

**IOWA STATE TROOPERS’ ASSOCIATION**

***POLICIES and PROCEDURES***

**Death Benefits**

Upon the death of an active member of the ISP who is an active member of ISTA, a $5,000.00 death benefit will be paid to an immediate family member (spouse, children or parents). (2.22.93; 3.16.04)

Upon the death of a spouse, of a current marriage, of an active member of the ISP who is an active member of the ISTA and is in good standing, a $3,000.00 death benefit will be paid to the member as soon as possible. (2.22.93; 3.16.04)

Upon the death of a child, biological or adopted: including third trimester birth viable or stillborn up to the age of eighteen (18), of an active member of the ISP who is an active member of ISTA and is in good standing, a $2,000.00 death benefit will be paid to the member as soon as possible. In the case that there are two members for one child the benefit will be to only one of the members, at the discretion of the Board of Directors. (2.22.93; 3.16.04)

**SPOC Directors and Alternate SPOC Directors**

The ISTA President shall automatically be a SPOC Director. (1.6.17)

SPOC Directors and Alternates are asked to attend as many SPOC and ISTA meetings as possible so they will be informed.

It is the intent of the ISTA that the Alternate SPOC Directors will run for the position of SPOC Director when a vacancy occurs. Being looked at this go around.

**Compensation**

ISTA Directors, Alternates, SPOC Directors and Alternates who take personal time to attend a meeting representing the ISTA or a committee of the ISTA will receive a daily stipend of $125 plus mileage. Anytime an officer (President, Vice President, and Secretary/Treasurer) of the Association uses a personal day to do business for the Association, they are eligible for a daily stipend. This is in lieu of any extra compensation for officers. Monthly compensation for the President shall be $300.00, Vice President and Treasurer is $250.00, and Sundries Officer $150.00. (amended 2.19.91; 2.29.91; 1.20.98; 1.16.03; 4.27.06; 4.28.08; 10.1.10)

**Mileage**

Reimbursement for mileage shall be .40 cents per mile (amended 2.22.93; 5.3.94, 4.28.08)

**Schools**

Directors will receive the daily stipend plus expenses for all in state schools that are attended. All out of state schools must be approved by a simple majority of the ISTA Board of Directors. In the event the school is announced prior to a regular board meeting, the Finance Committee can approve. (5.3.94)

**Attire**

Any member of the ISTA that is representing the ISTA in an official public capacity must wear the appropriate attire to project a professional business appearance. Suit and Tie recommended (amended 1-21-17)

**Donations and Charitable Donations**

Each State Patrol District will be allotted $500.00 annually to be used for local charitable donations within the District. Any unused portion of the allotment shall be forfeited by the District and shall not be rolled over to the next year. District donation checks will not be issued for less than $50.00 per occasion. All other requests for charitable donations shall be submitted to the Chair of the Donations Committee or the President who will forward the request to the Chair of the Donations Committee. (2.7.90; 2.8.90; 1.20.98; 8.2.05; 4.27.08)

**Legislative Luncheons**

Each District shall limit spending for Legislative Luncheons/Soup Suppers to $100 maximum, shared by the Supervisor’s Association and/or the DPS should other Divisions be included. (8.26.08)

**Funerals and Grave Markers**

Iowa State Patrol grave markers will be available to all active members, retired members of the Iowa State Patrol, whether ordinary retirement or disability retirement, and for all members killed in the line of duty. Any member who vests out under the vested rights retirement or transfer to another Division within the DPS, can be eligible for a Grave Marker; however, it will be at their expense. Any member of the Association who is rightfully terminated from active duty will not be issued a Grave Marker. (6.14.99; 4.28.08; 4-21-2011)

The ISTA Sundries Officer shall keep a minimum of three (3) grave markers on hand. (5.20.87; 4.28.08). Grave Markers will be sold to the Supervisors Association at current replacement costs. (9.24.80)

They cannot be used for any purpose other than placement at the grave site. (2.12.85)

For a retired member pre-arranging funeral arrangements, a grave marker will be provided upon request for attachment to their head stone. (8.24.95)

**Flags**

The Association will provide the appropriate flag at the request of the family if they are used in conjunction with the funeral service of a member of the ISTA and are draped on the coffin. The Secretary/Treasurer shall be responsible for ordering flags as needed. Cases and carriers will be provided for the flags. For officers killed in the line of duty the case will be made of oak. There will be a plastic carrier for all other members. (9.20.83; 6.2.94; 8.24.95)

