

NOTICE OF GUIDANCE DOCUMENT

Pursuant to Wis. Stat. § 227.112, the Wisconsin Department of Justice is hereby seeking comment on the following proposed guidance documents:

Law Enforcement Standards Board Policy and Procedure Manual

Law Enforcement Standards Board School Director's Manual

PUBLIC COMMENT AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Law Enforcement Standards Board until February 24, 2020, by emailing the agency contact person listed below.

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Wisconsin Law Enforcement Standards Board

Policy & Procedures Manual



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Definitions

Agency

Employer of law enforcement, jail, and/or juvenile detention officers.

Accredited Credits

Associate degree level credits or higher that have been awarded by a member of the Wisconsin Technical College System or by its equivalent in another state or by a private or state college or university with current membership in good standing in a predominant, national or regional accrediting organization for private or state colleges or universities recognized by the United States Department of Education.

Board

The Wisconsin Law Enforcement Standards Board.

Bureau

The Training and Standards Bureau of the Division of Law Enforcement Services in the Wisconsin Department of Justice.

DOJ

The Wisconsin Department of Justice.

Instructor-Led Training

Training that makes use of technology to deliver traditional classes. This is done via web managerial programs (e.g., BlackBoard, D2L, etc.), the use of teleconferencing, audio conferencing, chat audiographic systems (screen-sharing and whiteboard), or even via the telephone. Instructors actively guide students through each lesson and answer questions and provide feedback on assignments. Instructors also facilitate group discussions (collaborate component) among students using electronic discussion boards, chat rooms and e-mail.

Jail

A county jail, a rehabilitation facility established by § 59.53(8), Wis. Stats., or a county house of correction under § 303.16, Wis. Stats.

Jail Officer

Any person employed by any political subdivision of the state for the purpose of supervising, controlling, or maintaining a jail or the persons confined in the jail. "Jail officer" includes officers regardless of whether they have been sworn regarding their duties or whether they serve on a full-time basis.

Juvenile Detention Facility

A locked facility approved by the Department of Corrections under § 301.36, Wis. Stats., for the secure, temporary holding in custody of children.

Juvenile Detention Officer

Any person employed by any political subdivision of the state or by any private entity contracting under § 938.222, Wis. Stats., to supervise, control, or maintain a juvenile detention facility or the persons confined in a juvenile detention facility. "Juvenile detention officer" includes officers regardless of whether they have been sworn regarding their duties or whether they serve on full-time or part-time basis.

Law Enforcement Agency

A governmental unit of this state or a political subdivision of this state that employs one or more law enforcement officers.

Law Enforcement Officer

Any person employed by the state or any political subdivision of the state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances the person is employed to enforce.

Learner-Led Training

Learner-led training, also called self-directed online-learning, is the delivery of learning experiences to independent learners. The learners lead and manage their own learning. Content may consist of web pages, multimedia presentation, and computer applications; however the majority of learning makes use of the web.

Officer

A law enforcement, tribal law enforcement, jail, or juvenile detention officer.

Preparatory Training

The basic training that a recruit or pre-service student must complete successfully before the applicant is eligible for permanent employment and certification.

Pre-Service Student

An individual who meets the minimum recruitment qualifications set by the Board and enrolls in preparatory training at his or her own expense prior to employment.

Primary Employer

The employer of a full-time officer or the initial employer of a part-time officer.

Recruit

An officer who has not been certified within the past three years, currently employed on a probationary or temporary basis in compliance with the minimum recruitment qualifications set by the Board, who is enrolled in preparatory training at a Board-certified training school.

Secondary Employer

The employer of a part-time officer who is a full-time employee of another agency, or the employer of a part-time officer who is a primary part-time officer with another agency.

Training School

A Wisconsin technical college, state college or university, an employer-based training academy, or another criminal justice-related entity that has received certification from the Board to provide preparatory training and instructor courses.

Tribal Law Enforcement Officer

A tribal law enforcement officer is any of the following: (a) A person who is employed by a tribe for the purpose of detecting and preventing crime and enforcing the tribe's laws or ordinances, who is authorized by the tribe to make arrests of Indian persons for violations of the tribe's laws or ordinances, and who agrees to accept the duties of law enforcement officers under the laws of this state. (b) A conservation warden employed by the Great Lakes Indian Fish and Wildlife Commission who agrees to accept the duties of law enforcement officers under the laws of this state.

Annual Recertification Training

References: §§ 165.85 (4)(a)7.a., 7.b., and 7.c., (4)(b)6., and (4)(c)6., Wis. Stats.
§ LES 5.01(3) and ch. LES 6, Wis. Admin. Code

POLICY & PROCEDURE

24-Hours of Training Annually

In order to maintain certification, all certified law enforcement, tribal law enforcement, jail, and juvenile detention officers must complete a minimum of 24 hours of annual recertification training each state fiscal year (July 1st - June 30th).

Start of Annual Training Requirement

The annual recertification training requirement starts during the state fiscal year (July 1st – June 30th) following the state fiscal year in which an officer is certified by the Board. It is at this point that an officer's recertification training expenses (\$160 per eligible officer) are reimbursable to the officer's primary employing agency. The Board meets four (4) times during each calendar year (March, June, September, December), and certifications are granted at the quarterly Board meetings. If certification is granted at a quarterly Board meeting the recertification training requirement "kicks-in" on the July 1st after the meeting date. The actual date of employment or completion of basic training is not applicable; it is the date of certification that counts.

Although recertification training is not required until the fiscal year following the fiscal year in which an officer is certified by the Board, law enforcement and tribal law enforcement officers who gain employment more than one (1) year following their graduation date from the basic law enforcement officer training academy shall complete the Handgun Qualification Course and the biennial vehicle pursuit training requirement within their first six (6) months of hire.

Content of Training

A minimum of four (4) hours of Vehicle Pursuit training based on model standards established by the Board is required for certified law enforcement and tribal law enforcement officers biennially. The biennium starts and ends during odd numbered state fiscal years (i.e., July 1, 2013 to June 30, 2015, etc.). The Vehicle Pursuit training requirement must be taught by a Board-certified Emergency Vehicle Operation and Control (EVO) instructor approved by the officer's primary employer.

Additionally, certified law enforcement and tribal law enforcement officers must complete an annual Handgun Qualification Course from curricula based upon model standards established by the Board. This requirement first took effect: July 1, 2014 – June 30, 2015. The Handgun Qualification Course must be administered by a Board-certified Handgun Instructor approved by the officer's primary employer.

The remaining content of each certified officer's recertification training is left to the discretion of their primary employer.

Teaching Time and Annual Recertification Training

The Board has not taken a formal position on using “teaching time” toward meeting the recertification training requirement. If a Chief or Sheriff wants to count an officer’s teaching time toward the requirement, he or she may do so. However, as a practical consideration, if an officer were to instruct the same course or session multiple times, the teaching time should not be combined to equal 24 hours. In other words, teaching a four (4) hour topic could reasonably count as four (4) hours toward the 24 annual hours of training, but teaching a one (1) hour course four (4) times should not be counted as four (4) hours of training toward the officer’s 24-hour recertification training requirement.

Instructor-Led Training Courses, Learner-Led Training Courses, and Videos for Jail and Juvenile Detention Officers

Jail and juvenile detention officers may complete all or part of the 24 hours of annual recertification training via on-line instructor-led training courses that include documented student participation and up to twelve (12) hours maximum of the 24 hours of annual recertification training by viewing training videos or taking part in learner-led training.

Instructor-Led Training Courses, Learner-Led Training Courses, and Videos for Law Enforcement and Tribal Law Enforcement Officers

With the exception of the four (4) hour biennial Vehicle Pursuit training requirement and the annual Handgun Qualification Course, law enforcement and tribal law enforcement officers may complete their remaining annual recertification training hours via online instructor-led training courses. They may also complete up to twelve (12) hours maximum of the 24 hours of annual recertification training by viewing training videos or taking part in learner-led training.

Training Records

Employing agencies are expected to maintain adequate records regarding all annual recertification training for primary officers. Records should minimally include the following information for each officer: dates and time frames (hours) for all training; subjects or topics of all training; instructors and/or the training vendor; and locations of all training.

Entering Training into the Acadis Portal

Training providers (technical colleges, employer-based academies, law enforcement agencies, etc.) enter officer attendance for **training that they host** into the Acadis Portal as soon as possible after the training event, and no more than 30 days after the event date. The pre-approved course titles should be chosen from the dropdown menu for the LESB Handgun Qualification Course requirement and the LESB Biennial Vehicle Pursuit Training requirement.

Annual Recertification Training for Officers Certified in More than One Field

If an officer is certified in two (2) or more fields (law enforcement officer, jail officer, juvenile detention officer) for a single employer, he or she maintains certification in all such fields through completion of a total of 24 hours of annual recertification training. It is not required that he or she complete a separate 24 hours of training for each area of certification. However, if the purpose of dual certification is employment in two (2) or more agencies for different work (a jail officer for a sheriff’s office and a law enforcement officer for a police department, for example), the officer will be required to complete 48 hours of annual recertification training, one (1) block for each certification.

Elected Sheriffs and Annual Recertification Training

Elected sheriffs are not required to complete annual recertification training. However, sheriffs who are certified as a law enforcement officer with the Board and who wish to maintain their certification must complete 24 hours of annual recertification training each state fiscal year including the annual Handgun Qualification Course and biennial Vehicle Pursuit training.

Leaves of Absence and Recertification Training for Officers Serving in a Position of Political Appointment, Elected Office, or an Exempt Position by Collective Bargaining Agreement

Certified law enforcement officers who take an employer-approved temporary leave of absence from their law enforcement or tribal law enforcement position, shall maintain their law enforcement or tribal law enforcement certification while on that leave of absence, if the officer successfully completes 24 hours of recertification training each state fiscal year, the Handgun Qualification Course each state fiscal year, and Vehicle Pursuit training biennially. This policy includes, but is not limited to, any leave of absence to serve in a position of political appointment, elected office, or an exempt position by collective bargaining agreement, with restoration rights to a civil service law enforcement position.

Leaves of Absence Due to Extended Illness, Accident, or Active Military Duty and Make-Up Recertification Training

To be excused from completion of annual recertification training during a state fiscal year, a certified officer must be unable to complete training due to an extended illness, accident, or active military duty; and the officer's primary employer must notify the Bureau that the officer is on an agency-approved leave of absence (even if the officer is working on "light duty") by updating the officer's employment status to "On Leave" via the Personnel tab in the Acadis Portal. Once the certified officer is no longer on a leave of absence, his or her primary employer must update the officer's employment status to "Active" via the Personnel tab in the Acadis Portal.

If a certified officer is on an agency-approved leave of absence during a state fiscal year, the officer must make-up any recertification training missed including the biennial Vehicle Pursuit training requirement for law enforcement and tribal law enforcement officers within the first six (6) months following their return to law enforcement or tribal law enforcement officer employment. Law enforcement and tribal law enforcement officers must also complete the Handgun Qualification Course within the first six (6) months following their return to law enforcement or tribal law enforcement officer employment, but do not have to complete the course more than once during a fiscal year unless required by their employer. Additional specific training requirements must be met by returning combat veterans (see section entitled: "Military Reintegration"). Failure of a certified officer who has been on an agency-approved leave of absence to meet recertification training requirements for two (2) consecutive state fiscal years (a minimum of 48 hours of training) is considered grounds for decertification.

A certified officer on an agency-approved leave of absence for two (2) or more consecutive state fiscal years may petition the Board for additional time to complete annual recertification training if extenuating circumstances have prevented the officer from completing training. The Board will consider each petition on a case-by-case basis.

Failure to Complete Recertification Training

If a certified law enforcement or tribal law enforcement officer is not on an agency-approved leave of absence at any point during a state fiscal year and fails to complete the annual Handgun Qualification Course by the end of the state fiscal year (by June 30th), the officer will be recommended to the Board for decertification.

If a certified officer is not on an agency-approved leave of absence at any point during a state fiscal year and fails to complete at least 24 hours of recertification training by the end of the state fiscal year (by June 30th), the officer will be recommended to the Board for decertification.

If a certified law enforcement or tribal law enforcement officer is not on an agency-approved leave of absence at any point during a biennium in which Vehicle Pursuit training is required and fails to complete the Vehicle Pursuit training requirement by the end of the biennium, the officer will be recommended to the Board for decertification.

A certified officer who is not on an agency-approved leave of absence at any point during a state fiscal year and who fails to complete all required recertification training may have their agency administrator petition the Bureau for additional time for the officer to complete annual recertification training if extenuating circumstances have prevented the officer from completing all required training.

Resignation or Retirement and Re-Employment within Three (3) Years

A certified law enforcement or tribal law enforcement officer who resigns or retires and returns to certified officer employment within three (3) years or less, with a break in service, shall complete the Handgun Qualification Course within the first six (6) months following their return to law enforcement or tribal law enforcement employment. If an officer resigns or retires and returns to law enforcement employment with no break in service, the officer must meet the Handgun Qualification requirement during the state fiscal year. (Note: A certified law enforcement or tribal law enforcement officer who completes the Handgun Qualification Course prior to resignation or retirement and returns to certified employment within the same fiscal year will not be expected to complete the Handgun Qualification Course more than once for the fiscal year.)

A certified law enforcement or tribal law enforcement officer who resigns or retires and returns to certified employment within three (3) years or less, with a break in service, shall complete the biennial vehicle pursuit training requirement within the first six (6) months following their return to law enforcement or tribal law enforcement employment. If an officer resigns or retires and returns to law enforcement employment with no break in service, the officer must meet the biennial vehicle pursuit training requirement during the biennium. (Note: A certified law enforcement or tribal law enforcement officer who completes the biennial vehicle pursuit training requirement prior to resignation or retirement and regains certified employment within the same biennium, will not be expected to meet the vehicle pursuit training requirement more than once for that biennium.)

All certified officers who resign or retire and return to employment within three (3) years or less, with a break in service, shall start meeting the annual 24-hour recertification training requirement by no later than the state fiscal year following the state fiscal year in which they return to certified employment. If an officer resigns or retires and returns to employment with no break in service, the officer must meet the 24-hour annual recertification training requirement during the state fiscal year.

Annual Recertification Training Reporting and Reimbursement Process

Agency administrators complete an Agency Renewal Process via the Acadis Portal once their agency's eligible primary certified officers have completed mandatory recertification training and all training has been entered via the Acadis Portal. It is recommended that the renewal process be completed as soon as an agency's eligible primary certified officers have met the recertification training requirements and the training has been entered for all officers in Acadis.

All training must be entered for officers in Acadis by no later than July 31st following the end of the state fiscal year, and starting with fiscal year 2018, the Agency Renewal Process must be completed via the Acadis Portal by

no later than July 31st, following the end of the state fiscal year. Although every agency is guaranteed reimbursement of \$160 per eligible primary officer, the Bureau cannot hold onto the funding indefinitely. Therefore, it is possible that funding may not be available for an agency that completes the renewal process after the July 31st deadline.

On July 1st, the Bureau will run training reports in Acadis to identify officers with training deficiencies for the state fiscal year. The Bureau will attempt to make contact via phone and/or email with agency administrators to rectify any discrepancies. Agencies have until August 15th to correct discrepancies. After August 15th, the names of officers who still have training deficiencies in Acadis will be compiled into a report for decertification by the Board at the Board's September meeting. Additional information on the decertification process can be found in this manual under the section titled "Certification and Decertification of Officers".

For agencies that complete the renewal process by July 31st, the Bureau will run a report of eligible primary officers and verify with each agency that their roster is up-to-date. The Bureau will then send a reimbursement check for \$160 per eligible officer who has completed training. Note: If an officer changes primary employers (leaves primary employment with one agency and begins primary employment with another agency) during the fiscal year, the employer who completes the renewal process in Acadis first and is listed as the officer's primary employer in Acadis at the time the renewal process is completed, is the agency that will receive reimbursement for the officer's training expenses.

ANNUAL RECERTIFICATION TRAINING: FREQUENTLY-ASKED QUESTIONS AND ANSWERS

Q. Where does the annual recertification training requirement originate?

A. §§ 165.85(4)(a)7.a., 7.b., and 7.c., Wis. Stats., sets forth the annual recertification training requirement for law enforcement and tribal law enforcement officers. § 165.85(4)(b)6., Wis. Stats., sets forth the annual recertification training requirement for jail officers. § 165.85(4)(c)6., Wis. Stats., sets forth the annual recertification training requirement for juvenile detention officers.

Q. When does annual recertification training become a requirement for law enforcement, tribal law enforcement, jail, and juvenile detention officers?

A. The annual recertification training requirement starts during the state fiscal year (July 1st – June 30th) following the state fiscal year in which the officer is certified by the Board. The Board meets four (4) times during each calendar year (March, June, September, December), and certifications are granted at the quarterly Board meetings. If certification is granted at a quarterly meeting, the recertification training requirement "kicks in" on the July 1st after the meeting date. The actual date of employment or completion of basic training is not applicable; it is the date of certification that counts.

Q. When must annual recertification training be completed?

A. Annual recertification training must be completed during each state fiscal year: July 1st - June 30th.

Q. How many hours of annual recertification training must be completed each state fiscal year?

A. 24 hours of annual recertification training must be completed.

Q. Are part-time law enforcement, jail and juvenile detention officers required to attend annual recertification training?

A. Yes. Part-time law enforcement, jail, and juvenile detention officers are required to meet the same annual recertification training requirements as full-time officers.

Q. If an officer is dual-certified as a law enforcement officer and a jail officer within a single agency, is that officer required to attend 24 hours of annual recertification training in each area to maintain both certifications?

A. No. If an officer is dual-certified within a single agency, the officer must only complete 24 hours of annual recertification training to maintain both certifications, not 48 hours. The expectation is that the training will be in the officer's general area of assignment or responsibility during the particular state fiscal year.

However, if the purpose of dual certification is employment in two (2) or more agencies for different work (a jail officer for a sheriff's office and a law enforcement officer for a police department, for example) the officer is required to attend 48 hours of recertification training, one (1) block for each certification.

Q. Are there any state-mandated topics for recertification training?

A. Yes. § 165.85(4)(a)7.b., Wis. Stats., mandates that a minimum of four (4) hours of Vehicle Pursuit Training based on model standards established by the Board is required biennially for all certified law enforcement and tribal law enforcement officers. § 165.85(4)(a)7.c., Wis. Stats., mandates that law enforcement and tribal law enforcement officers annually complete the Handgun Qualification course from curricula based upon model standards established by the Board.

Q. Can an officer satisfy any part of the required recertification training by viewing training videos and/or via on-line training?

A. Yes. Jail and juvenile detention officers may complete all or part of the 24 hours of annual recertification training via on-line instructor-led training courses that include documented student participation. With the exception of the four (4) hour biennial Vehicle Pursuit Training requirement and the annual Handgun Qualification Course, law enforcement officers may complete their remaining annual recertification training hours via on-line instructor-led training courses. All officers may also complete up to twelve (12) hours maximum of the 24 hours of annual recertification training by viewing training videos or taking part in computer-based training that is not led by an instructor. However, law enforcement and tribal law enforcement officers cannot use learner-led training toward meeting the four (4) hour biennial Vehicle Pursuit training requirement and/or the annual Handgun Qualification Course.

Q. How do officers report to the Board that they either have or have not satisfied the annual recertification training requirement?

A. Officers do not directly report to the Board. Training providers (technical colleges, employer-based academies, law enforcement agencies, etc.) enter officer training attendance for training that they host into the Acadis Portal. It is up to agency administrators to ensure that the primary officers employed by their agency complete all required training by the end of the fiscal year and that the training has been entered into Acadis by no later than July 31st.

- Q. Who keeps records on annual recertification training? What types of records are to be maintained?**
- A. The employing agency is expected to maintain records on all recertification training for its eligible primary, certified officers. Such records should minimally include the following information for each officer: dates and time frames (hours) for all training; subjects or topics of all training; instructors and/or the training vendor; and locations of all training.
- Q. If an officer is unable to complete the required annual recertification training within a designated state fiscal year, what happens? Is the officer decertified?**
- A. The officer will be recommended for decertification to the Board unless the officer was unable to complete annual recertification training within a designated state fiscal year due to an extended illness, accident, or active military duty, and the officer's employment status has been updated to "On Leave" via the "Personnel Tab" in the Acadis Portal.

Basic Instructor Certification

References: § 165.85, Wis. Stats.
Chs. LES 4 and 6, Wis. Admin. Code

POLICY

Any person who participates as a primary instructor in a Board-approved preparatory training course or instructor course, or who employs Board-approved training curriculum to instruct certified officers (e.g. during In-service Training), shall be certified as an instructor by the Board. Furthermore, certified instructors must be sponsored by a Wisconsin law enforcement agency or training school.

Law Enforcement Instructors

Instructors certified as a “General Law Enforcement Instructor” may instruct any of the following preparatory law enforcement officer training topics:

- Academy Orientation
- Agency Policy
- Basic Response (RESPOND)
- Child Maltreatment
- Crimes
- Crisis Management
- Critical Thinking & Decision Making
- Cultural Competence
- Domestic Violence
- Ethics
- Fundamentals of Criminal Justice
- Incident Command System
- Interrogations
- Interview & Interrogation
- Interviews
- Juvenile Law
- Physical Evidence Collection
- Policing in a Free Society
- Radio Procedures
- Report Writing
- Sexual Assault
- Testifying in Court
- TraCS
- Traffic Crash Investigation
- Traffic Law Enforcement
- Victims

The following preparatory law enforcement training topics require completion of a topic-specific instructor course. Certification in these topic areas remains separate from “General Law Enforcement Instructor” certification:

- Defensive and Arrest Tactics (DAAT)
- Emergency Vehicle Operation and Control (EVOC)
- Handgun & Rifle
- Professional Communication Skills (PCS)
- Scenario Instructor
- Standardized Field Sobriety Testing (SFST)
- Tactical Emergency Casualty Care for Law Enforcement Officers (TECCLEO)
- Tactical Response
- Vehicle Contacts

Additional educational and/or occupational experience is required for instructor certification in the following topics: Constitutional Law, Officer Wellness, and Tactical Emergency Casualty Care. Certification/s in these topics also remains separate from “General Law Enforcement Instructor” certification:

Jail Instructors

Instructors certified as a “General Jail Instructor” may instruct any of the following preparatory jail officer training topics:

- Admit/Release Inmates
- Correctional Law
- Ethics
- Hostage Response
- Inmate Supervision & Behavior Control
- Introduction to Corrections
- Jail Health Care
- Maintain Jail Security
- Prepare Jail Reports
- Supervise Special Inmates/Crisis Intervention

The following jail training topics require completion of a topic-specific instructor course. Certification in these topic areas remains separate from “General Jail Instructor”:

- Principles of Subject Control (POSC)
- Professional Communication Skills (PCS)

Juvenile Detention Instructors

Instructors certified as a “General Secure Juvenile Detention Instructor” may instruct any of the following preparatory secure juvenile detention training topics:

- Admit/Release Juveniles
- Adolescent Development
- Behavior Management
- Crisis Intervention
- Detention Facility Health Care
- Detention Facility Security
- Diversity
- Introduction to Detention Operations
- Legal Requirements
- Prepare Detention Reports
- Principles of Supervision
- Stress Management
- Suicide Prevention
- Supervise Juveniles

The following secure juvenile detention training topics require completion of a topic-specific instructor course. Certification in these topic areas remains separate from “General Secure Juvenile Detention Instructor”:

- Principles of Subject Control (POSC)
- Professional Communication Skills (PCS)

PROCEDURE

1. Meet Officer Occupational and Educational Standards.

NOTE: Certified occupational experience starts on the date that an officer receives certification from the Board. Certified occupational experience **does not** start on the date that an officer is hired by an agency or the date that an officer completes preparatory training.

- a) Any applicant requesting certification to instruct board-approved **jail curriculum** must have 3 years of full-time or at least 6,000 hours **certified** occupational experience as a jail officer, and with the exception of PCS, must at a minimum have a high school diploma. See 1. e) for additional DAAT and POSC instructor certification requirements.
 - i) Any applicant requesting certification to instruct PCS must at a minimum have 60-accredited semester credits or 90 accredited quarter credits.

