1. The department seeks to provide on-going training and encourages all employees to participate in advanced training and education on a continual basis.
2. Training is provided within the limits of funding, requirements of a given assignment, staffing levels, and applicable collective bargaining agreements.
3. When seeking additional training, employees shall submit a memo requesting to attend and detailing the relevance and benefits, along with the following forms depending on the distance of travel required:
 - a. If travel is under 100 miles round trip: [Request for Training](#)
 - b. If travel is 100 miles or more round trip: [Travel Authorization Request Form 1](#) (TR-1)
(1) [Travel Reimbursement Request Form 2](#) (TR-2) at the conclusion of the training

B. Proof of attendance requirement

1. All training requests submitted above and approved by the Chief of Police require the employee to provide proof of attendance to the Planning and Budget Section, in addition to other requirements, at the conclusion of the training.
2. The proof of attendance requirement may be satisfied by submitting one of the following:
 - a. Certificate of attendance
 - b. Documentation of any certifications received
 - c. A copy of the employee's training event credentials (i.e. name badge) issued on site by the training event sponsor
 - d. If one of the above is not reasonably available, other evidence may be submitted, such as a photographic image of the employee attending the training event, or as approved by the Planning and Budget Section.

C. Employee travel

1. Employees that are required to travel for city business or training shall do so in accordance with [City Administrative Manual Policy 8.1 Travel Authorization and Travel Expense Allowance](#).
 - a. Rental cars require specific justification in the training request memo, inclusion on the TR-1, and approval from the City's Finance Department prior to travel.
2. Approved travel requests will be forwarded to the Planning and Budget Section for processing and tracking.

D. Employee education tuition reimbursement program

1. Employees may be eligible to participate, in accordance with [City Administrative Manual Policy 5.6 Employee Development](#) and applicable collective bargaining agreements.
 - a. All applications for tuition reimbursement shall be submitted to the Personnel and Training Section.

VI. Police department physical fitness facility

A. General

1. The physical fitness facility is located in the Police Annex building (106 SE 1st St) and is available for use by all police department employees upon paying a nominal monthly membership fee to maintain and update the equipment in the facility.
2. Any injuries that occur while using the facility will be considered a non-work-related injury.