**Plaques**

 As long as there are memorials provided/

**State Trooper – Other States**

The Association may send a donation up to $50.00 (fifty dollars) to the memorial of any State Trooper killed in the line of duty in other states who are members of the NTC Association. If a member in good standing wishes to attend the funeral of a State Trooper from another State killed in the line of duty ISTA will pay a stipend of One Hundred twenty five dollars ($125)dollars a day for Two (2) days for Two (2) Troopers wishing to attend. If more wish to attend ISTA will pay a stipend maximum amount of Three Hundred (300) dollars to be split among the number attending. (9.27.88; 8.88; 8.24.95; 1.10, 10.5.16)

**Scholarships**

The children, be they natural or adopted, of all dues paying members of the Iowa State Troopers’ Association, are eligible for a one time one thousand ($1,000.00) scholarship. The children, be they natural or adopted, of any ISTA member killed in the line of duty, shall be eligible for a one time two thousand ($2,000.00) scholarship. The scholarship will be available upon graduation from high school or the equivalent (G.E.D). The scholarship must be used within twelve months of graduation from high school or equivalent or the rights to the scholarship will be forfeited. The scholarship will be paid to the institution of the child’s choice in the form of a grant and may be used at any accredited institution of higher learning such as college, technical, or vocational school. Step- Children are eligible for the one time one thousand ($1,000) dollars scholarship if the member is in good standing and the step-child has been part of the family household for a minimum of 3 years. This award must be approved by majority vote of the board and will be on a case by case basis. (1.04; 3.16.04; 12.9.04; 8.2.05;01-18-12)

**Logo**

The ISTA logo can only be used with the approval of the Executive Board of the Association. (1.6.17)

**National Trooper Coalition Meetings**

The President and his designee will attend National Troopers Coalition Conferences. If the President is unable to attend, he will appoint a director to replace him. The Association will pay for lodging, meals, transportation, and other actual expenses. Each Director attending will be paid a daily stipend for each meeting day attended at an NTC Conference and also paid a stipend for no more than two travel days to attend an NTC Conference. (amended 1.20.98; 1.6.17)

**Retirement Badges**

The ISTA shall issue a retirement badge at no cost to the member of the ISTA, who vests after 22 years of service or retire on an accidental disability retirement, an ordinary disability retirement or a regular service retirement. (9.24.80; 6.2.94; 4.27.06)

**Treasurer’s Report**

The amount of the treasury will no longer be printed in the minutes in the light of the positions of collective bargaining. Directors will continue to receive a copy of the Treasurer’s report, so this information is available to any member who wishes to review it. The ISTA Finance Committee shall conduct an internal audit of the Treasury at the beginning of each calendar year. A professional audit may be conducted every five years or upon the election of a new treasurer. (10.8.84; 7.20.06)

**Lay-Offs**

Laid off active members of the ISTA and in good standing shall remain on the ISTA mailing list for a period of up to two (2) years.

The ISTA may assist with reimbursement/rebate dues of health insurance premiums for the policy held by members in good standing at the time of lay-off. Such rebate may be for the periods not to exceed twenty-six (26) weeks and shall only apply toward health insurance programs obtained by the SPOC collective bargaining agreement with the State of Iowa at the discretion and 2/3 (two-thirds) majority vote of the Board of Directors of ISTA. (9.23.91; 1.6.17)

**Legal Defense Fund**

I. Committee

A. The Association Legal Defense Fund Committee shall consist of a three (3) person group of the Iowa State Troopers’ Association, Inc., plus a fourth (4) person being from the post of the assignment of the person requesting legal defense aid. The President shall act as an ex-officio member of the Committee and cast a tie breaking vote, if necessary. (8.14.95)

B. The Legal Defense Committee shall consist of the three (3) Directors elected from the Iowa State Troopers’ Association, Inc. Board of Directors. In the event a vacancy on the Committee, replacement shall be by majority vote of the Board of Directors.

C. The President shall select a Chairman of the Legal Defense Fund Committee from one (1) of the three (3) above named Committee members.

D. Meetings of the Legal Defense Fund Committee shall be held as called the Chairman upon notice to all Committee members.

II. Scope of the Legal Defense Fund

A. The Legal Defense Fund shall only be available to an active member in defense matters arising out of a job related activity. Job related shall be defined as actions or omissions of a member while in the performance of regularly assigned law enforcement duties for the Department of Public Safety/Iowa State Patrol. The benefit is not designed to cover a member while she/he is off duty or engaged in off duty employment unless the circumstances are such that it is apparent the member was justified in placing himself/herself on duty acting in his/her police capacity in order to affect an arrest and to protect persons or property from harm.

B. Funds from the Legal Defense Fund will not be used for Department disciplinary action without approval of a three fourth (3/4) majority vote of the Board of Directors.