- b) Any applicant requesting certification to instruct Board-approved **juvenile detention curriculum** must have 3 years of full-time or at least 6,000 hours **certified** occupational experience as a juvenile detention officer, and with the exception of PCS, must at a minimum have a high school diploma.
 - i) Any applicant requesting certification to instruct PCS must at a minimum have 60-accredited semester credits or 90 accredited quarter credits.
- c) Any applicant requesting certification to instruct Board-approved **law enforcement curriculum**, with the exception of Constitutional Law and Officer Wellness, must have 3 years of full-time or 6,000 hours **certified** occupational experience as a law enforcement officer, and must at a minimum have 60-accredited semester credits or 90 accredited quarter credits. See 1. d) for additional requirements for Tactical Emergency Casualty Care for Law Enforcement Officers. See 1. e) for additional DAAT and POSC instructor certification requirements.
 - i) Any applicant requesting certification to instruct **Constitutional Law** must have 5 years of experience as a certified law enforcement officer and a master's degree, or 7 years of experience as a certified law enforcement officer and a bachelor's degree.
 - ii) Any applicant requesting certification to instruct **Officer Wellness** must have 7 years of experience as a certified law enforcement officer, and must at a minimum have 60-accredited semester credits or 90 accredited quarter credits.
- d) In addition to the occupational and educational requirements to instruct Board-approved law enforcement curriculum, any applicant requesting certification to instruct **Tactical Emergency Casualty Care for Law Enforcement Officers** must be licensed by the Wisconsin Department of Health Services as an EMT-Basic or higher.
- e) Due to the many similarities between the **DAAT** and **POSC** curricula, the Board has set forth the following requirements for certification eligibility as a DAAT or POSC instructor:
 - i) An applicant for **DAAT** instructor certification must have a minimum of 3 years of full-time or 6,000 hours certified occupational experience as a law enforcement officer, or must have 3 years full-time or 6,000 hours certified occupational experience as a jail officer along with at least one year of full-time or 2,000 hours certified occupational experience as a law enforcement officer.
 - ii) An applicant for **POSC** instructor certification must have a minimum of 3 years full-time or 6,000 hours certified occupational experience as a jail officer, or must have 3 years full-time or 6,000 hours certified occupational experience as a law enforcement officer along with at least one year full-time or 2,000 hours certified occupational experience as a jail officer.

2. Successfully Complete the Board-approved 32-hour Criminal Justice Instructor Development Course (CJ-IDC). Instructor development training must be completed prior to admittance into a topic-specific instructor course. Admittance to the CJ-IDC is only permitted for:

- Law enforcement applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours **certified** occupational experience as a law enforcement officer in Wisconsin and have attained an associate degree or a minimum of 60-accredited semester credits or 90-accredited quarter credits.
- Jail and juvenile detention applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours **certified** occupational experience as a jail officer or juvenile detention officer in Wisconsin and have a high school degree or hold an equivalent diploma.

Applicants must submit form DJ-LE-335, the *32-Hour Criminal Justice Instructor Development Course Application*, to the training provider (technical college or employer-based academy) along with a copy of their Acadis Training History Report to verify certified occupational experience, to enroll in the CJ-IDC.

- 3. Successfully Complete a Topic Specific Instructor Course.** A Board-approved topic-specific instructor course must be completed to gain instructor certification in the following topic areas: Defensive and Arrest Tactics (DAAT), Emergency Vehicle Operation and Control (EVOC), Handgun & Rifle, Principles of Subject Control (POSC), Professional Communication Skills (PCS), Scenarios, Standardized Field Sobriety Testing (SFST), Tactical Emergency Casualty Care for Law Enforcement Officers (TECCLEO), Tactical Response, and Vehicle Contacts. Admittance to a topic-specific instructor course is only permitted for:
- Applicants who are currently certified (certification has not lapsed) as an instructor by the Board in another topic or topics.
- or-**
- Applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours **certified** occupational experience, and have completed the CJ-IDC.

Applicants must submit form DJ-LE-336, the *Topic Specific Instructor Course Application*, to the training provider (technical college or employer-based academy) along with a copy of their Acadis Training History Report to verify current instructor certification or completion of the CJ-IDC, to enroll in a topic-specific instructor course.

- 4. Request Instructor Certification.** Instructor certification is requested via submittal of form DJ-LE-317, the *Instructor Certification Request* form, and a letter of endorsement from a sponsoring agency (administrator of a Wisconsin law enforcement agency or the director of a Board-certified training academy) to the Bureau. Instructor applicants who meet the Board requirements for instructor certification are granted temporary authorization (provisional certification) to instruct, and they may begin instructing following receipt of notification of approval from the Bureau via email. **Applicants have two (2) years following the date that they complete the CJ-IDC to also complete a topic-specific instructor course (if required for the topic/s), and submit form DJ-LE-317, the *Instructor Certification Request* form. Failure to complete the required courses and submit form DJ-LE-317 within two (2) years requires re-completion of the CJ-IDC; re-completion of any topic-specific instructor courses; and submittal of form DJ-LE-317 within two (2) years.**
- 5. Adding Additional Certifications.** Instructors who are already certified by the Board may add additional certifications by submitting form DJ-LE-317, the *Instructor Certification Request* form. If an instructor wants to add certification in a topic that requires completion of a topic-specific instructor course, he or she must submit form DJ-LE-317, the *Instructor Certification Request* form, within two years following completion of the topic-specific instructor course.

Board Certification

At the quarterly meetings of the Board, the Board formally reviews requests for instructor certification. Following the quarterly Board meetings, applicants are notified in writing if the Board approved or denied their request for instructor certification.

Term of Instructor Certification

The term of certification of a new instructor is three (3) years from the date of Board approval. If a certified instructor receives additional Board-certification, the term of subsequent certification will be for the balance of the initial certification period. All certifications held by an instructor will expire on the same date. Certifications may be subsequently renewed by the Board for three (3) year periods.

Notice of Instructor Certification Renewal

The Bureau will send a renewal notice via email to the instructor within six (6) months prior to the instructor's certification expiration date. The email notification will be sent to the current email address listed for the instructor in the Acadis Portal. Failure to receive notification does not relieve the instructor of their responsibility to maintain certification.

Renewal of Instructor Certification

Certified instructors request recertification via form DJ-LE-318, the *Instructor Recertification Request and Credentialed Instructor Registration Renewal* form, submitted to the Bureau at least 30 days prior to the instructor's certification expiration date. The application must provide documentary evidence indicating that the applicant has remained active as an instructional practitioner during the previous three (3) year period. Evidence must include at a minimum, the following:

1. Verification the applicant has taught using Board-approved curriculum at least twice within the three (3) year period preceding the application for recertification.
2. A favorable letter of recommendation from a school director or dean of a Board-certified training school for whom the applicant has taught or the chief law enforcement officer of an agency for whom the applicant has taught during the previous three (3) year period.

Instructor Updates

Certified instructors are required to attend one (1) Bureau-sponsored instructor update during their three (3) year certification. If a certified instructor fails to attend a Bureau-sponsored instructor update within their three (3) year certification period, the instructor will be ineligible for recertification. To be eligible for instructor certification in the future, new instructor certification requirements apply, including re-completion of instructor development training, topic specific instructor course(s) and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

Failure to Renew Instructor Certification

The Board provides a six (6) month window for instructors who miss their application deadline to request recertification. The instructor's certification(s) with the Board will lapse until form DJ-LE-318 is received by the Bureau, and the Bureau sends the applicant a letter providing provisional recertification. Instructors who fail to submit form DJ-LE-318 prior to, or within six (6) months following the expiration of their three (3) year certification period, are ineligible for recertification and their instructor certification(s) will lapse. To be eligible for instructor certification in the future, new instructor certification requirements apply, including re-completion of instructor development training, topic specific instructor course(s) and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

**INSTRUCTOR CERTIFICATION:
FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

- Q. If an applicant has held law enforcement employment for three (3) years, does the applicant qualify for instructor certification in law enforcement topics?**
- A. Not necessarily. Applicants must hold three (3) years of certified law enforcement employment to be eligible for instructor certification in law enforcement topics. The date of employment is not relevant; it is the officer's date of certification that counts. The same policy is true for instructor certification in jail and juvenile detention officer training topics.
- Q. Can an officer complete a topic specific instructor course (e.g., DAAT Instructor Course), prior to completion of the Criminal Justice Instructor Development course?**
- A. No. The Criminal Justice Instructor Development Course (CJ-IDC) is designed to be completed prior to entrance into the topic specific instructor courses. All new instructors must complete the CJ-IDC before they are eligible to register for a topic specific instructor course.
- Q. Which topics have topic specific instructor courses?**
- A. The following topics have a topic specific instructor course: Defensive and Arrest Tactics (DAAT), Emergency Vehicle Operation and Control (EVOC), Handgun & Rifle, Principles of Subject Control (POSC), Professional Communication Skills (PCS), Scenarios, Standardized Field Sobriety Testing (SFST), Tactical Emergency Casualty Care for Law Enforcement Officers (TECCLEO), Tactical Response, and Vehicle Contacts.
- Q. Does completion of a topic specific instructor course automatically lead to instructor certification?**
- A. No. Applicants for instructor certification must also submit form DJ-LE-317, the *Instructor Certification Request* form, to the Bureau to be considered for instructor certification along with a letter of endorsement from a sponsoring agency (administrator of a Wisconsin law enforcement agency or the training director of a Board-certified training school). The Bureau reviews form DJ-LE-317 and verifies that each applicant has met the requirements for instructor certification before granting provisional certification. Applicants who are approved for instructor certification are sent a provisional certification notice via email. The applicant's name is then referred to the Board for certification at the next quarterly Board meeting.
- Q. How long is instructor certification valid?**
- A. The term of certification of a new instructor is three (3) years from the date of Board approval. If a certified instructor receives additional Board-certification(s), the term of subsequent certification will be for the balance of the initial certification period. All certifications held by an instructor will expire on the same date. Certifications may be subsequently renewed by the Board for three (3) year periods.
- Q. Does attendance at an instructor update recertify an instructor?**
- A. No. Attendance at one (1) instructor update during an instructor's three (3) year certification period is mandatory to maintain certification, but there is a separate recertification process (see the next question).

Q. How does an instructor recertify his or her instructor certification(s)?

A. The instructor must submit form DJ-LE-318 at least 30 days prior to his or her certification expiration date. On form DJ-LE-318, the instructor provides at least two (2) dates that he or she taught during the three (3) year certification period. The instructor must also provide a favorable letter of recommendation from a school director or dean of a Board-certified training school for whom he or she has taught or the chief law enforcement officer of an agency for whom they have taught during the three (3) year certification period.

Q. If an instructor forgets to submit form DJ-LE-318 within 30 days prior to his or her instructor certification expiration date, will the instructor lose his or her instructor certification(s)?

A. The Board provides a six (6) month window for instructors who miss their application deadline to request recertification via form DJ-LE-318. Following receipt of form DJ-LE-318 by the Bureau, the applicant will be provided provisional recertification, and his or her name will be referred to the Board for certification at the next available Board meeting. The instructor's certification(s) with the Board will lapse until form DJ-LE-318 is received by the Bureau, and the Bureau sends the applicant a letter providing provisional recertification. Instructors who fail to submit form DJ-LE-318 prior to, or within six (6) months following the date of expiration are ineligible for recertification and their instructor certification(s) will lapse. To be eligible for instructor certification in the future, new instructor certification requirements apply, including re-completion of instructor development training, topic specific instructor course(s) and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

Certification and Decertification of Officers

References: §§ 165.85(3)(c) and (cm), Wis. Stats.
Chs. LES 4 and 6, Wis. Admin. Code

POLICY

The Law Enforcement Standards Board certifies law enforcement, tribal law enforcement, jail, and juvenile detention officers.

Qualifications for Certification

To qualify for certification, an individual must:

- Meet minimum employment standards set by the Board.
- Be employed as an officer with an agency. Employing agencies submit the DJ-LE-303: Verification of Employment web form via the Acadis Portal to the Bureau along with applicant fingerprints immediately upon hiring a new officer, and prior to that officer's first date of employment.
- Successfully complete the required preparatory training for each applicable certification within 12 months of hire.

Employment and Certification of Out-of-State Officers and/or Federal Officers

Qualified out-of-state applicants and/or federal law enforcement applicants may be eligible for certification following employment with a Wisconsin law enforcement agency if they successfully complete the Reciprocity Exam within 12 months of hire. See the section titled "Waivers of Training" for more information.

An out-of-state and/or federal law enforcement officer may exercise law enforcement powers in Wisconsin as part of an inter-jurisdictional law enforcement task force or similar cooperative agreement as long as the appointment is for a temporary and limited purpose. Agencies that enter into this type of agreement should have a Memorandum of Understanding (MOU) which outlines the limited scope, jurisdiction, and duration (less than one year) of the appointment. If the appointment is going to be an ongoing and regular appointment that lasts more than one year, the officer will need to meet training and certification requirements set forth in § 165.85, Wis. Stats., or obtain a waiver from the Board.

Decertification

A certified officer may be decertified by order of the Board for any of the following:

- Failure to comply with a rule, policy, or order of the Board relating to curriculum or training.
- Falsification of information to obtain or maintain certification status.
- Certification as a result of an administrative error.
- Conviction of a felony or of any offense which if committed in Wisconsin could be punished as a felony.
- Conviction of a misdemeanor crime of domestic violence.

- Failure to complete a minimum of 24 hours of annual recertification training including the Board-approved Handgun Qualification Course and biennial Vehicle Pursuit training.
- Failure to achieve an associate degree or 60-accredited credits within a law enforcement or tribal law enforcement officer's first five (5) years of law enforcement or tribal law enforcement employment.
- Failure to pay court-ordered payments of child or family support maintenance, birth expenses, medical expenses, or other expenses related to the support of a child or former spouse, or who fail to comply, after appropriate notice, with a subpoena or warrant issued by the Department of Children and Families or a county child support agency under § 59.53 (5) and related to paternity or child support proceedings.

Consequences of Decertification

A decertified officer is ineligible to retain employment, and is ineligible for re-employment and recertification for a minimum of six (6) months from the date of decertification.

Officers decertified for failure to complete the 24-hour annual recertification training requirement, the annual Handgun Qualification Course, and/or the biennial Vehicle Pursuit Training requirement, will only be eligible for recertification with approval of the Board. The Board will determine training requirements (up to and including re-completion of preparatory training) that must be met by the officer who re-gains employment before the officer may again be eligible for certification.

Officers decertified for failure to achieve an associate degree or 60-accredited credits within their first five (5) years of law enforcement/tribal law enforcement officer employment must meet the college credit requirement before returning to law enforcement or tribal law enforcement employment. If a decertified officer meets the requirement and re-gains law enforcement or tribal law enforcement employment between 6 months and 3 years from the date they were decertified by the Board, the officer will be eligible for recertification without having to re-complete preparatory law enforcement officer training.

Officers decertified for failure to comply with a rule, policy, or order of the Board will only be eligible for recertification with approval of the Board. Before recertification may occur, the decertified officer must demonstrate to the Board that they are in compliance with the rule, policy, or order that led to decertification and must meet all training requirements (up to and including re-completion of preparatory training) as determined by the Board.

PROCEDURE

1. Employers submit the DJ-LE-303: Verification of Employment web form via the Acadis Portal to the Bureau along with applicant fingerprints immediately upon hiring a new officer, and prior to that officer's first date of employment.
2. The Bureau reviews DJ-LE-303 form submissions. Fingerprints are submitted to the Crime Information Bureau for a criminal history records check.
3. The Bureau informs the Board of officers who have met employment standards and gained law enforcement, tribal law enforcement, jail, or juvenile detention officer employment, as well as completed preparatory training, at the quarterly Board meetings held in March, June, September and December. The Board grants certification to eligible officers at its quarterly meetings.

4. After the Board grants an officer certification at one of its quarterly meetings, the Bureau sends a certificate to the officer acknowledging his or her status as a certified officer in Wisconsin. The certificate is sent to the officer at his or her primary employing agency (primary employer).
5. For decertification, the Bureau will attempt to make contact via phone and/or email with the chief administrative officer of an officer's department when it becomes aware that the officer may be eligible for decertification (e.g., An officer does not show completion of 24 hours of recertification training in Acadis for the last state fiscal year.), to try and rectify any discrepancies. At the next regularly scheduled meeting of the Board, a recommendation regarding the officer's certification will be made to the Board.
6. If the Board takes any action that changes the certification status of the officer, the Bureau will notify the officer and the chief administrative officer of the officer's department of the Board's action. Notification shall be made by the Bureau mailing to the chief administrative officer of the officer's department via certified mail, return receipt requested, a copy of the Board's decision, a copy of the allegations upon which action was taken, and a copy of the Bureau's investigation and recommendation. The chief administrative officer or someone designated by him or her shall serve a copy of the documents on the officer involved and shall return an affidavit of service to the Bureau.
7. It will be assumed that the decision of the Board is accepted by the officer unless the officer requests a hearing on the Board's decision. A request for a hearing shall be addressed to the Director of the Bureau, and sent by certified mail, return receipt requested. All hearing requests must be received by the Bureau Director within 15 days of the officer's receipt of the Bureau's decision to decertify.
8. If a hearing is requested, it shall be held as soon as reasonably possible on a date agreed to by both parties, but not exceeding 60 days after receipt of the officer's request for hearing. All hearings will be scheduled before the Executive Committee. An attorney from the Division of Legal Services in the Wisconsin Department of Justice will be appointed to assist the Executive Committee as Hearing Examiner. The Hearing Examiner shall administer pre-hearing proceedings, preside at the hearing, rule on evidence and other questions of procedures, and provide legal advice to the Executive Committee. The decision of the Executive Committee will be the decision of the Board and will have the same effect as a motion adopted by the Board.
9. All hearings will be class 2 proceedings as defined in § 227.01(3)(b), Wis. Stats., and will be conducted in conformity with §§ 227.44 – 227.46, Wis. Stats. Hearings shall be held at the Department of Justice unless the Hearing Examiner orders a different location.

**CERTIFICATION AND DECERTIFICATION OF OFFICERS:
FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

Q. What are the requirements for officer certification in Wisconsin?

A. The requirements are:

1. Meeting the minimum recruitment standards required by the Board.
2. Employment in the area of certification.
3. Electronic submission of the DJ-LE-303 form via the Acadis Portal along with applicant fingerprints.
4. Successful completion of preparatory training for the specific area of certification.

Q. If an individual has completed preparatory training as a pre-service student or college certification track student, but is not yet employed, is that person certified?

A. No. An individual must be employed as an officer and meet the Board's recruitment standards to be eligible for certification. However, the individual is "certifiable," meaning that he or she is eligible for certification upon meeting the Board's recruitment standards and upon employment. See Time Frames to Gain and Re-Gain Officer Employment.

Q. Can an officer be certified in more than one category?

A. Yes. An officer can be certified in any, or all of the three (3) basic categories: law enforcement/tribal law enforcement officer, jail officer, and juvenile detention officer.

Q. For what reason(s) can an officer be decertified?

A. The Board may decertify law enforcement, tribal law enforcement, jail, and juvenile detention officers who violate or fail to comply with a rule, policy, or order of the Board relating to curriculum or training, who falsify information to obtain or maintain certified status, who are certified as the result of an administrative error, who are convicted of a felony or of any offense that, if committed in Wisconsin, could be punished as a felony, who are convicted of a misdemeanor crime of domestic violence, or who fail to pay court-ordered payments of child or family support maintenance, birth expenses, medical expenses, or other expenses related to the support of a child or former spouse, or who fail to comply, after appropriate notice, with a subpoena or warrant issued by the Department of Children and Families or a county child support agency under § 59.53 (5) and related to paternity or child support proceedings.

The Board also decertifies law enforcement and tribal law enforcement officers for failure to achieve an associate degree or 60-accredited credits within their first five (5) years of law enforcement or tribal law enforcement employment, and for failure to complete a minimum of 24 hours of annual recertification training including the Board-approved Handgun Qualification Course and biennial Vehicle Pursuit training.

Q. What is the consequence of decertification?

A. A decertified officer is ineligible to retain employment and is ineligible for re-employment and recertification for a minimum of six (6) months from the date of decertification.

Officers decertified for failure to complete the 24-hour annual recertification training requirement, the annual Handgun Qualification Course, and/or the biennial Vehicle Pursuit Training requirement, will only be eligible for recertification with approval of the Board. The Board will determine training requirements (up to and including re-completion of preparatory training) that must be met by the decertified officer who re-gains employment before the officer may again be eligible for certification.

Officers decertified for failure to achieve an associate degree or 60-accredited credits within their first five (5) years of law enforcement/tribal law enforcement officer employment must meet the college credit requirement before returning to law enforcement or tribal law enforcement employment. If a decertified officer meets the requirement and re-gains law enforcement or tribal law enforcement employment between 6 months and 3 years from the date they were decertified by the Board, the decertified officer will be eligible for recertification without having to re-complete preparatory law enforcement officer training.

Officers decertified for failure to comply with a rule, policy, or order of the Board will only be eligible for recertification with approval of the Board. Before being recertified, the decertified officer will need to demonstrate to the Board that they are in compliance with the rule, policy, or order of the Board that led to

decertification, and will meet all training requirements (up to and including re-completion of preparatory training) as determined by the Board.

College Credit Requirement

References: § 165.85(3)(b), Wis. Stats.
§§LES 1.03(1) and LES 2.01(1)(e), Wis. Admin. Code

POLICY

Law Enforcement/Tribal Law Enforcement College Credit Requirement

An applicant for employment as a law enforcement or tribal law enforcement officer must:

- Possess an associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state; OR
- Have earned at least 60-accredited credits or higher. The 60-college credit standard is defined in terms of semester credits. Quarter credits may be converted to semester credits by multiplying quarter credits by two-thirds. Generally, 90 quarter credits are equivalent to 60-semester credits.

Time Frame to Meet the College Credit Requirement

Employed law enforcement and tribal law enforcement officers hired on or after February 1, 1993, must meet the college credit requirement within five (5) full years of their date of initial law enforcement or tribal law enforcement employment. Officers hired prior to February 1, 1993, are exempt (grandfathered) from the college credit requirement and will never be required by the Board to meet the college credit requirement.

Verification that the College Credit Requirement Has Been Met

Law enforcement and tribal law enforcement officers who have not already met the college credit requirement at the time of hire must provide their employer with an official college transcript(s) once the college credit requirement has been met. The college transcript(s) must be held in local personnel records and made available for review by the Bureau upon request. The employing agency notifies the Bureau when a law enforcement or tribal law enforcement officer has met the 60-college credit requirement via submission of the DJ-LE-303N: Education Change form submitted electronically via the Acadis Portal immediately (no more than 30 days) following a change in officer education (achievement of an associate degree or at least 60-accredited credits).

College Credit Waivers

A maximum of 30 credits may be waived by the Board for officer's who qualify for a waiver. Officers may request a waiver of college credits via submission of form DJ-LE-331, the *Application for Waiver of College Credits* form. The Board is not an accredited higher learning institution, and is therefore limited in its ability to waive college credits. College credits will only be waived for individuals who have training and/or experience (such as military training) that has been evaluated and provided a college credit recommendation by a group such as the American Council on Education (ACE).

Failure to Achieve the College Credit Requirement

Failure to achieve the college credit requirement within an officer's first five (5) years of law enforcement or tribal law enforcement employment will result in decertification of the officer by the Board. An officer who is decertified for failure to achieve the college credit requirement may not re-gain law enforcement or tribal law enforcement employment until they have met the college credit requirement; and no earlier than six (6) months from the date that they were decertified. If an officer meets the requirement and re-gains law enforcement/tribal law enforcement employment between 6 months and 3 years from their decertification date, the officer may be recertified without having to re-complete preparatory law enforcement officer training.

PROCEDURE

1. Employers report the educational level of a new officer when they submit the DJ-LE-303: Verification of Employment web form via the Acadis Portal to the Bureau.
2. Reminder letters are sent annually to officers who have not met the college credit requirement. A copy of the reminder letter is sent to the officer's primary employer.
3. The *Name and Education Change* form (web form), shall be submitted electronically via the Acadis Portal immediately (no more than 30 days) following a change in officer education (achievement of an associate degree or at least 60-accredited credits). An official college transcript will be held in local personnel records for the officer and will be available for review by the Bureau upon request.
4. If an individual wishes to apply for a waiver of a portion of the college credit requirement (up to 30 credits maximum), they may submit form DJ-LE-331. The Board reviews all such requests at its quarterly meetings and determines if an applicant is eligible for a waiver of college credits.
5. If an officer fails to comply with the college credit requirement within the five (5) year time limit, Bureau staff will initiate decertification of the officer. This process includes advanced notification to the officer and employer of the recommendation to decertify.

COLLEGE CREDIT REQUIREMENT: FREQUENTLY-ASKED QUESTIONS AND ANSWERS

Q. Is there an exemption to the college credit requirement?

A. Yes. Law enforcement officers and tribal law enforcement officers who were first employed before February 1, 1993, are exempt (grandfathered) from the college credit requirement. **Note:** Although the Board will not require an officer first employed prior to February 1, 1993, to attain an associate degree or 60-accredited credits, employing agencies are permitted to set a higher educational standard under § 165.85(4)(f), Wis. Stats.

Q. Does the college credit requirement apply to jail officers and juvenile detention officers?

A. No. It only applies to law enforcement and tribal law enforcement officers who were first employed on or after February 1, 1993.

Q. Does the requirement commence with each employment?

A. No. The requirement commences on an officer's initial law enforcement or tribal law enforcement employment date.

Q. Do the college credits have to be in law enforcement or criminal justice-related subjects?

A. No. There are no subject matter requirements. The only requirement is that the credits must be associate degree level or higher. Technical diploma level credits and continuing education credits (often provided by technical colleges for in-service training) do not count toward meeting the college credit requirement.

Q. Does achievement of the college credit requirement exempt a person from having to attend preparatory law enforcement officer training?

A. No. Educational and training standards are separate.

Q. Does the state notify officers of their status regarding the college credit requirement?

A. Yes. When the Bureau receives the DJ-LE-303: Verification of Employment web form for a law enforcement or tribal law enforcement officer who has not met the college credit requirement, the Bureau sends a notice to the officer at his or her place of employment. The Bureau also sends annual reminder letters to law enforcement and tribal law enforcement officers and their employers. Failure to receive notification does not relieve an officer of his or her responsibility to attain the college credit requirement.

Q. How does an agency notify the Bureau that an officer has met the educational requirement?

A. If an officer meets the requirement within his or her first five (5) years of law enforcement employment, the officer's employer submits the *Name and Education Change* form (web form), electronically via the Acadis Portal immediately (no more than 30 days) following a change in officer education (achievement of an associate degree or at least 60-accredited credits). An official college transcript does not need to be submitted but must be held in local personnel records and be made available to the Bureau upon request.

Q. What happens if an officer fails to meet the college credit requirement within his or her first five (5) years of law enforcement or tribal law enforcement employment?

A. The officer and his or her employer will be notified in writing that the Bureau does not have record of the officer's completion of the college credit requirement. If verification is not provided that the officer has met the college credit requirement, the officer's name will be referred to the Board for decertification. Decertification recommendations are made at the Board's quarterly meetings in March, June, September and December.

Q. What is the consequence of decertification by the Board?

A. The officer will be ineligible to continue law enforcement or tribal law enforcement employment. An officer who is decertified for failure to achieve the college credit requirement may not re-gain law enforcement or tribal law enforcement employment until they have met the college credit requirement; and no earlier than six (6) months from the date that they were decertified. If an officer meets the requirement and re-gains law enforcement/tribal law enforcement employment between 6 months and 3 years from their decertification date, the officer may be recertified without having to re-complete preparatory law enforcement officer training.

Q. Must college credits be earned as semester credits?

A. No. The college credit standard is defined in terms of semester credits. However, quarter credits can be converted to semester credits by multiplying quarter credits by two-thirds. Generally, 90 quarter credits are equivalent to 60-semester credits.

Q. What determines the accreditation of colleges and universities to award credits?

A. Colleges and universities that are accredited by an accrediting agency or association that is acknowledged by the United States Secretary of Education (to be a reliable authority concerning the quality of education or training) are acceptable to the Board as a source of college credit. Identification of colleges and universities accredited by accrediting agencies approved by the U.S. Department of Education is available at: <http://ope.ed.gov/accreditation>.

Employment Standards

References: §§ 165.85(4) and 66.0501(1) Wis. Stats.
§§ LES 2.01 and LES 2.02, Wis. Admin. Code

POLICY

Minimum Employment Standards

Applicants for employment as a law enforcement, tribal law enforcement, jail, and/or juvenile detention officer must meet the following minimum requirements:

- Applicants must be 18 years of age or older.
- Applicants must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 - A general educational development diploma.
 - A high school diploma issued by a public school education program.
 - A high school diploma issued by a private school.
 - A high school equivalency diploma.
 - Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60-associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
- Law enforcement or tribal law enforcement officers employed on or after February 1, 1993, must possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60-accredited credits. An applicant for law enforcement or tribal law enforcement employment who has not met this standard at the time of initial law enforcement or tribal law enforcement employment must meet the standard by the end of their fifth year of employment.
- Applicants must possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
- Applicants must not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- Applicants for employment as a law enforcement or tribal law enforcement officer must not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.

The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act, 18 U.S.C. §922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal “misdemeanor crime of domestic violence” to ship, transport, possess or receive firearms or ammunition. Law enforcement officers are not exempt from this law.

A “misdemeanor crime of violence,” pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

“Misdemeanor crimes of domestic violence” include all misdemeanors that involve the use or attempted use of physical force (e.g., simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.

- Wisconsin State Statute §66.0501(1) states that no person may be appointed deputy sheriff of any county or police officer of any city, village or town unless that person is a citizen of the United States. This section of statute does not apply to common carriers or to a deputy sheriff not required to take an oath of office.
- Applicants must be of good character as determined from a written report containing the results of the following:
 - The fingerprinting of the applicant with a search of local, state and national fingerprint records.
 - A background investigation conducted by or on behalf of the employing agency.
 - Other investigations as may be deemed necessary to provide a basis of judgment on the applicant’s loyalty to the United States or to detect conditions which adversely affect performance of one’s duty as a law enforcement, tribal law enforcement, jail, or juvenile detention officer.
- Applicants must be free from any physical, emotional or mental condition which might adversely affect performance of duties as a law enforcement, tribal law enforcement, jail, or juvenile detention officer.
- Applicants must undergo a medical assessment by a licensed physician, physician assistant, or nurse practitioner to verify that they can meet the physical standards required of the position. The applicant must also provide the examiner with a personal medical history. The medical assessment will be conducted no more than nine (9) months prior to an applicant’s first date of employment.
- Applicants must complete a satisfactory oral interview with the employing agency.
- Applicants must submit to a drug test for the presence of the following controlled substances or their metabolites: amphetamines, cannabis or cannabinoids, opiates, cocaine, and phencyclidine (PCP). The drug test analysis will only be conducted by a laboratory certified by the United States Substance Abuse and Mental Health Services Administration (SAMHSA). Drug testing must be conducted upon hire, and within 120 days prior to an applicant’s first date of employment.

NOTE: Under §165.85(4)(f), Wis. Stats., any law enforcement or tribal law enforcement agency or sheriff may set recruit training and standards that are higher than the minimum standards set by the Law Enforcement Standards Board.

Records Retention and Review

It is the responsibility of each law enforcement employer to retain and make available for review, documentation of the minimum recruit qualifications for each employed officer. Records shall be made available to the Board, the Bureau, and its employees upon request.

Notification of Officer Employment

Employers submit the DJ-LE-303: Verification of Employment web form via the Acadis Portal to the Bureau along with applicant fingerprints immediately upon hiring a new officer, and prior to that officer's first date of employment. Fingerprints may be submitted electronically via Livescan or Cardscan or on print cards supplied by the Bureau.

Notification of officer employment is made via the DJ-LE-303: Verification of Employment web form for both primary employment and secondary employment. Officers hired for secondary employment are not required to complete a new physical examination or submit fingerprints; however they are required to complete a new drug test.

A new DJ-LE-303: Verification of Employment web form must be completed via the Acadis Portal if an officer transfers employment from one agency to another.

Notification of Officer Status Changes

Officer separation from employment is completed in the Acadis Portal. Specific directions can be found in the Acadis Portal Administrator's Guide. When an officer separates from employment, one of the following options will be chosen:

Separation Option	Definitions
Deceased	Employee has passed away
Resigned in Good Standing	Employee has resigned from the agency in good standing, as opposed to resignation in lieu of termination or resignation prior to completion of an internal investigation
Resigned in Lieu of Termination	Employee has resigned, and had the employee not resigned, their employment would have been terminated by the employing agency (terminated for cause)
Resigned Prior to Completion of Internal Investigation	Employee resigned before the employing agency could complete an internal investigation based on allegations of misconduct or allegations of poor performance
Retired	Employee has retired
Separated	For civilian employee separation (not for officers)
Separated Due to Agy Budget Cuts or Disbandment	Employment has ended because of agency budget cuts or because the agency disbanded
Temporary Appointment Ended	Temporary appointment has ended
Terminated for Cause	Employment terminated due to employee misconduct or poor performance

In addition, when an officer separates from employment, eligibility for LEOSA/H.R. 218 must be indicated. One of the following options will be chosen:

Options	Definitions
Yes, officer meets requirements	<p>Law Enforcement Officer is LEOSA/HR218 eligible by meeting all of the following requirements:</p> <ol style="list-style-type: none"> 1. Law enforcement officer separated from service as a law enforcement officer with the law enforcement agency that employed him or her in good standing. 2. Law enforcement officer held law enforcement employment for an aggregate of at least 10 years, or separated from law enforcement service due to a service-connected disability, as determined by the employing agency from which he or she separated from service, after completing any applicable probationary period. 3. Both of the following: <ol style="list-style-type: none"> a. A qualified medical professional employed by the law enforcement agency from which the officer separated from service has not found the officer to be unqualified to be a law enforcement officer for reasons related to the officer’s mental health. b. The law enforcement officer has not entered into an agreement with the law enforcement agency from which he or she separated from service in which the officer acknowledges that he or she is not qualified to be a law enforcement officer for reasons related to his or her mental health and in which he or she declines the photographic identification for that reason. 4. The law enforcement officer is not prohibited under federal law from possessing a firearm.
No, officer does not meet requirements	<p>Law Enforcement Officer is LEOSA/HR218 ineligible due to any or all of the following reasons:</p> <ul style="list-style-type: none"> • Law enforcement officer did not separate from service as a law enforcement officer in good standing. • A qualified medical professional employed by the law enforcement agency from which the officer separated from service has found the officer to be unqualified to be a law enforcement officer for reasons related to the officer’s mental health. • The law enforcement officer has entered into an agreement with the law enforcement agency from which he or she separated from service in which the officer acknowledges that he or she is not qualified to be a law enforcement officer for reasons related to his or her mental health and in which he or she declines the photographic identification. • The law enforcement officer is prohibited under federal law from possessing a firearm.
Not Applicable	<p>LEOSA/HR218 eligibility does not apply to jail officers or secure juvenile detention officers. LEOSA/HR218 also does not apply to law enforcement officers separating from employment after holding law enforcement employment for an aggregate of less than 10 years.</p>

There are web forms in the Acadis Portal for notifying the Bureau when an officer's name changes, form DJ-LE-303N: Name Change form; and for notifying the Bureau when a law enforcement officer has met the 60-college credit requirement, form DJ-LE-303N: Education Change form.

If an officer separates from employment and one of the following options is chosen: "Resigned in Lieu of Termination", "Resigned Prior to Completion of Internal Investigation", "Terminated for Cause", or the following is chosen for LEOSA/H.R. 218 eligibility: "No, Officer Does Not Meet Requirements", the officer will be flagged in Acadis by the Bureau. If the officer gains employment with a Wisconsin law enforcement agency in the future, the Bureau will notify the new employing agency of the officer's flagged status. Officer separation from employment for any of the following reasons: "Resigned in Lieu of Termination", "Resigned Prior to Completion of Internal Investigation", or "Terminated for Cause", does not necessarily preclude future employment. However, further review of the applicant's past employment history may be warranted.

Employing agencies may also contact the Bureau while conducting a background investigation to determine if an applicant has previously "Resigned in Lieu of Termination", "Resigned Prior to Completion of Internal Investigation", was "Terminated for Cause", and/or is LEOSA/H.R. 218 ineligible. This information is available for officers who separate employment on or after February 1, 2017.

PROCEDURE

1. Upon hire, and prior to an officer's first date of employment, employers verify that the officer has met the employment standards set forth by the Board and Chapter LES 2, Wis. Admin. Code.
2. Employers submit the DJ-LE-303: Verification of Employment web form electronically via the Acadis Portal to the Bureau along with applicant fingerprints immediately upon hiring a new officer, and prior to that officer's first date of employment.
3. The Bureau reviews form DJ-LE-303 submissions. Fingerprints are submitted to the Crime Information Bureau for a criminal history records check.
4. The Bureau informs the Board of officers who have met employment standards, gained officer employment, and met preparatory training standards at the quarterly Board meetings held in March, June, September and December. The Board grants certification to eligible officers at its quarterly meetings.
5. If an officer's employment status changes, employers notify the Bureau by updating the officer's status via the "Personnel Tab" in Acadis, or via a 303N web form for notification of officer name change or completion of the 60-college credit requirement.

EMPLOYMENT STANDARDS:

FREQUENTLY-ASKED QUESTIONS AND ANSWERS

Q. Does a new DJ-LE-303: Verification of Employment web form need to be completed if an officer transfers from one Wisconsin agency to another?

A. Yes.

- Q. Does a new DJ-LE-303: Verification of Employment web form need to be completed if an officer's status changes within an agency (for example, a jail officer is promoted to a law enforcement officer within a sheriff's department)?**
- A. No. For changes in officer status within an agency, the changes are indicated in Acadis via the Personnel tab (see the Portal Administrator's Guide for detailed instructions). If an officer's name changes or there is a change in educational status (achievement of an associate degree or at least 60-accredited credits), the appropriate DJ-LE-303N web form is submitted via the Acadis Portal.
- Q. Who may conduct the medical assessment?**
- A. A licensed physician, physician assistant or nurse practitioner. The examiner should complete the *Medical Assessment* form (DJ-LE-332) or a similar form provided by the employing agency. The completed form will be maintained by the employer.
- Q. When must the medical assessment be conducted?**
- A. The medical assessment must be conducted prior to a law enforcement, jail, or juvenile detention officer's first date of employment. Medical assessments conducted up to nine (9) months prior to an officer's first date of employment are acceptable.
- Q. Must a medical assessment be completed for secondary employment?**
- A. No. The examination completed for primary employment is sufficient.
- Q. When must drug testing be conducted?**
- A. Upon hire, and within 120 days prior to the officer's first date of employment.
- Q. Who may conduct the drug test analysis?**
- A. The drug test analysis must only be conducted by a laboratory certified by the United States Substance Abuse and Mental Health Services Administration (SAMHSA). Prior to sending an applicant for drug testing, ensure that the test site (hospital or clinic) utilizes a SAMHSA-certified drug lab for the specimen analysis. A list of SAMSHA-certified drug labs can be found online at the following web address:
<http://www.samhsa.gov/workplace/resources/drug-testing/certified-lab-list>
- Q. Does drug testing have to be completed for secondary employment?**
- A. Yes.
- Q. May an officer be certified if employment standards have not been met?**
- A. No.
- Q. May a law enforcement agency set employment standards that are higher than the minimum standards set by the Board?**
- A. Yes. Legal authority permitting this is § 165.85(4)(f), Wis. Stats.

Q. Must law enforcement, jail and/or juvenile detention officers meet state residency requirements?

A. There is only a residency requirement for deputy sheriffs or undersheriffs appointed pursuant to § 59.26(1), Wis. Stats. Deputy sheriffs and undersheriffs appointed pursuant to § 59.26(1), Wis. Stats., are required to be county residents at the time of appointment. There are no other residency requirements mandated by the state; but residency requirements may be put in place by law enforcement, jail or juvenile detention employers.

Military Reintegration

POLICY

On December 6, 2011, the Board approved minimum training requirements for returning combat veterans.

Training for Returning Combat Veterans

The Board determined that veteran law enforcement officers returning from combat shall receive the following training from Board-certified instructors prior to returning to domestic law enforcement duties:

- Updates and/or changes to agency policies and procedures
- A legal update
- Refresher training in the following topics incorporating training that addresses equipment differences and the reprogramming of muscle memory to correspond to the equipment and tactics used in domestic environments:
 - Firearms training and qualification (review rules of engagement and use of deadly force)
 - Defensive and Arrest Tactics
 - Emergency Vehicle Operation and Control (transition from tactical driving to domestic driving)
 - Professional Communications Skills (transition language from an environment of war to a domestic environment)

Hours of Training

The amount of time spent on training will depend on the returning combat veteran law enforcement officer's needs and the officer's length of deployment. A minimum of 24 hours shall be spent on training for each year the officer was deployed. If the 4-hour biennial Vehicle Pursuit Training requirement was missed while the officer was deployed, this training shall be made-up as well.

For an officer deployed less than one year, the amount of time spent on training shall be determined by the employing agency. Note: According to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the period an individual has to report back to work or make application for reemployment after military service is based on time spent on military duty. For service of more than 180 days, the officer must report back to work or make application for reemployment within 90 days of release from service. Employing agencies may provide officers with the opportunity to complete training within that 90 day period prior to the officer's scheduled return to work.

Policy for Deployment and Reintegration of Military Personnel

Although not mandatory, The Board also recommends that Wisconsin law enforcement agencies implement a policy for the deployment and reintegration of military personnel.

Pre-Service Graduates and Military Reintegration

Pre-service (including college certification track) graduates who are called to active military duty following graduation from basic law enforcement training, who are able to gain Wisconsin law enforcement employment within three years

of their date of graduation, shall meet the same minimum training requirements listed above after returning from combat and prior to returning to domestic law enforcement duties.

Pre-service graduates who are called to active military duty following graduation, who are not able to gain law enforcement employment within three years following graduation shall re-complete basic law enforcement officer training to be eligible for law enforcement certification. A waiver of the basic training requirement may be considered for pre-service graduates who serve as military police officers or in other positions related to law enforcement while on active military duty. Waivers shall be considered on a case-by-case basis. When a waiver is granted the officer shall meet the same minimum training requirements listed above.

PROCEDURE

1. Returning combat veterans shall receive re-training in Firearms, DAAT, EVOC, and PCS. They shall also be briefed on updates and/or changes to agency policy and be provided a legal update.
2. Returning combat veterans deployed for more than one (1) year shall complete a minimum of 24 hours of training for each year they were deployed.
3. Returning combat veterans deployed for less than one (1) year shall complete training for a minimum number of hours to be determined by their employing agency.
4. Training shall be completed prior to returning to domestic law enforcement duties.

MILITARY REINTEGRATION: FREQUENTLY-ASKED QUESTIONS AND ANSWERS

- Q. Are law enforcement officers who have been on active military duty but not serving in combat required to receive the same training as law enforcement officers returning from combat?**
- A. No. However, if the officer was deployed for one (1) or more years, at least 24 hours of training shall be completed by the officer for each year he or she was deployed. The training that the officer receives shall be determined by the employer. If the officer missed the 4-hour biennial Vehicle Pursuit Training requirement while deployed, this training shall be made up as well.
- Q. Are law enforcement agencies mandated to have a policy for the deployment and reintegration of military personnel?**
- A. No, however the Board highly recommends that agencies adopt a policy. Sample policies are available on WILENET.

Law Enforcement Standards Board

References: §§ 165.85, 15.255, and 15.07, Wis. Stats.
Chs. LES 1-9, Wis. Admin. Code

POLICY

Policy Making Body

The Law Enforcement Standards Board (“Board”) is a policy-making body attached to the Wisconsin Department of Justice, as authorized by state law under § 15.255, Wis. Stats. The primary mission of the Board is to establish and enforce standards for professional employment, education and training of law enforcement, tribal law enforcement, jail, and juvenile detention officers in Wisconsin.

Board Composition

The Board is composed of 15 members, as follows:

- Seven representatives of local law enforcement in Wisconsin, at least one of whom will be a sheriff and at least one of whom will be a chief of police.
- One district attorney holding office in Wisconsin.
- Two representatives of local government in Wisconsin who occupy executive or legislative posts.
- One public member, not employed in law enforcement, who lives in Wisconsin.

(The above members are appointed by the Governor for staggered 4-year terms, but no member will serve beyond the time when the member ceases to hold the office or employment by reason of which the member was initially eligible for appointment.)

- The Secretary of Transportation, or his or her designee.
- The Attorney General, or a member of the Attorney General’s staff designated by him or her.
- The Secretary of Natural Resources, or his or her designee.
- The Special Agent-in-Charge of the Milwaukee Office of the Federal Bureau of Investigation, or the Agent’s designee (who acts in an advisory capacity, but has no vote).

The Executive Committee of the Board

An Executive Committee of the Board has been appointed per Board by-laws. It consists of the Board chairperson, vice-chairperson and three other Board members as appointed by the chairperson. The Board secretary also is included in a non-voting capacity. This Committee meets to consider matters which require

immediate action and is empowered to take necessary actions in behalf of the Board in such situations, provided that such actions do not impact any changes in the overall policies or the rules and regulations of the Board.

PROCEDURE

1. The Board meets quarterly, on the first Tuesday of March, June and December and the first Wednesday of September. A quorum must be present in order to conduct official business. A quorum shall be constituted when eight (8) voting members of the Board are present.
2. Notices of all Board meetings and Executive Committee meetings are posted at the Wisconsin State Capitol; posted on the State Public Meeting Notice Website; posted on WILENET; and published in the Wisconsin State Journal.
3. The staff of the Board, the Training and Standards Bureau, sets the agenda for the quarterly Board meetings.
4. Minutes of all Board meetings are compiled and posted on WILENET after they have been approved by the Board (following the next quarterly Board meeting).
5. Board meetings and business are conducted according to provisions of Board by-laws, as set forth in Wis. Admin. Code ch. LES 9. Meetings are conducted according to Robert's Rules of Order.
6. The Executive Committee meets during the month (February, May, August and November) before the quarterly Board meetings. The Executive Committee conducts business as deemed necessary and appropriate. A quorum is required to conduct official business. A quorum shall be constituted when three (3) voting members of the committee are present.
7. Board meetings and Executive Committee meetings are open to the public.

Pre-Employment Drug Testing

References: § 165.85(4), Wis. Stats.
§§ LES 1.03 and 2.02, Wis. Admin. Code

POLICY

Drug Testing Upon Hire and Prior to Employment

Within 120 days prior to an applicant's first date of employment, the applicant will submit to a drug test for the presence of the following controlled substances or classes of controlled substances or their metabolites:

1. Amphetamines
2. Cannabis or cannabinoids
3. Opiates
4. Cocaine
5. Phencyclidine (PCP)

Notice of Testing

Notice of the date, time, and place of the drug test specimen collection will be given to the applicant no more than three (3) days prior to the date of the scheduled collection. The notice will inform the applicant that appearance for the drug test specimen collection at the stated date, time, and place is mandatory and that failure to appear without just cause to the satisfaction of the prospective employing agency or refusal to provide the specimen will result in denial of certification by the Board. The notice will also inform the applicant that a positive test result for which the applicant cannot provide a legitimate explanation to the satisfaction of the prospective employing agency will result in the applicant being denied employment and being denied certification by the Board.

Testing for Primary and Secondary Employment

Pre-employment drug testing is required for officers hired for primary employment and for officers employed for secondary employment.

Analysis of the Specimen

The specimen is to be analyzed by a laboratory certified by the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). Specimens analyzed by a laboratory not certified by SAMHSA are not valid. A list of SAMSHA-certified drug labs can be found online at the following web address: <http://www.samhsa.gov/workplace/resources/drug-testing/certified-lab-list>.

PROCEDURE

1. An employer schedules the drug test and notifies the applicant in writing. The notification must occur no more than three (3) days prior to the date of the scheduled collection.

2. A positive identification is to be made of the applicant, using a valid photo driver's license, valid passport, or valid military identification card. The specimen is not to be collected without positive identification.
3. The specimen is to be analyzed by a laboratory certified by the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). Specimens analyzed by a laboratory not certified by SAMHSA are not valid.
4. The testing procedure consists of an initial screening test and a confirmatory test when there is a positive initial test result.
5. If an applicant fails to appear for a drug test and does not have an explanation which is adequate to the prospective employing agency, or refuses to take a test, or tests positively, then the Board will deny certification to the applicant.
6. Testing laboratories forward positive test results to the prospective employing agency.
7. The prospective employing agency notifies the Bureau of any positive test results.

**PRE-EMPLOYMENT DRUG TESTING:
FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

Q. Does drug testing have to be conducted for secondary employment?

A. Yes.

Q. Which drug laboratories are federally-certified?

A. The United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) establishes certification standards. Laboratories apply for certification and can produce certification information upon request. Employing agencies should ask the collection site to identify its certified drug-testing laboratory and obtain proof of their certification.

Q. Who pays for the drug test?

A. The prospective employing agency.

Q. Are all drug test results sent to the Bureau?

A. No. Only positive test results are sent to the Bureau.

Q. If a person changes employment within the same agency - such as a jail officer becoming a law enforcement officer; does that person have to undergo another drug test?