III. Eligibility

To be eligible for funds from the Association Legal Defense Fund the requesting members shall have the Director of his/her Post, by written notice, notify the Legal Defense Fund Chairman of the following:

A. The requesting member was a member in good standing at the time the incident occurred which was made the basis of this request.

B. The requesting member’s dues were not in arrears at the time the incident occurred which was made the basis of his/her request.

IV. Limits

 A. Allocation of funds shall be limited to

 1. Up to two (2) hours of legal representation

 2. Up to two (2) hours of professional counseling

B. Requests over and above the above figures may be granted if the ISTA Board of Directors determines that legal action may affect additional members, create precedent, or is of significant importance.

V. Request for Representation by Particular Lawyers

In every instance where Association representation is provided, the Association reserves the right to select the particular representative who will represent the member. In this manner, the Association can select representatives who are not only experienced, but have familiarity with the Department of Safety/Iowa State Patrol, the ISTA and the contract. A member’s reasonable request for a particular lawyer will be considered on a case by case basis when good cause for the request is presented. But the final determination will be ultimately based upon the best interest of the Association as a whole. Where the Association agrees to pay for the services or a particular lawyer who is not customarily used by the Association for such purposes, the member and the lawyer must understand that the client is the ISTA and the attorney owes his/her principal duty of loyalty to the ISTA, whenever its interest would conflict with those of the individual member.

VI. Withdrawals

All withdrawals from the Association Legal Defense Fund shall be made by the Secretary/Treasurer of the Iowa State Troopers’ Association only upon written authorization of the Chairman of the Legal Defense Fund Committee. After said authorization, the Secretary/Treasurer shall pay to the order of the person requesting legal defense aid, following the presentation to the Committee of all legal fees. No other vote or authorization shall be necessary before the funds are extended to a requesting member.

VII. Requests

All requests for funds and all expenditures from the Legal Defense Fund shall be reported at each Association Board of Director’s Meeting.

VIII. How to Request Legal Defense Aid

A. The member seeking aid shall have his/her Director write a letter, and/or may appear, stating to the Legal Defense Committee the following

 1. The complete details of the incident in the need for legal defense aid.

 2. The complete details of any departmental action.

 3. The name of any and all witnesses to the incident.

 4. Documentation verifying the institution of the civil or criminal action

against the member.

B. If the Committee agrees on legal defense, then they will decide on the amount to appropriate to the requesting member. Said amount is to be in accordance with Section IV, subsection B.

C. In the event that said requesting member shall subsequently file suit for the restitution and there is money collected, the member shall repay the Legal Defense Fund for any expenses or money appropriated to the member from the fund.

D. The member requesting the legal defense aid was not in arrears of dues at the time of the incident requiring legal aid.

E. All requests for funds shall be addressed to the Chairman of the Legal Defense Fund Committee.

F. Notice shall be given to all Directors stating the requirements for requesting legal defense aid and how and where to make requests for legal defense aid.

IX. Appeals

A. Any member seeking legal defense assistance, and having been denied legal aid by his/her director, may appeal the decision. The appeal shall be made in writing by the member himself directly to the Legal Defense Fund Committee. The member shall state to the Committee his/her eligibility, under Section III and requirements outlined in Section VIII.

B. If the Committee shall decide to extend to the appellant member, then the Committee shall decide on the amount to be appropriated to the requesting member, said amount not to exceed the limit of the fund. Withdraws will be made in accordance with Section VI.

C. If the Legal Defense Committee denies the appeal of the member, the member may further appeal directly to the Board of Directors by means of a letter to the President of the Association. This letter must be submitted in writing to the President within 20 days of the denial by the Legal Defense Committee. The member shall be provided the opportunity to appear before the Board of Directors on a date designated by the President. A two-thirds (2/3) vote of the Board of Directors is required to override the appeal. In the event the Board votes to extend additional legal assistance to the member, the Board shall set the amount in accordance with Section IV, subsection B. The decision of the Board shall be final with no further appeals.

**Line of Duty Injury**

The spouse of an officer, injured in the line of duty, may apply to the Post Director to request emergency funding up to $500 (five hundred) dollars to be used for actual expenses such as motel, meals, and fuel. This request will be handled at the discretion of the Post Director and the ISTA Executive Board. (12.8.94; 4.28.08)

**Definitions**

1. Business Day – any day when the Association business is conducted and the time is spent on

 such business.

2. Annual Meeting – the annual meeting will be the meeting held in January or February in Polk

 County.

3. Board Meeting – the Board meetings will be the three remaining meetings following the

 Annual Meeting. (9.94)