A. No.

Preparatory Training

References: § 165.85 (4)(a)1., (4)(b)1. And (4)(c)1., Wis. Stats.
Ch. LES 3, Wis. Admin. Code

POLICY

Board Approval of Training and Training Providers

The Board certifies providers of preparatory training. Preparatory training is primarily provided by Wisconsin technical colleges and employer-based academies.

The Board also determines the minimum amount of preparatory training that must be successfully completed by law enforcement, tribal law enforcement, jail, and juvenile detention officers before they may be eligible for permanent appointment and certification. The Board determines preparatory training content and delivery standards with the assistance of the Curriculum Advisory Committee and the Bureau.

Curriculum Advisory Committee

The Curriculum Advisory Committee is established in § 165.85 (3)(d), Wis. Stats. The Curriculum Advisory Committee is made up of 14 members; 6 chiefs of police and 6 sheriffs appointed on a geographic basis, along with the Director of Training at the Wisconsin State Patrol, and a technical college representative.

Bureau Advisory Committees

The Bureau further utilizes law enforcement advisory committees for Foundations of Professional Policing, the Legal Context, Tactical Skills, Patrol Procedures, Investigations, Domestic Violence and Sexual Assault, Physical Fitness and Officer Wellness, Scenarios, Tactical Emergency Critical Care, and Leadership and Management. The Training and Standards Bureau also utilizes Jail, Juvenile Detention, and Principles of Subject Control advisory committees. The Bureau advisory committees generally meet twice each year to review and develop curriculum. Any revisions or new curriculum are then brought by the Bureau to the Curriculum Advisory Committee for review and approval prior to submission to the Board.

Minimum Training Hours Required by Statute

Wisconsin statute requires minimum completion of 600 hours of preparatory law enforcement officer training by law enforcement and tribal law enforcement recruits; 160 hours of preparatory jail officer training by jail recruits; and 160 hours of juvenile detention officer training by juvenile detention recruits.

Current Training Hours

In December 2014, the Board approved an updated law enforcement officer curriculum that consists of 720 hours of training. All of the Board-certified providers of preparatory law enforcement officer training must offer the 720-hour curriculum for any academy starting on or after January 1, 2016. The Board also approved an updated jail officer training curriculum in December 2007 that consists of 160 hours of training. In December 2011, the Board approved an updated juvenile detention officer training curriculum that also consists of 160 hours of training.

Enrollment Requirements for Law Enforcement and Tribal Law Enforcement Recruits

Law enforcement recruits must meet the minimum employment standards set forth in Wisconsin Administrative Code Chapter LES 2 (see Employment Standards). For a recruit to enroll in preparatory training, the DJ-LE-303: Verification of Employment web form must have already been submitted by the employing agency to the Bureau via the Acadis Portal.

Enrollment Requirements for Pre-Service Law Enforcement Students

The following requirements must be met by students enrolling in preparatory law enforcement officer training:

- Applicants must be 18 years of age or older.
- Applicants must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 - A general educational development diploma.
 - A high school diploma issued by a public school education program.
 - A high school diploma issued by a private school.
 - A high school equivalency diploma.
 - Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60-associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
- Applicants must possess either a two-year associate degree from a Wisconsin technical college system district or its accredited equivalent from another state or a minimum of 60- accredited credits (semester credits) or 90-accredited quarter credits.
- Applicants must possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
- Applicants must not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- Applicants must not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
- Applicants shall be citizens of the United States.
- Applicants must undergo a medical assessment by a Wisconsin licensed physician, physician assistant, or nurse practitioner to verify that they can meet the physical standards required of a law enforcement officer.

- Applicants must complete a satisfactory oral interview with a panel of law enforcement executives or with teaching or counseling staff affiliated with the training school to determine suitability for law enforcement employment and to assess applicant demeanor, background and ability to communicate.

Enrollment Requirements for Jail and Juvenile Detention Recruits

Jail and juvenile detention recruits must meet the minimum employment standards set forth in Wisconsin Administrative Code Chapter LES 2 (see Employment Standards). For a recruit to enroll in preparatory training, the DJ-LE-303: Verification of Employment web form must have already been submitted by the employing agency to the Bureau via the Acadis Portal.

Enrollment Requirements for Pre-Service Jail and Juvenile Detention Students

The following requirements must be met by students enrolling in preparatory jail or juvenile detention officer training:

- Applicants must be 18 years of age or older.
- Applicants must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 - A general educational development diploma.
 - A high school diploma issued by a public school education program.
 - A high school diploma issued by a private school.
 - A high school equivalency diploma.
 - Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60-associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
- Applicants must not have been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- Applicants must undergo a physical assessment by a Wisconsin licensed physician to verify that they can meet the physical standards required of a jail or juvenile detention officer.
- Applicants must complete a satisfactory oral interview with a panel of law enforcement executives or with teaching or counseling staff affiliated with the training school to determine suitability for jail or juvenile detention officer employment and to assess applicant demeanor, background and ability to communicate.

Time Frames for Completion of Preparatory Training

The time frames for completion of preparatory training are set forth in §§ 165.85(4)(a)3., (4)(b)3., and (4)(c)3., Wis. Stats. All law enforcement, tribal law enforcement, jail, and juvenile detention officers first employed on a full-time

or part-time basis on or after April 10, 2014, have within their probationary period of employment, not to exceed 12 months from their first date of employment to complete preparatory training. Upon a showing of good cause by a recruit or a recruit's employer, the Board may extend the recruit's original period of probationary employment for a period of time it deems appropriate to meet the preparatory training requirement.

Failure to Complete Preparatory Training

Failure of a recruit to complete preparatory training within their initial period of probationary employment, not to exceed 12 months from their first date of employment, will result in the recruit being ineligible for certification and ineligible to continue employment as a law enforcement, tribal law enforcement, jail or juvenile detention officer. To be eligible for certification or employment in the future the individual will be responsible for completing preparatory training as a pre-service student at their own expense.

PROCEDURE

1. With the assistance of the Curriculum Advisory Committee and the Bureau, the Board sets minimum standards for preparatory training. Such standards may include any or all of the following: training topics, competencies, learning objectives, and performance standards; time frames for curriculum content; and evaluation and assessment criteria.
2. Employing agencies enroll law enforcement, tribal law enforcement, jail and juvenile detention officers in preparatory training at their local Board-certified training school. For a recruit to enroll in preparatory training, the DJ-LE-303: Verification of Employment web form must have already been submitted by the employing agency to the Bureau via the Acadis Portal.
3. Law enforcement, tribal law enforcement, jail and juvenile detention recruits complete preparatory training during their initial period of probationary employment, not to exceed 12 months from their first date of employment.
4. Pre-service students enroll themselves in preparatory training at their local Board-certified training school. The Board-certified training school must verify that pre-service students meet certain employment standards prior to admission into training.

PREPARATORY TRAINING:

FREQUENTLY-ASKED QUESTIONS AND ANSWERS

Q. Who conducts preparatory training?

- A. Preparatory training is currently offered at Wisconsin technical colleges and at employer-based training academies (Madison Police Academy, Milwaukee Police Academy, Milwaukee County Sheriff's Training Academy, Wisconsin DNR Recruit Warden Academy and the Wisconsin State Patrol Academy), that have received certification from the Board to provide preparatory training.

The Board is only permitted to certify preparatory training programs conducted by an agency of a political subdivision (counties, cities, villages, towns, town sanitary districts, public inland lake protection and rehabilitation districts, and technical college districts) or an agency of the state, per § 165.85(5)(a), Wis. Stats.

Q. How does a recruit enroll in preparatory training?

A. The recruit is enrolled in preparatory training by his or her employing agency. To enroll a recruit in preparatory training, the DJ-LE-303: Verification of Employment web form must have already been submitted by the employing agency to the Bureau via the Acadis Portal.

Q. How does a pre-service student enroll in preparatory training?

A. Pre-service students contact their local Board-certified training school and enroll themselves in training.

Q. Do pre-service law enforcement students need to have an associate degree or 60-accredited credits to enroll in preparatory training?

A. Yes. Pre-service students must have an associate degree or 60-accredited credits (90-accredited quarter credits), to be eligible to enroll in a preparatory law enforcement officer training academy. However, pre-service students who enroll in preparatory law enforcement officer training that is embedded within an associate degree program (college certification track training), are not required to have met the college credit requirement. Such students meet the college credit requirement upon graduating from the college certification track program.

Q. When must law enforcement, tribal law enforcement, jail, and/or juvenile detention recruits complete preparatory training?

A. All recruits first employed on or after April 10, 2014, must complete preparatory training within their initial period of probationary employment not to exceed 12 months from their first date of employment.

Reimbursement of Preparatory Training Expenses

References: § 165.85(5)(b), Wis. Stats.
Ch. LES 5, Wis. Admin. Code

POLICY

Reimbursement of Approved Expenses

The DOJ reimburses approved expenses for instructional services, books, ammunition, supplies, scenario-evaluation expenses and any/all other related materials issued directly to recruits. These expenses are reimbursed on behalf of recruits to the training provider following successful completion of training.

The DOJ also reimburses approved lodging, meal, and travel costs for recruits attending preparatory training. In addition, full salary expenses including allowable fringe benefit expenses will be reimbursed for the last 24 hours of preparatory jail and/or preparatory juvenile detention officer training. These expenses are reimbursed to the political subdivision following successful completion of training. Approved expenses are detailed on the current *Daily Record of Expenses* form, form DJ-LE-304, revised January 2018. To be eligible for reimbursement, the *Daily Record of Expenses* form must be submitted within 90 days following completion of training.

As of December 4, 2012, the Board updated its policy on reimbursement of preparatory training expenses. Approved expenses will be reimbursed for recruits who successfully complete preparatory training at schools located within their employing agency's technical college district. If training is unavailable within an agency's technical college district during a recruit's probationary period of employment, permission must be sought in advance from the Director of the Training and Standards Bureau to send the student to training elsewhere. A formal letter requesting approval to send a student to training outside of an employing agency's technical college district must be submitted to the Director of the Bureau, and an approval letter from the Director of the Bureau must be received by the employing agency before the student may be enrolled in training elsewhere or reimbursement will be denied.

Approved expenses will continue to be reimbursed for recruits employed by the Wisconsin State Patrol, the Wisconsin Department of Natural Resources, the Madison Police Department, the Milwaukee Police Department, and the Milwaukee County Sheriff's Office, for successful completion of preparatory training at their employing agency's training academy.

Reimbursement for Training Relative to Officer Employment

Reimbursement will only be made for recruits who attend preparatory training relative to their employment. The DOJ will not pay for a jail or juvenile detention officer to attend preparatory law enforcement officer training, nor will the DOJ pay for a law enforcement officer to attend preparatory jail or juvenile detention officer training. Furthermore, the DOJ will not reimburse training expenses for officers who are already certified in the area of training, or for officers who have completed training and are eligible for certification.

Reimbursement Following Successful Completion of Training

Reimbursement of approved expenses for instructional services, books, ammunition, supplies, scenario-evaluation expenses and any/all other related materials issued directly to recruits is made by the DOJ, at an

amount approved by the Board, to certified training schools following receipt of student transcripts showing successful completion of training.

The DOJ will not reimburse expenses unless it has an accurately completed DJ-LE-303: Verification of Employment web form on file for the recruit. The DJ-LE-303: Verification of Employment web form will be submitted via the Acadis Portal to the Bureau immediately upon the hire of a recruit, and prior to the recruit's entrance into preparatory training. Employing agencies that submit the DJ-LE-303: Verification of Employment web form to the Bureau after a recruit's first date of training, or after the recruit completes preparatory training, will be ineligible for reimbursement; the employing agency will be responsible for all expenses. Expenses for pre-service students who gain employment while taking part in the academy are also not reimbursable and will not be pro-rated.

Reimbursement for Training Hours Approved by the Board

The DOJ will only reimburse costs for the first 720 hours of preparatory law enforcement officer training; the first 160 hours of preparatory jail officer training; and the first 160 hours of preparatory juvenile detention officer training. Training schools with programs that exceed the minimum training hours approved by the Board must notify employers and students in advance of training. The employing agency will be responsible for all additional costs (including lodging, meal and travel costs) associated with additional training hours.

Reimbursement and Training Failure

In the event a recruit is unsuccessful in the completion of preparatory training, the DOJ will not reimburse recruit expenses; the employing agency will be billed.

PROCEDURE

1. Reimbursement of approved expenses for instructional services, books, ammunition, supplies, scenario-evaluation expenses and any/all other related materials issued directly to recruits is made directly by the DOJ at an amount approved by the Board to certified training schools on behalf of recruits.
2. Reimbursement expenses for approved mileage, meals, lodging, salary, etc., during preparatory training are made on the basis of proper completion and submission to the Bureau of the *Daily Record of Expenses* form (DJ-LE-304), within 90 days following successful completion of training by recruits. Reimbursement is made to the political subdivision in which the recruit is employed.

PAYMENT OF TRAINING EXPENSES:

FREQUENTLY-ASKED QUESTIONS AND ANSWERS

Q. What costs are covered in relation to preparatory training?

A. The DOJ will reimburse expenses for instructional services, books, ammunition, supplies, scenario-evaluation expenses and any/all other related materials issued directly to recruits at an amount approved by the Board to certified training schools on behalf of recruits.

Q. How does an employer request reimbursement of expenses for mileage, meals and lodging?

A. Reimbursement is requested via form DJ-LE-304, the *Daily Record of Expenses* form, which is submitted to the Bureau within 90 days following a recruit's successful completion of preparatory training.

Q. Will the DOJ reimburse approved expenses for recruits who attend preparatory training outside of their technical college district?

A. No. Approved expenses will be reimbursed for recruits who successfully complete preparatory training at schools located within their employing agency's technical college district. If training is unavailable within an agency's technical college district during a recruit's probationary period of employment, permission must be sought in advance from the Director of the Training and Standards Bureau to send the student to training elsewhere. A formal letter requesting approval to send a student to training outside of an employing agency's technical college district must be submitted to the Director of the Bureau, and an approval letter from the Director of the Bureau must be received by the employing agency before the student may be enrolled in training elsewhere or reimbursement will be denied.

Approved expenses will also be reimbursed for recruits employed by the Wisconsin State Patrol, the Wisconsin Department of Natural Resources, the Madison Police Department, the Milwaukee Police Department, and the Milwaukee County Sheriff's Office, for successful completion of preparatory training at their employing agency's training academy.

Q. Who receives reimbursement for recruit expenses of mileage, meals, and lodging?

A. Approved expenses for mileage, meals, and lodging in association with attendance at preparatory training are reimbursed to the political subdivision that employs the recruit.

Q. Is reimbursement available for all or part of the salaries for recruits attending preparatory training?

A. Agencies are eligible for reimbursement of up to 24 hours of salary and fringe benefit costs for recruits attending either jail or juvenile detention officer preparatory training. Reimbursement of salary and fringe benefit expenses is not available for preparatory law enforcement officer training.

Time Frames to Gain and Re-Gain Officer Employment

POLICY

Time Frame to Gain Law Enforcement or Tribal Law Enforcement Employment

Individuals who complete preparatory law enforcement or tribal law enforcement officer training in Wisconsin prior to employment (pre-service), have three (3) years from the date that they successfully complete training to gain employment as a law enforcement or tribal law enforcement officer.

Failure to gain law enforcement or tribal law enforcement employment within three (3) years of graduation from preparatory law enforcement officer training will require re-completion of preparatory law enforcement officer training to re-gain eligibility for certification as a law enforcement or tribal law enforcement officer.

Time Frame to Gain Jail or Juvenile Detention Officer Employment

Individuals who complete preparatory jail or juvenile detention officer training in Wisconsin as a pre-service student, have three (3) years from the date that they successfully complete training to gain employment as a jail or juvenile detention officer.

Failure to gain jail or juvenile detention officer employment within three (3) years of graduation from preparatory training will require re-completion of preparatory jail or juvenile detention officer training to re-gain eligibility for certification as a jail or juvenile detention officer.

Termination of Employment

Upon the termination of employment (resignation, retirement, etc.) of any certified law enforcement, tribal law enforcement, jail or juvenile detention officer, that officer's certification will lapse until the Bureau receives verification of the officer's employment by submittal of the DJ-LE-303: Verification of Employment web form via the Acadis Portal from a new employer.

Time Frame to Re-gain Law Enforcement or Tribal Law Enforcement Employment

A law enforcement or tribal law enforcement officer who holds law enforcement or tribal law enforcement employment for at least one (1) consecutive year prior to termination of employment, has three (3) years from their last date of employment to re-gain employment as a law enforcement or tribal law enforcement officer. After three (3) years of unemployment, law enforcement and tribal law enforcement officers must repeat the entire preparatory law enforcement officer training program to re-gain eligibility for certification as a law enforcement or tribal law enforcement officer.

A law enforcement or tribal law enforcement officer who holds law enforcement or tribal law enforcement employment for less than one (1) consecutive year prior to termination of employment, has three (3) years from the date they successfully completed preparatory law enforcement officer training, or three (3) years from the date they last held law enforcement employment for at least one (1) consecutive year, to re-gain employment as a law enforcement or tribal law enforcement officer. Failure to gain or re-gain employment within the time frames specified will require re-completion of the entire preparatory law enforcement officer training program to re-gain eligibility for certification as a law enforcement or tribal law enforcement officer.

Time Frame to Re-gain Jail or Juvenile Detention Officer Employment

A jail or juvenile detention officer who holds jail or juvenile detention officer employment for at least one (1) consecutive year prior to termination of employment, has three (3) years from their last date of employment to re-gain employment as a jail or juvenile detention officer. After three (3) years of unemployment, the entire preparatory jail or juvenile detention officer training program must be re-completed to re-gain eligibility for certification as a jail or juvenile detention officer.

A jail or juvenile detention officer who holds jail or juvenile detention employment for less than one (1) consecutive year prior to termination of employment, has three (3) years from the date they successfully completed preparatory jail or juvenile detention officer training, or three (3) years from the date they last held jail or juvenile detention employment for at least one (1) consecutive year, to re-gain employment as a jail or juvenile detention officer. Failure to gain or re-gain employment within the time frames specified will require re-completion of the entire preparatory jail or juvenile detention officer training program to re-gain eligibility for certification as a jail or juvenile detention officer.

PROCEDURE

1. Pre-service law enforcement officer training graduates must gain law enforcement or tribal law enforcement employment within three (3) years following graduation or risk losing their eligibility for law enforcement or tribal law enforcement certification.
2. Pre-service jail or juvenile detention officer training graduates must gain jail or juvenile detention officer employment within three (3) years following graduation or risk losing their eligibility for jail or juvenile detention officer certification.
3. A law enforcement or tribal law enforcement officer who holds law enforcement or tribal law enforcement employment for at least one (1) consecutive year prior to termination of employment, has three (3) years from their last date of employment to re-gain employment as a law enforcement or tribal law enforcement officer, or risk losing their eligibility for certification or re-certification.

A law enforcement or tribal law enforcement officer who holds law enforcement or tribal law enforcement employment for less than one (1) consecutive year prior to termination of employment, has three (3) years from the date they successfully completed preparatory law enforcement officer training, or three (3) years from the date they last held law enforcement employment for at least one (1) consecutive year, to re-gain employment as a law enforcement or tribal law enforcement officer. Failure to gain or re-gain employment within the time frames specified will require re-completion of the entire preparatory law enforcement officer training program to re-gain eligibility for certification as a law enforcement or tribal law enforcement officer.

4. A jail or juvenile detention officer who holds jail or juvenile detention officer employment for at least one (1) consecutive year prior to termination of employment, has three (3) years from their last date of employment to re-gain employment as a jail or juvenile detention officer, or risk losing their eligibility for certification or re-certification.

A jail or juvenile detention officer who holds jail or juvenile detention employment for less than one (1) consecutive year prior to termination of employment, has three (3) years from the date they successfully completed preparatory jail or juvenile detention officer training, or three (3) years from the date they last held jail or juvenile detention employment for at least one (1) consecutive year, to re-gain employment as a jail or juvenile detention officer. Failure to gain or re-gain employment within the time frames specified will

require re-completion of the entire preparatory jail or juvenile detention officer training program to re-gain eligibility for certification as a jail or juvenile detention officer.

**TIME FRAMES FOR GAINING OR RE-GAINING OFFICER EMPLOYMENT:
FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

Q. How long does a pre-service law enforcement, jail, or juvenile detention graduate have to gain law enforcement, tribal law enforcement, jail, or juvenile detention employment?

A. Three (3) years following graduation.

Q. If a Wisconsin law enforcement, tribal law enforcement, jail, or juvenile detention officer has been out of law enforcement, tribal law enforcement, jail, or juvenile detention officer employment, for how long does he or she remain eligible for re-employment without re-completion of preparatory training?

A. A law enforcement, tribal law enforcement, jail, or juvenile detention officer who holds law enforcement, tribal law enforcement, jail, or juvenile detention employment for at least one (1) consecutive year prior to termination of employment, has three (3) years from their last date of employment to re-gain employment as a law enforcement, tribal law enforcement, jail, or juvenile detention officer.

A law enforcement, tribal law enforcement, jail, or juvenile detention officer who holds law enforcement, tribal law enforcement, jail, or juvenile detention employment for less than one (1) year prior to termination of employment, has three (3) years from the date they successfully completed preparatory training, or three (3) years from the date they last held law enforcement, tribal law enforcement, jail or juvenile detention officer employment for at least one (1) consecutive year, to re-gain employment as a law enforcement, tribal law enforcement, jail, or juvenile detention officer.

Q. Is there an accelerated course or contingency training course for pre-service law enforcement, tribal law enforcement, jail, or juvenile detention graduates who do not gain employment following graduation within the time frames approved by the Board?

A. No.

Q. Is there an accelerated course or contingency training course for law enforcement, tribal law enforcement, jail, or juvenile detention officers who leave employment and do not re-gain employment within the time frames approved by the Board?

A. No.

Training and Standards Bureau

References: § 165.86, Wis. Stats.
§ LES 1.03(6), Ch. LES 6, and § LES 9.05, Wis. Admin. Code

POLICY

The Department of Justice provides the staff of the Board, in accordance with § 165.86(1)(a), Wis. Stats. The staff is the Training and Standards Bureau. Bureau staff provides administration of the Board's programs toward the following activities:

- Promulgation of administrative rules for the administration of § 165.85, Wis. Stats.
- Establishment of minimum employment, educational and training standards for law enforcement, tribal law enforcement, jail, and juvenile detention officers.
- Certification of persons as being qualified to serve as law enforcement, tribal law enforcement, jail, and/or juvenile detention officers.
- Certification of persons as being qualified to serve as instructors of preparatory law enforcement, tribal law enforcement, jail, and/or juvenile detention officer training courses.
- Certification of persons as being qualified to serve as master instructor trainers of instructor training courses in the following topics: Criminal Justice Instructor Development, Defensive and Arrest Tactics, Emergency Vehicle Operation and Control, Firearms, OMVWI/SFST, Vehicle Contacts, Professional Communication Skills, and Principles of Subject Control.
- Certification and monitoring of training schools (e.g., technical colleges and employer-based academies, etc.), that serve as providers of preparatory law enforcement, jail, and/or juvenile detention officer training courses and instructor training courses.
- Decertification of officers under §165.85(3)(cm), Wis. Stats.
- Development of curriculum for preparatory training courses and instructor training courses.
- Development of curriculum for the annual Handgun Qualification Course.
- Development of curriculum for biennial Vehicle Pursuit training.
- Development of curriculum and coordination of certified instructor update training.
- Coordination of Career Development training and administration of Career Development training grants.
- Awarding of training grants for specialized training courses.
- Reimbursement of approved expenses for tuition, instructional material, living, lodging, meal, and travel costs for employed officers attending preparatory training.

- Auditing officer completion of annual recertification training, annual Handgun Qualification, and biennial Vehicle Pursuit training.
- Reimbursement of annual recertification training expenses.
- Development and maintenance of the Wisconsin Law Enforcement Network: www.wilenet.org.
- Coordination of research as requested by the Board.

Non-Board duties and responsibilities of the Bureau include:

- Identification of employers of law enforcement, tribal law enforcement, jail, and juvenile detention officers.
- Notification to county, municipal, and state officials of reporting requirements for compliance with employment and training standards.
- Maintenance of relevant and appropriate records.
- Support and administration of Department of Justice seminars (e.g., the New Chiefs Training Seminar, the Attorney General's Summit, etc.), and other training programs as requested.

PROCEDURE

The Attorney General, in the capacity as elected head of the Department of Justice, and as required by § 165.86(1)(a), Wis. Stats., provides for the staff of the Board, the Training and Standards Bureau.

The Training and Standards Bureau is located within the Department of Justice under the Division of Law Enforcement Services, 17 West Main Street, Madison, Wisconsin 53703.

Waivers of Training

References: § LES 3.05, Wis. Admin. Code

POLICY & PROCEDURE

Eligibility Requirements for Law Enforcement and Tribal Law Enforcement Officers

The Board considers waivers of preparatory training for law enforcement and tribal law enforcement applicants who meet the following eligibility requirements:

1. Applicants must meet the minimum employment requirements for law enforcement and tribal law enforcement officers set forth in Wisconsin Administrative Code Chapter LES 2.
2. Applicants must have completed preparatory law enforcement officer training in another state (or with the military or federal government) that is similar to Wisconsin's preparatory law enforcement officer training academy.
3. Applicants must hold or have held employment as a certified or licensed law enforcement or tribal law enforcement officer in another state, or hold or have military veteran status in a Military Occupational Specialty (MOS) as a law enforcement officer (Military Police/Security Forces/Master of Arms), full-time for a minimum of one (1) year beyond basic training, fully empowered and paid for all hours worked, and left law enforcement or tribal law enforcement officer employment voluntarily with a good record and been out of that employment for less than three (3) years.

Reciprocity Examination Content for Law Enforcement and Tribal Law Enforcement Officers

Applicants who meet the eligibility requirements are permitted to complete the Law Enforcement Reciprocity Examination in lieu of Wisconsin's preparatory law enforcement officer training academy. The Law Enforcement Reciprocity Examination consists of approximately 200 multiple choice questions derived from the topics covered in Wisconsin's preparatory law enforcement officer training academy.

Application for a Waiver of Preparatory Law Enforcement Officer Training

The *Law Enforcement Reciprocity Examination Application Packet* is available on WILENET. Applications will be considered for those officers who meet the eligibility requirements listed above.

For the *Law Enforcement Reciprocity Examination Application Packet* to be reviewed and processed, the DJ-LE-303: Verification of Employment web form must already be submitted via the Acadis Portal to the Bureau for employed applicants.

All applicants must submit the Law Enforcement Reciprocity Examination Application form with the Authorization for Release of Information.

Military members and veterans who hold, or have held a MOS as a law enforcement officer must also include the following documentation:

- A copy of their DD 214 with honorable discharge status noted, or documentation showing a minimum of 2,000 hours of military law enforcement duty for current serving members.
- A copy of their last evaluation.
- A summary of their duties and responsibilities as a law enforcement officer in the military.
- A copy of their graduation certificate awarding them the law enforcement officer MOS.

Preparation for the Law Enforcement Reciprocity Exam & Examination Dates

Within 30 days of receipt of the *Law Enforcement Reciprocity Examination Application Packet*, employed applicants are notified in writing if they are approved to take the exam. Pre-employment applicants, military members and veterans will be approved by the next Board meeting, and notified in writing immediately following the Board's decision. Approved applicants are provided a User Name and Password for the Academy Student Section on WILENET where they may study the law enforcement student texts in preparation for the exam. The Law Enforcement Reciprocity Examination is offered on the third Thursday of every month at the Wisconsin Department of Justice, 17 West Main Street, Madison, Wisconsin.

Law Enforcement Reciprocity Examination Passing Score and Time Frame for Completion

Approved applicants who qualify to complete the Law Enforcement Reciprocity Examination must attain a score of 70% or higher.

Employed applicants must pass the Law Enforcement Reciprocity Examination, the Handgun Qualification Course, and the 4-hour biennial vehicle pursuit training requirement within their original probationary period of employment, not to exceed 12 months, to be eligible for certification as a Wisconsin law enforcement or tribal law enforcement officer.

Pre-employment applicants have up to 12 months from the date on their approval letter to successfully complete the exam, and up to 12 months from the time they pass the exam to gain a formal offer of law enforcement or tribal law enforcement employment from a Wisconsin law enforcement or tribal law enforcement agency. The actual amount of time that a pre-employment applicant will have to complete the exam and gain law enforcement or tribal law enforcement employment, will depend on how long the applicant has been out of law enforcement or tribal law enforcement employment. An applicant who gains a formal offer of employment as a law enforcement or tribal law enforcement officer shall complete the Handgun Qualification Course and the 4-hour biennial vehicle pursuit training requirement within their first six (6) months of employment to be eligible for certification as a Wisconsin law enforcement or tribal law enforcement officer.

Military members and veterans who hold or have held a MOS as a law enforcement officer have up to 12 months from the date on their approval letter to successfully complete the exam and up to 12 months from the time they pass the exam to gain a formal offer of law enforcement or tribal law enforcement employment from a Wisconsin law enforcement or tribal law enforcement agency. The actual amount of time that military members and veterans have to complete the exam and gain law enforcement or tribal law enforcement employment, will depend on how long they have been out of law enforcement employment. Military members and veterans who gain a formal offer of employment as a law enforcement or tribal law enforcement officer shall complete the Handgun Qualification Course and the 4-hour biennial vehicle pursuit training requirement within their first six (6) months of employment to be eligible for certification as a Wisconsin law enforcement or tribal law enforcement officer.

Law Enforcement Reciprocity Examination Re-Test

If an applicant fails the Law Enforcement Reciprocity Examination, one re-test is allowed. A score of less than 70% on the re-test requires completion of Wisconsin's preparatory law enforcement officer training academy. A re-test and/or completion of preparatory training must be successfully completed within an employed officer's original probationary period of employment not to exceed 12 months.

Law Enforcement Reciprocity Examination Fee

Starting July 1, 2016, law enforcement applicants who have not gained law enforcement employment or those with a conditional offer of employment must pay a Reciprocity Examination fee of \$175 (this fee also covers the cost of one re-test if needed). A check made out to the **Wisconsin Department of Justice** will be submitted along with the reciprocity exam application. There is no cost for employed applicants who successfully complete the Reciprocity Examination or for Veterans applying for the exam through the Law Enforcement Accelerated Development (LEAD) Program. However, if an employed applicant fails the Reciprocity Examination, his or her employing agency will be assessed a \$175 fee, which will cover the cost of the initial test and a re-test.

Eligibility Requirements for Jail Officers

The Board considers waivers of preparatory training for jail applicants who have held employment as a Correctional Officer with the Wisconsin Department of Corrections (DOC) and who meet the following eligibility requirements:

1. Applicants must meet the minimum employment requirements for jail officers set forth in Wisconsin Administrative Code Chapter LES 2.
2. Applicants must have completed a preparatory correctional officer training program with the DOC, been employed by the DOC for a minimum of one (1) year full-time as a correctional officer, and left DOC employment voluntarily with a good record and been out of that employment for three (3) years or less.
3. Applicants must have gained employment as a jail officer with a Wisconsin county jail. The employing agency must have a field training program that can provide sufficient training in the areas that a DOC correctional officer would be missing when coming into a jail officer position. Field training needs to be completed in advance of the Jail Reciprocity Exam, and must include training in:
 - Professional Communication Skills
 - Admitting and Releasing Inmates
 - DOC 350
 - Correctional Law
 - Inmate Supervision and Behavior Control
 - Jail Health Care
 - Principles of Subject Control (POSC)

Reciprocity Examination Content for Jail Officers

Applicants who meet the eligibility requirements are permitted to complete the Jail Reciprocity Examination in lieu of Wisconsin's preparatory jail officer training academy. The Jail Reciprocity Examination consists of multiple choice questions derived from the topics covered in Wisconsin's preparatory jail officer training academy.

Application for a Waiver of Preparatory Jail Officer Training

The *Jail Reciprocity Examination Application Packet* is available on WILENET. Applications will be considered for those officers who meet the eligibility requirements listed above.

For the *Jail Reciprocity Examination Application Packet* to be reviewed and processed, the DJ-LE-303: Verification of Employment web form must already be submitted via the Acadis Portal to the Bureau for the applicant. The *Jail Reciprocity Examination Application Packet* includes a three (3) page form that must be completed and submitted to the Training and Standards Bureau:

1. Jail Reciprocity Examination (signed by the applicant)
2. Release of Information Form (signed by the applicant)
3. Jail Field Training Transcript (signed by the applicant's agency administrator)

Preparation for the Jail Reciprocity Exam & Examination Dates

Within 30 days of receipt of the *Jail Reciprocity Examination Application Packet*, applicants are notified in writing if they are approved to take the exam. Approved applicants are provided a User Name and Password for the Academy Student Section on WILENET where they may study the jail student texts in preparation for the exam. The Jail Reciprocity Examination is offered on the third Thursday of every month at the Wisconsin Department of Justice, 17 West Main Street, Madison, Wisconsin.

Jail Reciprocity Examination Passing Score and Time Frame for Completion

Approved applicants who qualify to complete the Jail Reciprocity Examination must attain a score of 70% or higher.

Applicants must pass the Jail Reciprocity Examination within their original probationary period of employment, not to exceed 12 months, to be eligible for certification as a Wisconsin jail officer.

Jail Reciprocity Examination Re-Test

If an applicant fails the Jail Reciprocity Examination, one re-test is allowed. A score of less than 70% on the re-test requires completion of Wisconsin's preparatory jail officer training academy. A re-test and/or completion of preparatory training must be successfully completed within an employed officer's original probationary period of employment not to exceed 12 months.

Jail Reciprocity Examination Fee

There is no cost to take the Jail Reciprocity Exam.

TRAINING WAIVERS:

FREQUENTLY-ASKED QUESTIONS AND ANSWERS

- Q. Can an applicant who has completed preparatory law enforcement officer training in another state, but not held law enforcement employment, complete the Law Enforcement Reciprocity Examination?**
- A. No. Applicants must have held employment as a certified or licensed law enforcement or tribal law enforcement officer full-time, for a minimum of one (1) year fully empowered and paid for all hours worked, and left certified or licensed law enforcement or tribal law enforcement officer employment voluntarily with a good record and been out of that employment for three (3) years or less.

- Q. Can an applicant who has completed preparatory jail officer training in another state, with the federal government, or the military, complete the Jail Reciprocity Examination?**
- A. No. Currently, the Jail Reciprocity Examination is only for jail officers who have held employment as a Correctional Officer with the Wisconsin Department of Corrections. Applicants must have completed a preparatory correctional officer training program with the DOC, been employed by the DOC for a minimum of one (1) year full-time as a correctional officer, and left DOC employment voluntarily with a good record and been out of that employment for three (3) years or less.
- Q. What types of questions are included on the Law Enforcement Reciprocity Examination and the Jail Reciprocity Examination?**
- A. Both exams include multiple choice questions. The questions on the Law Enforcement Reciprocity Exam are derived from the topics included in Wisconsin's preparatory law enforcement officer training academy. The questions on the Jail Reciprocity Exam are derived from the topics included in Wisconsin's preparatory jail officer training academy.
- Q. What is the application process for the Law Enforcement Reciprocity Examination?**
- A. Applicants who meet the qualifications to complete the Law Enforcement Reciprocity Examination submit the *Law Enforcement Reciprocity Examination Application Packet* to the Bureau along with the requested accompanying documentation. The Bureau then requests verification of the officer's training, employment, and certification from the state, federal agency, or the military where the applicant is currently, or was previously employed as an officer.
- Q. What is the application process for the Jail Reciprocity Examination?**
- A. Applicants who meet the qualifications to complete the Jail Reciprocity Examination submit the *Jail Reciprocity Examination Application Packet* to the Bureau along with the requested accompanying documentation. The Bureau then requests verification of the officer's training and employment with the Wisconsin Department of Corrections. If the Bureau determines that the applicant qualifies for a waiver (or does not qualify for a waiver of training), he or she is notified in writing.
- Q. When must the Law Enforcement Reciprocity Examination be completed?**
- A. Employed applicants must successfully complete the exam within their probationary period of employment, not to exceed 12 months. Pre-employment applicants have up to 12 months from the date on their approval letter to successfully complete the exam, and up to 12 months from the date they pass the exam to gain a formal offer of law enforcement or tribal law enforcement officer employment from a Wisconsin law enforcement or tribal law enforcement agency. Military members and veterans who hold or have held a MOS as a law enforcement officer have up to 12 months from the date on their approval letter to successfully complete the exam, and up to 12 months from the time they pass the exam to gain a formal offer of law enforcement or tribal law enforcement employment from a Wisconsin law enforcement or tribal law enforcement agency.
- Q. When must the Jail Reciprocity Examination be completed?**
- A. The Jail Reciprocity Examination must be completed after the officer has completed field training and within the jail officer's probationary period of employment not to exceed 12 months.

- Q. Where are the Law Enforcement Reciprocity Examination and the Jail Reciprocity Examination offered?**
- A. The Reciprocity Examinations are offered at the Wisconsin Department of Justice (Risser Justice Center), 17 West Main Street, Madison, Wisconsin.
- Q. When are the Reciprocity Examinations offered?**
- A. The exams are offered once a month on every third Thursday.

School Director's Manual



Wisconsin Law Enforcement Standards Board
Training and Standards Bureau

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Definitions

Accredited Credits

Associate degree level credits or higher that have been awarded by a member of the Wisconsin Technical College System or by its equivalent in another state or by a private or state college or university with current membership in good standing in a predominant, national or regional accrediting organization for private or state colleges or universities recognized by the United States Department of Education. Identification of colleges and universities accredited by accrediting agencies approved by the U.S. Department of Education is available at: <http://ope.ed.gov/accreditation>.

Assistant Instructor

Instructor who provides support and assistance to a certified or credentialed instructor. The assistant instructor need not be Board-certified, but shall be familiar with the program outcomes, competencies, learning objectives, and performance standards and have at least one year of full-time, or at least 2,000 hours, experience as a criminal justice practitioner.

Board

The Wisconsin Law Enforcement Standards Board.

Bureau

The Training and Standards Bureau of the Division of Law Enforcement Services of the Wisconsin Department of Justice.

Certified Instructor

An instructor who is certified by the Board to instruct Board-approved curriculum to recruits and Board-certified officers.

College Certification Track Training

Preparatory training incorporated in either an associate degree program or bachelor's degree program.

Core Criminal Justice Course

A college certification track training course that includes Board-approved program outcomes, competencies, learning objectives and performance standards.

Course

An educational segment consisting of a series of instructional periods that are offered within a specific period of time to teach a particular topic.

Credentialed Instructor

An instructor who is registered with the Board to instruct Board-approved curriculum by virtue of being licensed by another state agency or by virtue of being certified by a Board-approved organization that certifies individuals as instructors.

Credentialed Instructor Registration

The process by which individuals are authorized by the Board to act as primary instructors of preparatory and annual recertification training courses by virtue of being licensed by another state agency or by virtue of being certified by a Board-approved organization.

DOJ

The Wisconsin Department of Justice.

Instructor Certification

The process by which individuals with a criminal justice background are authorized by the Board to act as primary instructors of Board-approved curriculum by virtue of meeting minimal occupational and educational qualifications.

Instructor Development Course

A Board-approved course that introduces instructor certification candidates to general teaching methods, instructor functions and instructor responsibilities in teaching, conducting, and evaluating preparatory training and annual recertification training . Completion of an instructor development course is a pre-requisite for admission to a topic-specific instructor course.

Master Instructor Trainer

An instructor approved by the Board to teach a topic-specific instructor course or instructor development course.

Officer

A law enforcement, tribal law enforcement, jail or juvenile detention officer.

Preparatory Training

The basic training and testing that a recruit or pre-service student must complete successfully before the applicant is eligible for permanent employment and certification as an officer.

Pre-Service Training

Preparatory training completed at a Board-certified training school prior to employment.

Pre-Service Student

An individual who meets the minimum recruitment qualifications set by the Board and enrolls in preparatory training at his or her own expense prior to employment.

Primary Instructor

The Board-certified or registered credentialed instructor, employed by a training school, who is responsible for instructional delivery of Board-approved course content. The primary instructor ensures that Board-approved program outcomes, course competencies, performance standards and learning objectives are presented. A primary instructor of a preparatory course is responsible for documenting and assessing student achievement through evaluations, scenarios and formal assessment instruments.

Recruit

A sworn officer who has not been certified within the past three years, currently employed on a probationary or temporary basis in compliance with the minimum recruitment qualifications set by the Board, who is enrolled in preparatory training at a Board-certified training school.

School Director

An individual whose primary responsibility is to administer the criminal justice training program at a training school regardless of title assigned by the governing institution.

Subject Matter Expert

An individual who holds special knowledge, skill or ability regarding a subject of inquiry, acquired by study, investigation, observation, practice or experience that is not likely to be possessed by the ordinary layman. A subject matter expert is qualified based on their knowledge, skill, experience, training and education.

Topic-Specific Instructor Course

A Board-approved instructor course that builds upon the concepts learned in an instructor development course. Topic-specific instructor courses prepare instructor certification candidates to teach certain courses in preparatory training by developing their understanding of how to use the course materials, how to conduct training sessions and how to evaluate student progress ensuring course consistency, quality and appropriate documentation.

Training School

A Wisconsin technical college, state college or university, an employer-based training academy or another criminal justice-related entity that has received certification from the Board to provide preparatory training, instructor development courses and topic-specific instructor courses.

Advance Notice of Preparatory Training

POLICY

At the beginning of each fiscal year, by no later than July 1st, school directors will submit an operating plan that includes the following items for the fiscal year (July 1st – June 30th) to the Bureau:

- a. Projected number of full-time and part time preparatory training academies (Law Enforcement, Jail, and Juvenile Detention).
- b. Projected number of sponsored students for the fiscal year.
- c. Projected dates for all preparatory academies for the fiscal year.

School directors will submit a class schedule to their respective Field Representative at least 30 days prior to an academy start date.

School directors will post all preparatory training course announcements on WILENET at the following link: <https://wilenet.org/html/career/index.html#prep-train>.

School directors will promptly notify the Bureau and their respective Field Representatives via e-mail of any changes to planned preparatory training dates and/or cancellations.

Admission to Preparatory Training

POLICY

Minimum standards must be met for the admission of students into preparatory training. School directors are responsible for ensuring that the minimum standards have been met prior to the admission of recruits and pre-service students. Training schools may have more stringent requirements than those listed in this manual for admission of pre-service students into preparatory training. Recruits will be provided priority in the Law Enforcement Academy admission process. Sponsoring agencies are required to adhere to the application deadline set by the Training Academy. Training Academies are required to notify their supporting agencies of the timelines for application. After the application deadline, admission will be based on Training Academy availability.

I. For Law Enforcement (LE), Jail and Juvenile Detention Recruits, the following requirements must be met for enrollment in preparatory training:

1. For a recruit to enroll in preparatory training, the 303 web form, the *Verification of Employment Standards and Application for Certification* form, must have already been submitted by the employing agency to the Bureau via the Acadis Portal. Recruits may use the “*Email my Professional History Report*” feature in Acadis to provide verification to a training school that they are employed and have met the minimum employment requirements.
2. Complete form DJ-LE-310, *Student Authorization for Release of Information*.
3. All Law Enforcement Recruits must complete and pass a Physical Readiness Assessment within 180 days of the start of the academy. The assessment may be done at any Board-certified training school and the Physical Fitness Certificate form will serve as proof of completion of this requirement and will be kept as part of the student’s record.

II. For Pre-Service Law Enforcement Students, the following requirements must be met for enrollment in preparatory training:

1. Complete form DJ-LE-310, *Student Authorization for Release of Information*.
2. Complete the application for enrollment in Law Enforcement, Jail or Juvenile Detention Officer training via a web form in Acadis: <http://lesbportal.doj.state.wi.us> and click on "Web Forms".
3. Complete an oral interview with a panel of criminal justice professionals and teaching or counseling staff affiliated with the training school. A written rating by the panel expressing an opinion regarding the applicant's demeanor, background, ability to communicate and suitability for the rigors of the academy and the law enforcement profession shall be maintained by the school and inform the decision of whether or not the student should be admitted into the academy.
4. Undergo a criminal history records check conducted by training school staff and submit fingerprints to the Bureau for review by appropriate state and federal agencies. An unpardoned felony conviction or misdemeanor crime of domestic violence conviction will prohibit an applicant from taking part in preparatory law enforcement officer training, and will prohibit employment as a law enforcement officer. The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act, 18 U.S.C.

§922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal “misdemeanor crime of domestic violence” to ship, transport, possess or receive firearms or

ammunition. Law enforcement officers are not exempt from this law with respect to their receipt or possession of firearms or ammunition.

A “misdemeanor crime of domestic violence,” pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

“Misdemeanor crimes of domestic violence” include all misdemeanors that involve the use or attempted use of physical force (i.e. simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.

5. Undergo a medical assessment. A medical assessment will be conducted to verify that the applicant can meet the physical standards required to complete the academy. The assessment will be conducted by a licensed physician, physician assistant or nurse practitioner utilizing the *Medical Assessment* form (DJ-LE- 332), which provides the physician with a description on which to base the assessment. The applicant will also complete a personal medical history, a copy of which is to be submitted to the examining physician, nurse practitioner or physician assistant for reference.

6. Possess a valid Wisconsin driver’s license or other such valid operator’s permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle.

7. Be at least 18 years of age and a United States citizen, and complete form DJ-LE-322, *Birth Certificate Verification*, to provide verification of age and citizenship.

8. Possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance include any of the following:

a. A general educational development diploma.

b. A high school diploma issued by a public school education program.

c. A high school diploma issued by a private school.

d. A high school equivalency diploma.

e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing

completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.

9. Have achieved an associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state; OR have earned at least 60 accredited college credits. The 60-college credit standard is defined in terms of semester credits. Quarter credits may be converted to semester credits by multiplying quarter credits by two-thirds. Generally, 90 quarter credits are equivalent to 60 semester credits. Applicants must provide an official college transcript.

10. Complete and pass a Physical Readiness Assessment within 180 days of the start of the academy. The assessment may be done at any Board-certified training school and the Physical Fitness Certificate form will serve as proof of completion of this requirement and will be kept as part of the student's record.

III. For Pre-Service Jail and Juvenile Detention Students, the following requirements must be met prior to enrollment in preparatory training:

1. Complete form DJ-LE-310, *Student Authorization for Release of Information*.

2. Complete the application for enrollment in Law Enforcement, Jail or Juvenile Detention Officer training via a web form in Acadis <http://lesbportal.doj.state.wi.us> and click on "Web Forms."

3. Complete an oral interview with a panel of criminal justice executives and teaching or counseling staff affiliated with the training school. A written rating by the panel expressing an opinion regarding the applicant's demeanor, background, ability to communicate and suitability for the rigors of the academy and the jail or juvenile detention profession shall be maintained by the school and inform the decision of whether or not the student should be admitted into the academy.

4. Undergo a criminal history records check conducted by training school staff and submit fingerprints to the Bureau for review by appropriate state and federal agencies. An unpardoned felony conviction will prohibit an applicant from taking part in preparatory jail or juvenile detention officer training, and will prohibit employment as a jail and/or juvenile detention officer.

5. Undergo a medical assessment. A medical assessment will be conducted to verify that the applicant can meet the physical standards required to complete the academy. The assessment will be conducted by a licensed physician, physician assistant or nurse practitioner utilizing the *Medical Assessment* form (DJ-LE-332), which provides the physician with a description on which to base the assessment. The applicant will also complete a personal medical history, a copy of which is to be submitted to the examining physician, nurse practitioner or physician assistant for reference.

6. Be at least 18 years of age, and complete form DJ-LE-322, *Birth Certificate Verification*, to provide verification of age.

7. Possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalent diploma program, or home education program within the United States or its territories. Criteria for proof of compliance include any of the following:

- a. A general educational development diploma.
- b. A high school diploma issued by a public school education program.
- c. A high school diploma issued by a private school.
- d. A high school equivalency diploma.
- e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.

IV. For Law Enforcement College Certification Track Students, the following requirements must be met prior to participation in any 720-hr academy courses:

1. Complete form DJ-LE-310, *Student Authorization for Release of Information*.
2. Complete the application for enrollment in Law Enforcement, Jail or Juvenile Detention Officer training via a web form in Acadis <http://lesbportal.doj.state.wi.us> and click on "Web Forms."
3. Complete an oral interview with a panel of criminal justice executives and teaching or counseling staff affiliated with the training school. A written rating by the panel expressing an opinion regarding the applicant's demeanor, background, ability to communicate and suitability for the rigors of the academy and the law enforcement profession shall be maintained by the school and inform the decision of whether or not the student should be admitted into the academy.
4. Undergo a criminal history records check conducted by training school staff and submit fingerprints to the Bureau for review by appropriate state and federal agencies. An unpardoned felony conviction or misdemeanor crime of domestic violence conviction will prohibit an applicant from taking part in preparatory law enforcement officer training courses, and will prohibit employment as a law enforcement officer.

The Omnibus Consolidated Appropriations Act of 1997 amended the Federal Gun Control Act, 18 U.S.C. § 922(g)(9). Under these provisions, it is unlawful for an individual convicted of a state or federal "misdemeanor crime of domestic violence" to ship, transport, possess or receive firearms or ammunition. Law enforcement officers are not exempt from this law with respect to their receipt or possession of firearms or ammunition.

A "misdemeanor crime of domestic violence," pursuant to 18 U.S.C. §921(33)(a), means an offense that: has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

“Misdemeanor crimes of domestic violence” include all misdemeanors that involve the use or attempted use of physical force (i.e. simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.

5. Undergo a medical assessment. A medical assessment will be conducted to verify that the applicant can meet the physical standards required to complete the academy. The assessment will be conducted by a licensed physician, physician assistant or nurse practitioner utilizing the *Medical Assessment* form (DJ-LE-332), which provides the physician with a description on which to base the assessment. The applicant will also complete a personal medical history, a copy of which is to be submitted to the examining physician, nurse practitioner or physician assistant for reference.

6. Possess a valid Wisconsin driver’s license or other such valid operator’s permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle.

7. Possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance include any of the following:

a. A general educational development diploma.

b. A high school diploma issued by a public school education program.

c. A high school diploma issued by a private school.

d. A high school equivalency diploma.

e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.

8. Be at least 17 years of age and enrolled as a Wisconsin Technical College System associate degree student. Proof of age is required (form DJ-LE-322, *Birth Certificate Verification* form). Form DJ-LE-322 will also serve as proof of citizenship for admission into the program.

9. Sign and acknowledge compliance with the CJ/LE Associate Degree Program Rules, Penalties and Grievance Procedures.

10. Sign and acknowledge compliance with the CJ/LE Associate Degree Program Grading Policy.

11. Sign and date the Student Declaration form (form DJ-LE-329) declaring intent to complete the CJ/LE Associate Degree Certification Track Program. **Note:** If a student does not sign their intent to complete

the college certification track program, and they later change their mind, they will be required to sign a new declaration form and re-complete all core courses taken as a non-college certification track student.

12. Complete and pass a Physical Readiness Assessment within 180 days of the start of the academy. The assessment may be done at any Board-certified training school and the Physical Fitness Certificate form will serve as proof of completion of this requirement and will be kept as part of the student's record.

V. For Jail and Juvenile Detention College Certification Track Students, the following requirements must be met prior to participation in core criminal justice courses:

1. Complete form DJ-LE-310, *Student Authorization for Release of Information*.
2. Complete the application for enrollment in Law Enforcement, Jail or Juvenile Detention Officer training via a web form in Acadis <http://lesbportal.doj.state.wi.us> and click on "Web Forms."
3. Possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public school, private school, an equivalent diploma program, or home education program within the United States or its territories. Criteria for proof of compliance include any of the following:
 - a. A general educational development diploma.
 - b. A high school diploma issued by a public school education program.
 - c. A high school diploma issued by a private school.
 - d. A high school equivalency diploma.
 - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
4. Be at least 17 years of age and enrolled as a Wisconsin Technical College System associate degree student. Proof of age is required (form DJ-LE-322, *Birth Certificate Verification* form).
5. Sign and acknowledge compliance with the CJ/Corrections Associate Degree Program Rules, Penalties and Grievance Procedures.
6. Sign and acknowledge compliance with the CJ/Corrections Associate Degree Program Grading Policy.
7. Sign and date the Student Declaration form (form DJ-LE-328) declaring intent to complete the CJ/Corrections Associate Degree Certification Track Program. **Note:** If a student does not sign their

intent to complete the college certification track program, and they later change their mind, they will be required to sign a new declaration form and re-complete all core courses taken as a non-college certification track student.

8. Complete an oral interview with a panel of criminal justice executives and teaching or counseling staff affiliated with the training school. A written rating by the panel expressing an opinion regarding the applicant's demeanor, background, ability to communicate and suitability for the rigors of the academy and the jail or juvenile detention profession shall be maintained by the school and inform the decision of whether or not the student should be admitted into the academy.

9. Undergo a criminal history records check conducted by training school staff and submit fingerprints to the Bureau for review by appropriate state and federal agencies. An un-pardoned felony conviction will prohibit an applicant from taking part in Principles of Subject Control, and will prohibit employment as a jail and/or juvenile detention officer.

10. Undergo a medical assessment. A medical assessment will be conducted to verify that the applicant can meet the physical standards required to complete the academy. The assessment will be conducted by a licensed physician, physician assistant or nurse practitioner utilizing the Medical Assessment form (DJ-LE-332), which provides the physician with a description on which to base the assessment. The applicant will also complete a personal medical history, a copy of which is to be submitted to the examining physician, nurse practitioner or physician assistant for reference.

Attendance

POLICY

Recruits and pre-service students enrolled in preparatory training or in core criminal justice courses within a college certification track program are expected to attend all classes.

I. Identification of Excused and Unexcused Absences. School directors are authorized to identify and document "excused" and "unexcused" absences. Excused absences must be made up prior to end of phase during which the absence occurred in the law enforcement academy and prior to the testing scenarios for the jail academy. All unexcused absences will result in failure of the academy.

II. Make-up of Missed Training. Excused instructional hours missed will be made up by the student completing appropriate additional assignments. Make-up assignments will be of sufficient quality to provide the student with the essential information of the instructional period missed. All excused training will be made up and properly documented in the student's folder with the time, topic and instructor noted along with completed assignment(s) demonstrating mastery of the learning objectives missed and signed off on by the school director or their designee.

III. First Responders/Emergency Medical Technicians. First responders and emergency medical technicians who are certified/licensed through the Wisconsin Department of Health and Family Services may be excused from participation in the First Aid, CPR/AED portion of preparatory law enforcement and jail officer training as follows:

1. First Responders. Pre-service students, who are First Responders certified through the Wisconsin Department of Health and Family Services may opt out of the 24-hour First Aid, CPR/AED portion of preparatory law enforcement and 4-hour jail officer training. Recruits, who are First Responders certified through the Wisconsin Department of Health and Family Services may opt out of the 24-hour First Aid, CPR/AED portion of preparatory law enforcement and 4-hour jail officer training with the permission of their employer and at the discretion of the School Director.

2. Emergency Medical Technicians. Pre-service students, who are Emergency Medical Technicians licensed through the Wisconsin Department of Health and Family Services may opt out of the 24-hour First Aid, CPR/AED portion of preparatory law enforcement and 4-hour jail officer training. Recruits, who are Emergency Medical Technicians licensed through the Wisconsin Department of Health and Family Services may opt out of the 24-hour First Aid, CPR/AED portion of preparatory law enforcement and 4-hours jail officer training with the permission of their employer and at the discretion of the School Director.

PROCEDURE:

I. Student attendance is to be tracked for all Board-approved training topics and maintained on file by the School Director.

- II.** School Directors establish and enforce policies and procedures regarding excused and unexcused absences.

- III.** First Responders who opt out of the First Aid, CPR/AED portion of training will submit a copy of their First Responder certificate to the training school. The training school will then submit a copy of the certificate along with the Board-approved transcript (DJ-LE-302) to the Bureau within 30 days following the completion of preparatory law enforcement or jail officer training.

- IV.** Emergency Medical Technicians who opt out of the First Aid, CPR/AED portion of training will submit a copy of their Emergency Medical Technician license to the training school. The training school will then submit a copy of the license along with the Board-approved transcript (DJ-LE-302) to the Bureau within 30 days following the completion of preparatory law enforcement or jail officer training.

- V.** Individuals not enrolled in the academy will not be allowed to participate in any academy classes unless prior approval has been obtained from the Bureau.

Grades/Testing

POLICY & PROCEDURES

I. Achievement Tests

1. The evaluation of students with an achievement test is required in all Board-approved preparatory training topics. In the Jail Academy this may be accomplished with an achievement test at the end of each topic or with a comprehensive test at the end of each week of training which covers all the topics from that week of training.

In the Law Enforcement Academy there are three mandatory end-of-phase exams and several written achievement tests administered by external agencies:

- a. First Aid, CPR/AED test given by American Heart Association/American Red Cross
- b. National Highway Transportation Safety Radar or Laser Test
- c. National Highway Safety Transportation Safety Standardized Field Sobriety Testing Exam

2. In the absence of a higher specified standard, a test score of at least 70% is required. For topics with a national or otherwise specified standard, a test score that meets or exceeds that standard is required. Training schools may establish criteria for minimum passing grades that exceed these standards.

3. The following re-testing guidelines apply to achievement tests:

- a. Students who pass an original test are not allowed a re-test to improve their grade average.
- b. Students who fail any original test may be granted a re-test by the training school. The student is allowed only one re-test for each failed test and the re-test must conform to the same requirements as the original test.
- c. Prior to taking a re-test, a student must successfully complete remediation deemed appropriate by the training school.
- d. For jail and juvenile detention academies, a re-test of a student must be accomplished before the final scenario-based evaluation is conducted at the end of the academy. Any exception must be approved by the school director, documented in writing, and must be kept on file.
- e. For law enforcement academies, in Phase One and Phase Two, trainees must successfully pass a retest of an end-of-phase achievement test by the completion of the second week of the next phase. For Phase Three the trainee must successfully pass a retest of the end-of-phase achievement test prior to participating in the final scenario-based evaluation. These are maximum timeframes and individual schools may establish shorter timeframes. Failure to successfully complete a retest of an end-of-phase achievement test within a school's timeframe results in failure of preparatory training.
- f. A student who passes a re-test will be assigned a score of 70%, or the minimum passing score established by the training school.

g. Failure to pass a re-test will result in the student receiving the original test score and failure of preparatory training in the LE academy.

h. For jail and juvenile detention academies, a student who fails a retest will fail the topic. All failed topics must be re-taken and successfully passed by the student prior to participating in the scenario-based evaluation.

II. Mandatory Performance Assessment Tasks. For topics that have one or more Mandatory Performance Assessment Task (PAT), students must demonstrate their achievement of competence on the PAT(s) to the satisfaction of Board-certified instructors.

1. An individual who fails a Mandatory PAT may be granted a re-test by the training school. A student is allowed one re-test for each failed PAT.

2. Prior to the re-test the student must complete remediation deemed appropriate by the training school.

3. For jail and juvenile detention academies, a re-test of the PAT must be accomplished before the final scenario-based evaluation conducted at the end of the academy. Any exception must be approved by the school director, documented in writing, and must be kept on file. Failure of a Mandatory PAT re-test results in failure of the topic. All failed topics must be re-taken and successfully passed before a student is allowed to participate in the final scenario-based evaluation. This is a minimum standard and training schools may establish other consequences for failure of a topic to include failure of preparatory training.

4. For LE academies, students must successfully pass a PAT retest prior to taking the regularly scheduled end-of-phase achievement test. Failure of a PAT re-test results in failure of preparatory training.

III. Scenario-Based Evaluation. Students must successfully complete all requirements for all topics before participating in the final scenario-based evaluation conducted at the end of preparatory training.

1. Non-Use-of-Force Scenario Evaluation for Jail Preparatory Training

a. Students in jail officer preparatory training must take part in at least four (4) non-use-of force scenarios. Students must be successful in three (3) out of the four (4) or 75%, non-use-of force scenarios.

b. No re-testing is allowed for non-use-of-force scenarios.

c. Students who fail more than one non-use of force scenario must repeat the scenario-based evaluation in its entirety.

2. Use-of-Force Scenario Evaluation for Jail Preparatory Training

a. Students in jail officer preparatory training must take part in one (1) evaluated use-of-force scenario. If a student fails the use-of-force scenario, they may be given the opportunity to take part in another use-of-force scenario (which will be the same type of scenario as the scenario that was performed

unsuccessfully). If performance is successful, the student will pass. If not, the student will fail the scenario-based evaluation.

b. Students who ultimately fail a use of force scenario must repeat the scenario-based evaluation in its entirety.

3. The following **re-testing guidelines** apply to students who fail the scenario-based evaluation in jail preparatory training:

- a. An individual who fails the scenario-based evaluation will be given one (1) opportunity to re-test. A re-test of the scenario-based evaluation may be offered either at the original training school or at a different training school. If a student is re-tested at the original school, a Bureau representative will be present during re-testing. (Note: employer-based training schools that choose to terminate the employment of a recruit who fails the scenario-based evaluation are not obligated to provide the recruit with a re-test.)
- b. The original school will provide the student with an explanation of the reason(s) for failure.
- c. An individual must wait a minimum of two (2) weeks from the conclusion of the failed scenario-based evaluation prior to being allowed to re-test. An individual must complete the re-test within six (6) months of the original failed evaluation.
- d. Prior to commencement of the re-test, the individual will be required to complete remediation work to include no less than reading assignments relating to the failed area(s).
- e. The individual will be subject to the same criteria for passing the re-test of the scenario-based evaluation as is employed for all other students going through the evaluation at the school providing the re-test.
- f. If the individual fails the re-test, that individual will not be granted any additional re-tests. The individual fails preparatory training.
- g. If the individual is employed, and a re-test is permitted by the employer, the DOJ will reimburse the cost of only one (1) successful scenario-based test.
- h. Only costs associated with the successful completion of training and testing will be covered. If the student fails, it is responsibility of the student and/or the employer for any associated costs of a test or re-test. If the individual is a pre-employment student, the individual will be responsible for the costs of the test or re-test.

4. **Scenario Based Evaluation for Law Enforcement Preparatory Training**

- a. Four testing scenarios will be conducted back-to-back without any feedback regarding a student's performance.
- b. At the conclusion of the four testing scenarios students will be notified whether or not they passed all four testing scenarios.
- c. Any student who fails one of the four testing scenarios will be scheduled for a fifth testing scenario during the same scenario testing event. The fifth testing scenario will be equivalent to the failed testing scenario.

- d. The consequence of failing two of the four testing scenarios is failure of preparatory training.
- e. The consequence of failing a fifth testing scenario is failure of preparatory training.
- f. Each testing scenario has a list of required student actions. To pass a testing scenario the student must perform all of the required actions for that scenario. Failure to perform all of the required actions results in failure of the testing scenario.
- g. The option exists for an Instructor Override in the event that a student does something so extremely inappropriate during a testing scenario that the Exercise Control Officer judges it to be sufficient cause for failing the testing scenario. An instructor override requires a detailed defense of why the student should fail, even though the student satisfied all of the Required Actions.
- h. Only one student may be present during a testing scenario. Any cover officer must be the Exercise Control Officer, a role player, or other staff. Another student cannot serve as a cover officer.
- i. To eliminate clues concerning use-of-force, students and role players must wear the same protective gear for all testing scenarios.
- j. Testing scenarios will run uninterrupted except for safety concerns and the substitution of stunt doubles. Otherwise, the Exercise Control Officer will not “pause” a testing scenario.
- k. At the end of each testing scenario the Exercise Control Officer will return the student to the Safety Coordinator without giving the student any indication that the student passed or failed. The Exercise Control Officer will refrain from conducting any form of debrief following a testing scenario.
- l. Testing scenarios must be conducted with the number of role players specified. Additional role players serving as bystanders are not permitted in testing scenarios for reasons of standardization.
- m. In between testing scenarios, the students will return to the designated waiting area. Students will refrain from talking or using personal electronic devices to communicate with each other. The time between training scenarios could be utilized by the school to engage the students in appropriate learning activities. A member of the school’s staff will be in the room with the students at all times to ensure compliance and integrity of the scenario testing.

IV. Reporting, Record Keeping, and Administering Requirements

1. School directors maintain information on student success and completion, test results and re-testing results.
2. School directors will notify their Field Rep and the law enforcement agency administrator where the recruit is employed of a recruit’s failure of an achievement test, PAT or the scenario-based evaluation. The employer has the right to terminate the employment of a recruit who fails an achievement test, PAT or the scenario-based evaluation. If the law enforcement agency administrator permits a re-test, the School Director will notify the law enforcement agency administrator of re-testing results.

3. School directors are expected to establish policies and procedures on administering tests. Schools are also expected to notify students of the policies and procedures regarding testing, re-testing and reimbursement of expenses. At a minimum, school directors will ensure the following:

a. Instructors will not utilize the actual test material during the review for, or remediation prior to, any test or exam or make-up of a test or exam.

b. A responsible individual from the school staff will proctor the written exams and be in the room where the students are taking the written exams at all times to answer questions and monitor for compliance.

c. Unless specifically permitted by the curriculum, the use of books, notes, or any other electronic device during the exam is strictly prohibited. Exam proctors will ensure no books, notes, or electronic devices are present in the vicinity of students taking the written exams. Any use of books, notes, or electronic devices by the student will constitute cheating and be grounds for dismissal from preparatory training.

d. No student will leave the exam room once the exam has started except in an emergency.

Instructor Certification, Credentialed Instructor Registration & Master Instructor Trainer Certification

POLICY & PROCEDURES

I. Any person who participates as a primary instructor in a Board-approved preparatory training course or instructor course, or who employs Board-approved training curriculum to instruct recruits or certified officers shall be certified as an instructor by the Board. Furthermore, certified instructors must be sponsored by a Wisconsin law enforcement agency or Board-certified training school.

1. Law Enforcement Instructors

a. Instructors certified as a “General Law Enforcement Instructor” may instruct any of the following preparatory law enforcement officer training topics:

Academy Orientation
Agency Policy
Basic Response (RESPOND)
Child Maltreatment
Community Resources
Crimes
Crisis Management
Critical Thinking & Decision Making
Cultural Competence
Domestics
Ethics
Fundamentals of Criminal Justice
Incident Command System
Interrogations
Interviews
Juvenile Law
Physical Evidence Collection
Radio Procedures
Report Writing
Sexual Assault
Testifying in Court
TraCS
Traffic Crash Investigation
Traffic Law Enforcement
Victims

b. The following law enforcement training topics require completion of a topic-specific instructor course, and certification/s in these topic areas remains separate from “General Law Enforcement Instructor” certification:

Defensive and Arrest Tactics (DAAT)
Emergency Vehicle Operation and Control (EVO)
Handgun & Rifle
Professional Communication Skills (PCS)

Scenario Instructor
Standardized Field Sobriety Testing (SFST)
Tactical Response Vehicle Contacts

c. Additional educational and/or occupational experience is required for instructor certification in the following topics: Constitutional Law and Officer Wellness. Certification/s in these two topics also remains separate from “General Law Enforcement Instructor” certification.

d. Law Enforcement topics that shall be taught by a registered credentialed instructor include:

Hazardous Materials
First Aid, CPR/AED
Physical Fitness Assessor
Physical Fitness Instructor
Tactical Emergency Casualty Care

2. Jail Instructors

a. Instructors certified as a “General Jail Instructor” may instruct any of the following preparatory jail officer training topics:

Admit/Release Inmates
Correctional Law
Ethics & Ethical Decision Making
Health Care
Hostage Response
Inmate Supervision & Behavior Control
Introduction to Corrections
Jail Security
Prepare Reports
Supervise Special Inmates/Crisis Intervention

b. The following jail training topics require completion of a topic-specific instructor course, and certification/s in these topic areas remains separate from “General Jail Instructor”: Principles of Subject Control (POSC) and Professional Communication Skills (PCS).

3. Juvenile Detention Instructors

a. Instructors certified as a “General Juvenile Detention Instructor” may instruct any of the following preparatory juvenile detention training topics:

Adolescent Development
Admit/Release Juveniles
Behavior Management
Crisis Intervention
Detention Facility Security
Diversity
Health Care

Introduction to Detention Operations
Legal Requirements
Prepare Reports
Principles of Supervision
Stress Management
Suicide Prevention
Supervise Juveniles

b. The following juvenile detention training topics require completion of a topic-specific instructor course, and certification/s in these topic areas remains separate from “General Juvenile Detention Instructor”: Principles of Subject Control (POSC) and Professional Communication Skills (PCS).

4. Additionally, **Fire Safety** and **CPR** shall be taught by a registered credentialed instructor for Jail and Juvenile Detention training.

II. Instructor Certification Process. To qualify for new instructor certification, an applicant must demonstrate a combination of education, occupational experience and proficiency in the instructional process.

1. Applicants must:

a. **Meet Officer Occupational and Educational Standards.**

i. Any applicant requesting certification to teach jail officer training topics in Board-approved jail officer preparatory training or to employ Board-approved curriculum during in-service or recertification training, must at a minimum show evidence of having obtained a high school degree or a high school equivalency diploma from the state of Wisconsin or its equivalent from another state and as having acquired three (3) years of full-time, or at least 6,000 hours, occupational experience as a certified jail officer or as an administrator or specialist in a field directly related to the topic/s that he or she requests certification to instruct.

ii. Any applicant requesting certification to teach juvenile detention officer training topics in Board-approved juvenile detention officer preparatory training or to employ Board-approved curriculum during in-service or recertification training, must at a minimum show evidence of having obtained a high school degree or a high school equivalency diploma from the state of Wisconsin or its equivalent from another state and as having acquired three (3) years of full-time, or at least 6,000 hours, occupational experience as a certified juvenile detention officer or as an administrator or specialist in a field directly related to the topic/s that he or she requests certification to instruct.

NOTE: As of March 1, 2011, any new applicant requesting certification to teach Professional Communication Skills in Board-approved jail or juvenile detention officer preparatory training, must show evidence of being awarded an associate degree or a minimum of 60-accredited semester credits or 90-accredited quarter credits, and as having 3 years of full-time, or at least 6,000 hours, occupational experience as a certified jail or juvenile detention officer, or as an administrator or specialist in a field directly related to Professional Communication Skills. Instructors certified by the Board to instruct

Professional Communication Skills prior to March 1, 2011, are exempt from the college credit requirement.

iii. Any applicant requesting certification to teach law enforcement officer training topics in Board-approved law enforcement officer preparatory training or to employ Board-approved curriculum during in-service or recertification training, must show evidence of being awarded an associate degree or a minimum of 60-accredited semester credits or 90-accredited quarter credits, and as having acquired three (3) years of full-time, or at least 6,000 hours, occupational experience as a certified law enforcement officer or as an administrator or specialist in a field directly related to the topic/s for which he or she requests certification.

An applicant requesting certification to teach Constitutional Law in Board-approved preparatory law enforcement officer training must show evidence of being awarded a master's degree and as having acquired five (5) years of full-time occupational experience, or at least 10,000 hours, as a certified law enforcement officer, or must show evidence of being awarded a bachelor's degree and as having acquired seven (7) years of full-time experience, or at least 14,000 hours, as a certified law enforcement officer.

b. Successfully Complete the Board-approved 32-hour Instructor Development Course (CJ-IDC). Instructor development training must be completed prior to admittance into a topic-specific instructor course. Admittance to the CJ-IDC is only permitted for:

- Law enforcement applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience as a certified law enforcement officer and have attained an associate degree or a minimum of 60-accredited semester credits or 90-accredited quarter credits.
- Jail and juvenile detention applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience as a certified jail officer or juvenile detention officer and have a high school degree or hold an equivalent diploma.

Applicants must submit from DJ-LE-335, the 32-Hour Criminal Justice Instructor Development Course Application, to the training provider (technical college or employer-based academy) along with a copy of their Acadis Training History Report to verify occupational experience, to enroll in the CJ-IDC.

c. Successfully Complete a Topic Specific Instructor Course. A Board-approved topic-specific instructor course must be completed to gain instructor certification in the following topic areas: Defensive and Arrest Tactics (DAAT), Emergency Vehicle Operation and Control (EVOC), Handgun & Rifle Instructor, Scenario Instructor, Principles of Subject Control (POSC), Professional Communication Skills (PCS), Standardized Field Sobriety Testing (SFST), Tactical Response, Tactical Emergency Casualty Care (TECC) and Vehicle Contacts. Admittance to a topic-specific instructor course is only permitted for:

- Applicants who are currently certified (certification has not lapsed) as an instructor by the Board in another topic or topics.

-or-

- Applicants who meet the occupational and educational experience standards for instructor certification and who have completed the CJ-IDC have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours occupational experience, and have completed the CJ-IDC.

Applicants must submit from DJ-LE-336, the Topic Specific Instructor Course Application, to the training provider (technical college or employer-based academy) along with a copy of their Acadis Training History Report to verify current instructor certification or completion of the CJ-IDC, to enroll in a topic specific instructor course.

d. **Request Instructor Certification.** Instructor certification is requested via submittal of form DJ-LE-317, the *Instructor Certification Request* form, and a letter of endorsement from a sponsoring agency (administrator of a Wisconsin law enforcement agency or the director of a Board-certified training academy) to the Bureau. Instructor applicants who meet the Board requirements for instructor certification are granted temporary authorization (provisional certification) to instruct, and they may begin instructing following receipt of notification of approval from the Bureau. **Applicants have two (2) years following the date that they complete the CJ-IDC to complete a topic-specific instructor course (if required for the topic/s), and submit form DJ-LE-317, the *Instructor Certification Request* form.** Failure to complete the required coursework and submit form DJ-LE-317 within two (2) years requires re-completion of the CJ-IDC; re-completion of any topic-specific instructor courses; and submittal of form DJ-LE-317 within two (2) years.

e. **Board Certification.** At the quarterly meetings of the Board, the Board formally reviews requests for instructor certification. Following the quarterly Board meetings, Bureau staff notifies applicants if the Board approved or denied their request for instructor certification.

III. Term of Instructor Certification. The term of certification of a new instructor is three (3) years from the date of Board approval. If a certified instructor receives additional Board-certification, the term of subsequent certification will be for the balance of the initial certification period. All certifications held by an instructor will expire on the same date. Certifications may be subsequently renewed by the Board for three (3) year periods.

IV. Notice of Instructor Certification Renewal. The Bureau will send a renewal notice via email to the instructor within six (6) months prior to the instructor's certification expiration date. The email notification will be sent to the current email address listed for the instructor in the Acadis Portal. Failure to receive notification does not relieve the instructor of their responsibility to maintain certification.

V. Renewal of Instructor Certification. Certified instructors must request recertification via form DJ-LE-318, submitted to the Bureau at least 30 days prior to the instructor's certification expiration date. The application must provide documentary evidence indicating that the applicant has remained active as an instructional practitioner during the previous three (3) year period. Evidence must include at a minimum, the following:

1. Verification the applicant has taught using Board-approved curriculum at least twice within the three (3) year period preceding the application for recertification.

2. A favorable letter of recommendation from a School Director or a dean of a Board-certified training school for whom the applicant has taught or the chief law enforcement officer of an agency for whom the applicant has taught during the previous three (3) year period.

VI. Failure to Attend Instructor Updates. Instructors who fail to attend one (1) Bureau-sponsored instructor update during their three (3) year certification period will be ineligible for recertification. To be eligible for instructor certification in the future, new instructor certification requirements apply including re-completion of instructor development training, topic specific instructor courses and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

VII. Failure to Renew Instructor Certification. Instructors who fail to submit an application for recertification (form DJ-LE-318) prior to, or within six (6) months following the date of expiration are ineligible for recertification and their instructor certification/s will lapse. To be eligible for instructor certification in the future, new instructor certification requirements apply including re-completion of instructor development training, topic specific instructor courses and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

VIII. Credentialed Instructor Registration. To qualify for credentialed instructor registration, an applicant must hold either a valid license issued by the state of Wisconsin or, if approved by the Board, a comparable license issued by another state, or a valid certificate from a Board-approved organization that certifies individuals as instructors. Registered credentialed instructors may instruct in topics in the general professional area covered by the license or certificate.

IX. Topics that Shall be Taught by a Credentialed Instructor. The Board determines topics that shall be taught by a registered credentialed instructor including:

1. First Aid, Cardio Pulmonary Resuscitation and Automatic External Defibrillator (First Aid, CPR/AED) training will be instructed by a person authorized to instruct First Responder Emergency Medical Training or by a person who has received instructor certification in First Aid, CPR/AED by the American Red Cross, the American Heart Association, or the Wisconsin Technical College System.

2. Fire Safety in jail or juvenile detention officer preparatory training will be instructed by an individual who has received Wisconsin Technical College System Fire Service Training Fire Fighter II certification. Instructors certified by the Board to instruct Fire Safety on or before December 5, 2006, will be grandfathered and are not required to have Wisconsin Technical College System Fire Service Training Fire Fighter II certification.

3. Hazardous Materials in preparatory law enforcement officer training will be instructed by a fire fighter who has received Wisconsin Technical College System Fire Service Training Fire Fighter II certification or an individual who has completed the Wisconsin Technical College System Hazardous Materials Operations Level course. Instructors certified by the Board to instruct Hazardous Materials on or before December 5, 2006, will be grandfathered and are not required to have Wisconsin Technical College System Fire Service Training Fire Fighter II certification or completion of the Wisconsin Technical College System Hazardous Materials Operations Level course.

4. Physical Fitness Assessors in preparatory law enforcement officer training will be either a FitForce Coordinator or a Cooper Law Enforcement Fitness Specialist.

5. Physical Fitness Instructors in the preparatory law enforcement officer training will have completed training and be certified by Cooper, FitForce, Cross Fit, Tactical Functional Training, or similar public safety physical fitness organization.

6. To be credentialed as a TECCLEO instructor, the instructor must attend a 16-hour LESB training course. To be eligible to attend the LESB instructor course, the instructor candidate must meet one of the following criteria:

- a. Hold a current EMS Instructor II license issued by the Wisconsin Department of Health Services (DHS); **or**
- b. Hold a current EMT-Basic or higher license issued by DHS, and hold current Law Enforcement Standards Board (LESB) certification as a General Law Enforcement Instructor.

To remain credentialed as a TECCLEO instructor, the instructor must maintain his/her DHS EMS license, and must meet LESB continuing education instructor requirements, including attendance at any mandatory instructor updates. LESB credentialing as a TECCLEO instructor is contingent upon concurrent DHS licensure as an EMS Instructor II or EMT-Basic (or higher), as required for admission into the instructor course. If the instructor's applicable DHS license lapses for any reason, LESB TECCLEO credentialing would immediately cease as well.

X. Topics that May be Taught by a Credentialed Instructor. The Board determines topics that may be taught by a credentialed instructor in place of a Board-certified instructor including:

1. Constitutional Law, Crimes, Juvenile Law, and Testifying in Court in preparatory law enforcement officer training may be instructed by a Wisconsin-licensed attorney.

2. Victims, Domestic, Sexual Assault and Child Maltreatment in preparatory law enforcement officer training may be instructed by a Wisconsin-licensed social worker.

3. Correctional Law in jail officer preparatory training may be instructed by a Wisconsin-licensed attorney.

4. Legal Requirements in juvenile detention officer preparatory training may be instructed by a Wisconsin-licensed attorney.

5. Health Care in jail or juvenile detention officer preparatory training may be instructed by a Wisconsin-licensed medical doctor, registered nurse or physician assistant.

6. Introduction to Corrections in jail officer preparatory training and Introduction to Detention Operations in juvenile detention officer preparatory training may be instructed by a detention facilities specialist employed by the Wisconsin Department of Corrections.

7. Supervise Special Inmates/Crisis Intervention in jail preparatory training may be instructed by a Wisconsin-licensed mental health professional to include a psychiatrist, psychologist, psychiatric social worker or psychiatric nurse.

XI. Term of Credentialed Instructor Registration. The term of registration as a credentialed instructor is three (3) years from the date the Board issues the registration. If a credentialed instructor registers to instruct additional topics, the term of subsequent registration will be for the balance of the initial registration period. All registrations held by a credentialed instructor will expire on the same date. Registrations may subsequently be renewed by the Board for three (3) year periods.

XII. Notice of Credentialed Instructor Registration Renewal. The Bureau will send a renewal notice via email to the credentialed instructor within six (6) months prior to the instructor's certification expiration date. The email notification will be sent to the current email address listed for the instructor in the Acadis Portal. Failure to receive notification does not relieve the instructor of their responsibility to maintain certification.

XIII. Renewal of Credentialed Instructor Registration. Credentialed instructors must request registration renewal with form DJ-LE-318, submitted to the Bureau at least 30 days prior to their registration expiration date. The application must provide documentary evidence of the following:

1. Verification the applicant has taught using Board-approved curriculum at least twice within the three (3) year period preceding the application for registration renewal.
2. Proof the applicant has maintained his or her license issued by the state of Wisconsin or his or her certificate from a Board-designated organization certifying the individual as an instructor.
3. A favorable written recommendation from a School Director or a dean of a Board-certified training school for whom the applicant has taught or from the chief law enforcement officer of an agency for whom the applicant has taught during the previous three (3) year period of registration.
4. Verification the applicant has completed all specialized training requirements related to any topics for which registration renewal is sought as required by the Board.

XIV. Master Instructor Trainer (MIT) Certification. A master instructor trainer is required to serve as the instructor for all Board-approved instructor development and topic-specific instructor courses. In order to be certified as a master instructor trainer an individual must:

1. Hold Board certification as an instructor and be current with all update requirements.
2. Demonstrate to the satisfaction of a School Director, instructional expertise in the topic that certification is requested.
3. Have documented subject matter expertise in the topic that certification is requested.
4. Have attained at least five (5) years of experience as a criminal justice practitioner.

5. Have served as a primary instructor for preparatory training, in-service or specialized training.
6. Possess at least an associate degree or a minimum of 60-accredited semester credits or 90-accredited quarter credits.
7. Be nominated by a School Director after a review of the applicant's portfolio.
8. Some MIT certifications (Scenario and SFST) require specialized training before being certified as an MIT in that topic. To be an MIT in CJIDC requires course shadowing and PAT completion.

XV. Application for Master Instructor Trainer Certification. Application for certification as a master instructor trainer must be submitted to the Bureau. The application form is available on WILENET in the "For Director's Only" section of the website. It is the responsibility of the nominating School Director to maintain documentation of the qualifications of the training school's master instructor trainers that are nominated by that School Director. Each School Director is allowed to nominate four master instructor trainers per Board-approved topic.

XVI. Term of Master Instructor Trainer Certification. The term of certification for a master instructor trainer will be the same term as the original instructor certification.

XVII. Renewal of Master Instructor Trainer Certification. Certified master instructor trainers must request recertification via form DJ-LE-314, submitted to the Bureau at least 30 days prior to their certification expiration date. The application must provide documentary evidence indicating the applicant has remained active as an instructional practitioner during the previous three (3) year period. Evidence will include, at a minimum, the following:

1. Proof that the applicant taught the topic-specific instructor course or instructor development course for which master instructor trainer recertification is sought at least once within the three (3) year period preceding the application for recertification.
2. A letter of recommendation from the School Director, re-nominating the master instructor trainer.
3. Proof the applicant has completed all specialized training requirements related to any topics for which recertification is sought as required by the Board. Failure to attend specialized training updates shall be considered grounds for decertification of a MIT in the topics where update training is required.

XVIII. Primary Instructor. The primary instructor shall be provisionally certified or credentialed by the Bureau, or certified or credentialed by the Board, and present in the classroom at all times.

XIX. Assistant instructors. Assistant instructors may be utilized to assist primary instructors during hands-on training. Assistant instructors must be familiar with the competencies, learning objectives and performance assessment standards, and they must have at least one (1) year of full-time, or at least 2,000 hours, experience as a criminal justice practitioner.

XX. Guest Presenters. Schools may use guest presenters with unique qualifications otherwise not available from certified or credentialed instructors. Guest presenters must have generally accepted

credentials, statewide or nationally, in the specific subject of their presentation. It is the responsibility of the school to have on file prior to the presentation, documentation of the individual's credentials including occupational experience and educational preparation to present. An individual guest presenter may present a maximum of four (4) hours of a preparatory training topic.

XXI. Instructor Rosters. Directors will provide an instructor roster according to following schedules:

1. For full-time and part-time training an instructor roster will be submitted to the Bureau within 30 days following academy completion.
2. For college certification track programs an instructor roster will be submitted to the Bureau within 30 days following the completion of each semester.

Criminal Justice - Instructor Development (CJ-IDC) and Topic-Specific Instructor Courses

POLICY

The Board determines instructor development and topic-specific instructor course content and delivery standards. Board-approved instructor development and topic-specific instructor courses will only be provided by Board-certified master instructor trainers at Board-certified training schools.

I. Minimum Curriculum Requirements. Minimum curriculum requirements for instructor development and topic-specific instructor courses include the following:

1. Board-approved competencies, learning objectives and performance standards.
2. Time frames for curriculum content. The Board has specified time frames for the completion of the following instructor courses:
 - a. Criminal Justice Instructor Development Training = 32 Hours
 - b. Defense and Arrest Tactics = 96 Hours
 - c. Emergency Vehicle Operations and Control = 40 Hours
 - d. Handgun and Rifle = 56 Hours
 - e. Scenario Instructor = 14 Hours
 - f. Principles of Subject Control = 80 Hours
 - g. Professional Communication Skills = 24 Hours
 - h. Standardized Field Sobriety Training = 16 Hours
 - i. Vehicle Contacts = 16 Hours
 - j. Tactical Response = 32 Hours
 - k. Tactical Emergency Casualty Care = 16 Hours
3. Curriculum requirements may also include any or all of the following:
 - a. Guides approved by the Board that specify the minimal instructional content to be taught and general instructional and evaluation strategies.
 - b. Required and/or suggested handout materials, PowerPoint presentations and videos.

III. Admittance Requirements for the CJ-IDC:

1. Law enforcement instructor applicants must have acquired a minimum of 2 ½ years of full-time, or at least 5,000 hours, occupational experience as a certified law enforcement officer and have

attained an associate degree or a minimum of 60-accredited semester credits or 90-accredited quarter credits.

2. Jail and juvenile detention instructor applicants must have acquired a minimum of 2 ½ years of full-time, or at least 5,000 hours, occupational experience as a certified jail officer or juvenile detention officer and have a high school degree or hold an equivalent diploma.

NOTE: If an applicant does not meet the above requirements, they shall not be permitted into the CJ-IDC without first receiving a waiver from the Board.

IV. Admittance Requirements for Topic-Specific Instructor Courses. Admittance to a topic-specific instructor course will only be permitted for applicants who are currently certified (certification has not lapsed) as an instructor by the Board in another topic or topics, and/or for applicants who have completed the CJ-IDC within no more than two years prior to their admittance into a topic-specific instructor course.

NOTE: If an applicant does not meet the above requirements, they shall not be permitted into a topic specific instructor course without first receiving a waiver from the Board.

V. Combining Instructor Courses. Training schools may combine topic-specific instructor courses, but a separate certificate will be provided to students for each topic, and the number of hours devoted to each topic (classroom and/or online) will not differ from the number of hours listed above.

PROCEDURE

I. School directors are responsible for ensuring that only Board-certified Master Instructor Trainers teach the CJ-IDC and topic-specific instructor courses.

II. Applicants for the CJ-IDC will complete and submit the *32-Hour Criminal Justice Instructor Development Course Application*, form DJ-LE-335, prior to participation in the CJ-IDC; and applicants will complete and submit the *Instructor Training Course Application*, form DJ-LE-336, along with a copy of their Acadis Training History Report to verify current instructor certification or completion of the CJ-IDC within no more than two year, prior to participation in any topic specific instructor course. Both forms also require the signature of the student’s agency administrator.

III. School directors will enter the instructor course as a training event into Acadis. If topic-specific courses are combined, a separate *training event* will be submitted for each topic.

IV. The *instructor course* will be entered into Acadis within 10 days following the completion of training.

VI. Certificates of completion will be provided to students by the training school. Certificates will be provided for each CJ-IDC and topic-specific instructor course completed. Schools are not to combine topic-specific instructor certificates. Certificates of completion will include the following:

1. The name of the training school
2. The title of the instructor development or topic-specific instructor course
3. The length of the course (number of hours – include online and classroom hours)
4. The starting and ending dates of the course
5. The name of the course master instructor trainer(s)
6. The name of the student
7. Course competencies and learning objectives will be printed on the back of each certificate

VII. The following records will be maintained for instructor development and/or topic-specific instructor courses for a minimum of five (5) years:

1. A copy of the Acadis Profile verifying Master Instructor Trainer certification for the course instructor.
2. Copies of the *32-Hour Criminal Justice Instructor Development Course Application*, form DJ-LE-335, for instructor development courses, and copies of the *Instructor Training Course Application*, form DJ-LE-336, for topic-specific instructor courses will be maintained on file at the training school.
3. Copy of the *Student Attendance Report*
4. Lesson plans to include the name of the course, the master instructor trainer(s), dates of training and the competencies, learning objectives and performance assessment tasks covered.

VIII. Bureau staff may monitor instructor development and topic-specific instructor courses at certified training schools to ensure adherence to Board-approved curriculum, time frames, instruction requirements and proper admittance of applicants.

IX. Bureau staff will notify school directors of:

1. Any proposed and final revisions or updates to instructor development and topic-specific instructor course curriculum or instructional requirements.
2. Any perceived or apparent problems or concerns regarding the school's delivery of instructor development and/or topic-specific instructor courses.

Preparatory Training Curriculum, Instruction & Time-Frames for Completion of Training

POLICY

The Board determines preparatory training content and delivery standards.

I. Minimum curriculum requirements for preparatory training include the following:

1. A curriculum overview specifying the minimum topics for training.
2. Board-approved competencies, learning objectives and performance standards.
3. Time frames for curriculum content.

II. Curriculum requirements may also include any or all of the following:

1. Instructor and student guides approved by the Board that specify the minimal instructional content to be taught and general instructional and evaluation strategies.
2. Required and/or suggested handout materials, PowerPoint presentations and videos.
3. For psychomotor skills training (e.g., Defensive and Arrest Tactics, Emergency Vehicle Operation and Control, Firearms, Vehicle Contacts, and Principles of Subject Control, etc.), specific instructional and evaluation requirements, including skills competency checklists, as well as requirement for full participation by the students in all hands-on training which includes physically performing all techniques during all training, practice and testing sessions.
4. Standard bank of test questions for cognitive-based testing.

III. Instructor to student ratios. Instructor to student ratios must be followed during hands-on training in the following topic areas (**Note:** Only the lead instructor is required to be certified in the topic):

- a. Defensive and Arrest Tactics – 1:6 (one (1) instructor per six (6) students).
- b. Emergency Vehicle Operation and Control – 1:6 (one (1) instructor per six (6) students).
- c. Firearms – Minimum instructor to student ratio is 1:6 (one (1) instructor per six (6) students). An instructor to student ratio of 1:4 (one (1) instructor per four (4) students) is recommended.
- d. First Aid, CPR/AED – 1:10 (one (1) instructor per ten (10) students).
- e. Vehicle Contacts – Minimum instructor to student ratio is 1:8 (one (1) instructor for each eight (8) students). An instructor to student ratio of 1:6 (one (1) instructor per six (6) students) is recommended.
- f. Standardized Field Sobriety Training – Minimum instructor to student ratio is 1:6 (one (1) instructor per six (6) students). It is recommended that there be one (1) monitor per four (4) volunteers (1:4) during controlled drinking practice sessions.
- g. Principles of Subject Control – 1:6 (one (1) instructor per (6) students).
- h. Tactical Response - 1:6 (one (1) instructor per (6) students).
- i. TECCLEO - 1:6 during non-classroom portion of training (one (1) instructor per (6) students).

Note: If there are just one (1) or two (2) students over the maximum instructor to student ratio, an additional instructor is not required.

IV. Types of Preparatory Training:

1. *Part-time:* Preparatory law enforcement officer training offered sequentially over a 12 to 18-month period. Part-time law enforcement officer training is available for recruits (employed students) and pre-service students. Note: recruits (employed students) must complete preparatory training within the initial 12 months of their hire date.

2. *Full-time:* Preparatory training for recruits or pre-service students.

3. *College Certification Track:* Preparatory training incorporated into an associate or bachelor's degree program for pre-service students.

V. Completion of Preparatory Training. Preparatory training must be completed within specified time intervals as follows:

1. Law Enforcement, Tribal Law Enforcement, Jail and Juvenile Detention Recruits: All law enforcement, tribal law enforcement, jail, and juvenile detention officers first employed on a full-time or part-time basis on or after April 10, 2014, have within their probationary period of employment, not to exceed 12 months from their first date of employment to complete preparatory training.

2. Pre-Service Students:

a. Full-Time Law Enforcement, Jail and Juvenile Detention Training Pre-Service Students: Within two (2) years following the start date of training.

b. Part-Time Law Enforcement Training Pre-Service Students: Within three (3) years following the start date of training.

3. College Certification Track Students: The clock starts for college certification track students on the first day a college certification track student enters into a core criminal justice course.

a. Associate Degree Students: Within three (3) years of the first date a student enters into a core criminal justice course.

b. Bachelor's Degree Students: Within five (5) years of the first date a student enters into a core criminal justice course.

4. Withdrawing from training prior to completion:

a. If a student withdraws from a preparatory training course for reasons other than disciplinary action or failure of the academy, the student, at the discretion of the Academy Director, has the option to come back and finish the academy, provided they can do so within the time limits outlined in paragraphs 1-3 above. School directors will notify the Bureau, via e-mail, when a student withdraws from training and follow up with an incomplete transcript sent to the Bureau.

b. For students who withdraw and subsequently return to a Law Enforcement Academy, they may re-enter training at the beginning of the phase they were in when they left training.

c. It is up to the Academy Director to determine what, if any, remedial training will be offered to students who return to the academy. Depending on the time involved between withdrawal and return, the student may have to re-complete the physical readiness test, medical assessment and the background check (if over a year old) prior to being allowed back into the training.

VI. Active Military Duty and Completion of Preparatory Training.

1. Recruits, pre-service and college certification track students called to active military duty, causing them to surpass the time-period for completion of preparatory training, may extend the time-period of completion by the amount of time that they served on active leave.

2. College certification track students returning from active military duty after a semester has already started will enroll in the next semester of training in which classes are available for their continuation in the college certification track program. In such instances, the extension will begin on the first day of the semester in which the student re-enrolls in classes.

3. When a student returns from active military duty and re-enrolls in training, they must provide the training school with a copy of their DD214 (or DD220 for activations less than 90 days) and their call to active duty deployment notification letter. The DD214 or DD220 lists the number of days that the student was called to active military duty. When the student successfully completes training, a copy of the student's DD214 or DD220 and their call to active duty deployment notification letter must accompany their DOJ transcript submitted to the Bureau.

VII. Restricted Topics

1. The following topics in the Law Enforcement Curriculum are restricted to recruits and pre-service students going through the academy:

- | | |
|---|-------------|
| a. DAAT | f. TECCLEO |
| b. Handgun and Rifle | g. EVOC |
| c. Tactical Response | h. Radar |
| d. Basic Response (DAAT related material) | i. OWI/SFST |
| e. Vehicle Contacts | |

2. The following topics in the Jail Curriculum are restricted to recruits and pre-service students going through the academy:

- a. POSC
- b. Maintain Jail Security: Jail Security Techniques
- c. Jail Hostage Response

3. This means access to the course material for the above topics should be restricted to academy students only. Release of the restricted material to persons outside the academy is by Academy Director written permission only.

4. Non-academy students should not participate in end-of-phase written exams or in the final testing scenarios.

VII. Full and Part-Time Preparatory Law Enforcement Officer Training Course Sequence

Phase I: Introduction and Non-Emergency Response (200 Hours)

I-Y Physical Fitness Pre-Test (Cooper Assessment Test) and Physical Fitness Program (10 hours total)

I-A Academy Orientation (2)

I-B Fundamentals of Criminal Justice (12)

I-C Critical Thinking and Decision-Making (8)

I-Z Ethics I: Individual Character, Values, and Ethics (4)

I-V Cultural Competence I (4)

I-D Agency Policy (2)

I-Q Constitutional Law I (16)

I-R Crimes I (6)

I-E Juvenile Law I (8)

I-F Basic Response (RESPOND) (2) (Teach before Interview and Interrogation, Traffic Law Enforcement, and Vehicle Contacts)

I-N DAAT I (6) (Teach in conjunction with Basic Response and before Interview and Interrogation, Traffic Law Enforcement, and Vehicle Contacts)

I-G Radio Procedures (2) (Teach before Interview and Interrogation, Traffic Law Enforcement, and Vehicle Contacts)

I-S Professional Communication Skills I (8) (Teach before Interview and Interrogation, Traffic Law Enforcement, and Vehicle Contacts)

I-P Report Writing I (8)

I-H Interviews (12)

I-I Introduction to TraCS (2) (Teach before Traffic Law Enforcement, and Vehicle Contacts)

I-W Traffic Law Enforcement I (12) (Teach before Vehicle Contacts)

I-U Vehicle Contacts I (8)

I-T Fundamentals of Firearms (16)

I-J First Aid, CPR/AED (24)

I-O Officer Wellness (4)

I-K Physical Evidence Collection I (8)

Phase I Written Examination (4)

Phase I Integration Exercises (12)

Total Phase I Hours 200

200 = 5 weeks

Phase II: Emergency Response (320)

[I-Y Physical Fitness Program \(16\)](#)

[II-P Report Writing II \(8\)](#) (Teach first in Phase 2)

[II-Q Constitutional Law II \(16\)](#) (Teach before DAAT, Crisis Management, and Domesticity)

[II-R Crimes II \(4\)](#)

[II-S Professional Communication Skills II \(16\)](#) (Teach before DAAT, Firearms, Crisis Management, and Domesticity)

[II-N DAAT II \(54\)](#) (Teach before Domesticity)

[II-T Firearms II \(52\)](#)

II-A Tactical Emergency Casualty Care for LEOs (8) (Teach just before or after Tactical Response)

II-B Tactical Response (24) (Teach after DAAT and Firearms)

II-C Incident Command System (2)

II-D Hazardous Materials and Weapons of Mass Destruction (4)

II-E Crisis Management (20) (Teach before Domesticity)

II-F EVOG (40)

[II-U Vehicle Contacts II \(16\)](#)

II-G Domesticity (16)

Phase II Written Examination (4)

Phase II Integration Exercises (20)

Total Phase II Hours 320

320 = 8 weeks

Phase III: Investigations (160)

[I-Y Physical Fitness Program \(8\)](#)

[III-O Officer Wellness II: Law Enforcement Suicide Prevention \(4\)](#)

[III-P Report Writing III \(4\)](#) (Teach towards the beginning of Phase 3 – first week)

[III-Z Ethics II: Moral Reasoning and Professional Responsibility \(4\)](#)

[III-V Cultural Competence II: Fair and Impartial Policing \(4\)](#)

III-A Interrogations (4)

III-B Testifying in Court (8)

[III-W Traffic Law Enforcement II: Core and Radar Modules \(24\)](#)

III-C Traffic Crash Investigations and Traffic Incident Management (16)

[III-R Crimes III \(4\)](#) (Teach before OWI/SFST)

III-D OWI/SFST (36)

III-E Victims (8)

III-F Sexual Assault (12)

III-G Child Maltreatment (8)

Phase III Written Examination (4)

Phase III Integration Exercises (12)

Total Phase III Hours 160

160 = 4 weeks

VIII. 160–Hour Jail Officer Training Course Sequence

The preparatory jail training course sequence is designed to provide structure so that subject areas that build upon other subject areas are presented at the appropriate time. Each training school is allowed to devise their own schedule provided the guidelines presented below are maintained and the intent of having subject areas build upon other subject areas is followed.

The following courses should be taught during the first week of training:

Introduction to Corrections (4 hours)

Introduction to Principles of Subject Control (Cognitive Component) (First 4 Hours)

Professional Communication Skills (24 hours)

The following courses should be taught at anytime following completion of Professional Communication Skills:

Inmate Supervision and Behavior Control (12 hours)

Supervision of Special Needs Inmates/Crisis Intervention (12 hours)

Maintain Jail Security: Jail Security Techniques (8 hours)

Principles of Subject Control (Final 28 Hours)

Ethics and Ethical Decision Making (4 hours)

Jail Hostage Response (4 hours)

Admit and Release Inmates (10 hours)

Prepare Reports (8 hours)

Correctional Law (8 hours)

Jail Health Care (8 hours)

Cardiopulmonary Resuscitation (CPR) (4 hours)

Jail Fire Safety (10 hours)

Testing/Evaluation (4 hours)

Scenarios (8 hours)

IX. 160-Hour Juvenile Detention Officer Training Course Sequence

The following courses shall be presented at anytime over the 4-week training period:

Introduction to Detention Operations (4 hours)

Professional Communication Skills (24 hours)

Principles of Subject Control (32 hours)

Detention Facility Security (8 hours)

Admitting and Releasing Juveniles (4 hours)

Legal Requirements for Detention of Juveniles (4 hours)

Prepare Reports (8 hours)

Detention Facility Fire Safety (includes CPR certification) (10 hours)

Detention Facility Health Care (12 hours)

Manage Personal Stress (2 hours)

Adolescent Development (8 hours)

Principles of Supervision (2 hours)

Diversity (6 hours)

Behavior Management (16 hours)

Crisis Intervention (4 hours)

Suicide Prevention (4 hours)

Testing/Evaluation (4 hours)

Scenario Testing (8 hours)

X. 24-Hour Co-Located Juvenile Detention Officer Training Course Sequence

The following courses shall be presented at anytime over the 24-hour training period:

Introduction to Detention Operations (1 hour)

Supervising Juveniles (14 hours)

Legal Requirements for Detention of Juveniles (4 hours)

Discipline and Control of Juveniles (4 hours)

Testing/Evaluation (1 hour)

PROCEDURE

I. The Board-approved minimum curriculum requirements may be exceeded. However, training schools will not present instruction that contradicts the preparatory curriculum requirements approved by the Board.

II. School directors are responsible for ensuring that proper instructor to student ratios are followed.

III. Bureau staff may monitor preparatory training courses to ensure adherence to the Board-approved curriculum and instruction requirements.

IV. Bureau staff will notify school directors of:

1. Any proposed and final revisions or updates to curriculum or instructional requirements. Board approved changes will be posted on WILENET by March 1st, and training schools must implement the changes by May 1st.

2. Any perceived or apparent problems or concerns regarding the school's delivery of preparatory training curriculum or instruction.

V. The primary means by which the Bureau monitors compliance is through the Field Representative Program.

1. The Field Representative section provides assistance to Board-certified training schools to ensure understanding of, and compliance with, applicable Wisconsin Statutes, administrative code, and Board policies and procedures. This section conducts on-site audits of basic training, instructor training and recertification training curriculum delivery and academy operations at Board-certified training schools for compliance with Wisconsin State Statute § 165.85 and Wisconsin Administrative Code §§ LES 1 through 9. Each Field Representative has a specific regional assignment.

2. The section's goal is to maintain and enforce certification standards for Board-certified training schools. Additional objectives include:

- Build and foster positive relationships between criminal justice agencies and Board-certified training academies throughout Wisconsin.
- Provide training and information on identified deficiencies to Board-certified training academies.
- Make recommendations for certification and recertification of academies to the Training & Standards Bureau's Compliance Officer.
- Attend local executive and board meetings as representatives of the Bureau.

3. The Field Representatives monitor compliance via announced and unannounced visits to all Board-certified training schools. The goal is to make at least one visit during the course of the Academy

being conducted by a training school. At a minimum, at least one Field Representative will be present during the final testing scenarios for each academy.

4. If during a visit there is a perceived or apparent problem with the delivery of training, the Field Representative will bring the problem to the attention of the Primary Instructor during the first break and work with the instructor to correct the problem. Once the issue is resolved, the Field Representative will verbally notify the School Director of the issue and how it was handled. If the problem is one of safety, or if it will impact a testing evaluation, the Field Representative has the authority to stop the training or testing evaluation to resolve the problem and will immediately notify the senior training school representative on site.

5. At the conclusion of any visit, the Field Representative will file an "Academy Contact Report". If no significant events occurred during the visit, the Field Representative will file the report in the training school's folder on the Y-drive. School Directors may request a copy of the report. If the report contains noted deficiencies, it will be brought to the attention of the Compliance Officer and the School Director. The School Director will be asked to sign the report acknowledging the negative nature of the report. The School Director will then have an opportunity to submit a rebuttal if they disagree with the report, or they may submit a plan of action to correct the noted deficiency. Either the rebuttal or the corrective plan of action must be submitted to the Compliance Officer within two weeks after the School Director has reviewed and signed the original Academy Contact Report.

6. All Academy Contact Reports and any rebuttals or corrective plans of action will become part of a training school's file and may be submitted to the Board for consideration when a training school is due for re-certification. Depending on the nature and severity of a deficiency, additional action may be taken to include a recommendation of decertification of instructors involved and/or a recommendation to the Board that the training school be placed on immediate probation or have its certification revoked. In the event of additional action being taken against instructor(s) or a training school's certification, the instructor(s) and the school will be notified in writing and may request a hearing on the Board's decision in accordance with § LES 6.04, Wisconsin Administrative Code.

Preparatory Training Records

POLICY

I. The following records will be on file for each pre-service student:

1. *Student Authorization for Release of Information* form (DJ-LE-310).
2. Completed application for Enrollment in Law Enforcement, Jail or Juvenile Detention Officer training (found on Acadis public website).
3. Record of oral interview.
4. Results of criminal history records check (good for one year or as long as in the academy program).
5. Completed *Medical Assessment* form (DJ-LE-332), providing authorization for participation in training.
6. *Birth Certificate Verification* form (DJ-LE-322) to provide evidence that the student has attained a minimum age of 18, and to provide evidence of U.S. citizenship (for law enforcement students only).
7. Proof of valid driver's license (law enforcement students only). The results of a check of the issuing agency's driver's license files shall constitute evidence of driver's status.
8. Verification that the student possesses a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalent diploma program, or home education program within the United States or its territories. Criteria for proof of compliance include any of the following:
 - a. A general educational development diploma.
 - b. A high school diploma issued by a public school education program.
 - c. A high school diploma issued by a private school.
 - d. A high school equivalency diploma.
 - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
9. Official college transcript for law enforcement students showing attainment of an associate degree, or a minimum of 60-accredited semester credits or 90-accredited quarter credits (for law enforcement students only).

10. A signed copy of the Law Enforcement Code of Ethics. (*The Law Enforcement Code of Ethics will be administered as an oath to law enforcement students and will be signed off on by law enforcement students.*)

11. Copy of the results of the initial Physical Fitness Assessment (law enforcement students only).

12. Documentation of attendance.

13. Documentation of any disciplinary problems involving students and sanctions imposed.

14. Examination results.

15. (3) Completed and graded writing assignments (law enforcement students).

16. Performance assessment task results.

17. Scenario evaluation results.

18. Copies of student transcripts (DJ-LE-302, DJ-LE-307B, DJ-LE-308B, DJ-LE-309, or DJ-LE-302A through DJ-LE-302G).

II. The following records will be on file for each Recruit:

1. *Student Authorization for Release of Information Form* (DJ-LE-310).

2. Copy of the results of the Physical Fitness Assessment (law enforcement students only).

3. Documentation of attendance.

4. Documentation of any disciplinary problems involving students and sanctions imposed.

5. Examination results.

6. (3) Completed and graded writing assignments (law enforcement students).

7. Mandatory performance assessment task results.

8. Scenario evaluation results.

9. Student signed form attesting that the school's written rules, grading policy, penalties and grievance procedures have been distributed, read and understood.

10. Copies of student transcripts (DJ-LE-302, DJ-LE-307B, DJ-LE-308B, DJ-LE-309, or DJ-LE-302A through DJ-LE-302G).

III. The following records will be on file for each College Certification Track Student:

1. *Student Authorization for Release of Information Form* (DJ-LE-310).

2. Completed application for Enrollment in Law Enforcement, Jail or Juvenile Detention Officer training (found on Acadis public website).
3. Record of oral interview.
4. Results of criminal history records check (good for one year or as long as in the academy program).
5. Completed *Medical Assessment* form (DJ-LE-332), providing authorization for participation in training.
6. *Birth Certificate Verification* form (DJ-LE-322) to provide evidence that the student has attained a minimum age of 18, and to provide evidence of U.S. citizenship. (*Prior to student participation in a core criminal justice course.*) Note: Students who are at least 17 years of age, and who have a high school diploma, GED or HSED, or who were home-schooled, and who are enrolled as an associate degree or bachelor's degree student, will be allowed to take part in core criminal justice courses. Non-U.S. citizen students taking part in core criminal justice law enforcement courses who are not already employed by a state agency will be made aware that they will be unable to complete all of the required training for law enforcement certification eligibility. They will not be permitted to take part in tactical training.
7. Proof of valid driver's license (for law enforcement students only). The results of a check of the issuing agency's driver's license files shall constitute evidence of driver's status.
8. Verification that the student possesses a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance include any of the following:
 - a. A general educational development diploma.
 - b. A high school diploma issued by a public school education program.
 - c. A high school diploma issued by a private school.
 - d. A high school equivalency diploma.
 - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed. Home-schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
9. A signed copy of the Law Enforcement or Jail Officer Code of Ethics. (*The Code of Ethics will be administered as an oath and will be signed off on by the students.*)
10. Copy of the results of the initial Physical Fitness Assessment (law enforcement students only).

11. Documentation of attendance. (Attendance will be monitored for all students enrolled in core criminal justice courses and tactical courses.)
12. Documentation of any disciplinary problems involving students and sanctions imposed. (Documentation will be maintained for all students enrolled in core criminal justice courses and tactical courses.)
13. Examination results. (Examination results will be maintained for all students enrolled in core criminal justice courses and tactical courses.)
14. (3) Completed and graded writing assignments (law enforcement students).
15. Mandatory performance assessment task results.
16. Scenario evaluation results. (The scenario evaluation will only be completed once all core criminal justice courses and tactical courses have been successfully completed.)
17. Copies of student transcripts (DJ-LE-302, DJ-LE307B, DJ-LE-308B, or DJ-LE-309)

IV. The following records will be maintained in an administrative file or files at the school (may be kept electronically or paper format) for a minimum of five (5) years and must be available for review:

1. Lesson plans and syllabi. At a minimum, training schools will maintain copies of lesson plans and syllabi obtained from instructional staff. Syllabi and other instructional documents are available for instructor use and modification at www.WILENET.org.

a. Lesson Plan Requirements:

A block or lesson plan must be developed/updated and delivered to the school director by the instructor prior to the phase or semester when the topic is going to be presented. A lesson plan must be on hand for the topic being covered in class and available for review upon request by Bureau personnel. Examples of block/lesson plans can be found in the Instructor Development Course Student Text on page 96. The plan should contain information regarding the Instructor's name, Topic, Day/Time of instruction and hours allocated for the topic as well as a class timeline, class activities, key words/learning objectives, class organization, equipment needed, and include the following information (as needed):

- Safety information
- Opening
- Review skills and new skills to be taught each day
- Learning activities and/or performance assessment tasks
- Closing
- Teaching style (lecture, discussion, group activity, etc.)
- Any material used by the instructor outside of what is provided by the Bureau

b. Syllabus Requirements:

The syllabus is basically a course outline given to the students. Before beginning instruction the instructor should update the syllabus for their topic. The syllabus reflects learning outcomes, class expectations, assessment process, grading plan, required text(s) and supplies, and documents other general class information. Some of the information the instructor should complete:

- List the Board-approved competencies and learning objectives for the course.
- Fill-in the information requested in brackets on the Syllabus (such as instructor contact information, important dates, grading schemes, etc.).
- Save a copy of the syllabus for the instructor's own records.
- Provide the syllabus to students at the beginning of the course.
- Provide a final version of the syllabus to the school director upon completion of the course.

2. Results of performance assessment tasks (PATs) administered and scoring guides utilized.
3. Records of end-of-phase exams and tests (First Aid, CPR/AED, SFST, Radar or Laser) administered.
4. Results of testing scenarios administered during the scenario evaluation and scoring guides utilized.
5. Requests for student disability accommodations that are approved by the training school and approval documentation.
6. A copy of the student roster.
7. A copy of the attendance roster and documentation of any excused absences and make-up sessions.
8. Documentation of occupational and educational experience for guest presenters.
9. A copy of the instructor roster.
10. Documentation of any disciplinary problems and sanctions imposed.

PROCEDURE

I. Student, instructor and preparatory training records will be maintained for a minimum of five years. The records (maintained in paper and/or electronic format) must be available for review at any time by Bureau staff. Failure to maintain the appropriate records may result in ineligibility for recertification of a training school by the Board.

II. School directors will send required reports and records to the Bureau according to the following schedule:

1. No later than 90 days prior to start of classes, school directors will declare preparatory training to be held via class declaration submitted through Acadis.

2. No later than 30 days prior to start of classes, school directors will submit, via email, a class schedule to their respective Field Representative.

3. School directors will ensure that all pre-service students have submitted the application for enrollment in Law Enforcement, Jail or Juvenile Detention Officer training via a web form into Acadis establishing their Acadis profile and triggering the fingerprint submittal process for background check no later than 30 days prior to start of classes. Additionally, all recruits must have a DJ-LE-303 submitted to the Bureau by their agency prior to the first day of the academy. Schools can verify a student's employment status by having the student share a copy of their Acadis Professional History Report with their respective school.

4. Prior to the first day of training, all students will be registered, via Acadis, by their respective school in the academy course they are attending.

5. Within 10 days after start of classes, the following documents will be scanned and submitted electronically, via Acadis, to the Bureau:

a. For Pre-Service Students: Student Authorization for Release of Information form (DJ-LE-310), Record of oral interview, completed Medical Assessment form (DJ-LE-332), Birth Certificate Verification form (DJ-LE-322), proof of valid driver's license (law enforcement students only), verification of high school graduation, college transcript showing a minimum of 60-accredited semester credits or 90-accredited quarter credits (law enforcement students only), signed copy of the Law Enforcement or Jail Officer Code of Ethics, copy of the Physical Readiness Assessment form (law enforcement students only).

b. For Recruits: Student Authorization for Release of Information form (DJ-LE-310), Physical Readiness Assessment form (law enforcement only), student signed form attesting that the school's written rules, grading policy, penalties and grievance procedures have been distributed, read and understood.

c. Bureau personnel will audit the submitted material and complete the student enrollment process.

6. For full-time and part-time training, an instructor roster will be submitted to the Bureau within 30 days following the completion of training.

7. For college certification track training, an instructor roster will be submitted to the Bureau within 30 days following the end of each semester.

8. Board-approved student transcripts (DJ-LE-302, DJ-LE-307B, DJ-LE-308B, DJ-LE-309) will be submitted to the Bureau within 30 days following student completion of training. Note: incomplete transcripts must also be submitted for students who drop out; fail; or are expelled from training.

Reimbursement Process

POLICY

The DOJ reimburses expenses for instructional services, books, ammunition, supplies, scenario-evaluation expenses and any/all other related materials issued directly to the recruit. These expenses are reimbursed on behalf of recruits to the training provider following successful completion of training. The DOJ also reimburses approved expenses for lodging, meal and travel costs for recruits attending preparatory training. These expenses are reimbursed to the political subdivision following successful completion of training.

I. Reimbursement for Preparatory Training Required by the Board. The DOJ will only reimburse costs for the first 720 hours of preparatory law enforcement officer training; the first 160 hours of preparatory jail officer training; and the first 160 hours of preparatory juvenile detention officer training.

Training schools with programs that exceed the minimum training hours approved by the Board must notify employers and students in advance that they will be responsible for any additional costs (including lodging, meal and travel costs) associated with the additional training hours.

II. Reimbursement Upon Successful Completion of Training. Reimbursement is made after successful completion of training. Payment will not be authorized until a transcript of successful completion is received by the Bureau from the training school, and an accurately completed DJ-LE-303 web form is received by the Bureau from the employing agency for the recruit. The DJ-LE-303 web form will be submitted via the Acadis Portal to the Bureau immediately upon the hire of a new officer, and prior to a recruit's entrance into preparatory training. Employing agencies that submit the DJ-LE-303: Verification of Employment form to the Bureau after a recruit's first date of training, or after the recruit completes preparatory training, will be ineligible for reimbursement; the employing agency will be responsible for all expenses. Expenses for pre-service students who gain employment while taking part in the academy are also not reimbursable and will not be prorated.

III. Payment for Training Relative to Employment. Payment will only be made for individuals who attend preparatory training relative to their employment. The DOJ will not pay for a jail or juvenile detention officer to attend preparatory law enforcement officer training, nor will the DOJ pay for a law enforcement officer to attend preparatory jail or juvenile detention officer training. Finally, the DOJ does not reimburse college certification track training expenses. Furthermore, the DOJ will not reimburse training expenses for officers who are already certified in the area of training, or for officers who have completed training and are eligible for certification.

IV. Failure of Preparatory Training. In the event a recruit is unsuccessful in the completion of preparatory training, the DOJ will not reimburse recruit expenses; the employing agency will be billed. If a recruit fails the scenario evaluation administered during the final week of preparatory training, the DOJ will cover the cost of one re-test. If the student fails the re-test, the employing agency will be billed for that expense, as well as all remaining recruit training expenses.

V. Reimbursement Rates for Preparatory Law Enforcement, Jail and Juvenile Detention Officer Training.

1. \$5,000 for each law enforcement recruit who successfully completes the 720-hour preparatory law enforcement officer training academy.
2. \$685 for each jail and juvenile detention recruit who successfully completes the 160-hour preparatory jail or juvenile detention officer training academy.
3. \$135 for each co-located juvenile detention recruit who successfully completes the 24-hour preparatory co-located juvenile detention officer training academy.

PROCEDURE

I. Reimbursement for Preparatory Training Program Expenses. To be eligible to claim reimbursement expenses for recruits, school directors must submit the following to the Bureau within 30 days following successful completion of training:

1. An invoice for tuition costs, which minimally contains the following information:
 - a. The specific category of training (preparatory law enforcement officer, jail officer, juvenile detention officer or co-located juvenile detention officer).
 - b. Inclusive dates of training.
 - c. Total cost of materials per student.
 - d. Tuition rate per student.
 - e. Total billed for training. Total costs billed cannot exceed the rate set by the Board.
2. Along with the invoice, the training school will submit a final roster of students in preparatory training, to include:
 - a. Student names.
 - b. Student credential ID
 - c. Employing agencies.

II. Daily Record of Expenses. Student expenses for approved mileage, meals and lodging in association with attendance in preparatory training can be claimed by the employing agency on the *Daily Record of Expenses* form (DJ-LE-304). School directors will distribute the *Daily Record of Expenses* form (DJ-LE-304) to recruits.

Simulation Technology in Preparatory Training

POLICY

Simulator training has great potential to enrich learning in preparatory training. If applied correctly, it provides an opportunity to identify strengths and weaknesses of student skills and supports further development and modification of fundamental abilities. Simulator training can also be effective in eliminating down time and allowing opportunities for repetition.

I. Simulator Training Will Not Replace Current Training Activities. Simulator training will not replace current training activities within Law Enforcement Standards Board-approved curricula. For example, simulation training is not be used in place of low-light firearm shooting or actual motor vehicle operation.

II. Simulation Training as a Supplement to Instruction. Simulator training should only be used to supplement instruction, and may be utilized for additional training activities that support current training objectives. Specific examples for appropriate use include giving students an opportunity to practice after their classroom content but before going to the range; to practice during times when they might otherwise be waiting for other students to complete coursework; or to get practice time and repetitions done when actual range time or equipment is not available.

III. Supervision of Simulation Training. Students will not be allowed to utilize simulation equipment unsupervised. Instructors must monitor student interactions to avoid development of sloppy or improper technique.

IV. Scope and Sequence of Simulator Usage. It is important for students to have some context or background before they are asked to apply training content. Specific examples for appropriate use include receiving deadly force decision making content before facing a deadly force scenario, or policy considerations for vehicular pursuit must be addressed before students engage in a high-speed pursuit scenario.

Student Accommodations

POLICY

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability. Course requirements for preparatory law enforcement, jail and juvenile detention officer training are based on bona fide occupational qualifications and will not be modified or waived. However, reasonable accommodations may be provided when appropriate.

PROCEDURE

1. Students who have a disability and, who require reasonable accommodations to successfully complete training, must notify the School Director prior to the start of the academy. Such students must provide the School Director with documentation of their disability and need for accommodation from a health care provider in accordance with the law. Reasonable accommodations may be provided by the school; for example, extended testing time may be permitted on written examinations.
2. The Training School will maintain documentation of student disability requests (to include documentation of disability and need for accommodation), and reasonable accommodations provided.
3. In the event the Training School is unable to provide accommodations, the student will be notified in writing and the denial of the request will be maintained in the student's record. In event of disagreement between the student and the Training School, the complete accommodation request, along with a copy of the denial letter, will be provided to Training and Standards Bureau for a final decision.

Student Conduct and Discipline

PROCEDURE

I. School directors shall establish written rules for student conduct during preparatory training, including the possible penalties for rules violations and the procedures for grievance resolution regarding disciplinary matters.

II. School directors shall distribute the school's written rules to all students. Each student shall attest in writing that he or she has received, read, and understood the rules, possible penalties and grievance procedures.

III. School directors shall promptly investigate and address all allegations of student misconduct. School directors shall maintain records of all investigations and shall formally document in the student's record all disciplinary incidents, including disposition. School directors shall document the specific facts underlying each conclusion reached in the investigation.

IV. If an investigation by a school fails to verify allegations of misconduct or if a student is otherwise cleared of any misconduct, the school director shall still maintain a copy of the investigation, all pertinent documents, and the disposition of the incident in a separate school file for no less than five (5) years from the time the investigation was closed.

V. School directors shall immediately inform the Bureau of any actual or potential serious student violations of school rules or regulations that may result in an investigation and lead to student expulsion from training. In cases where allegations involve a recruit, the school director shall also immediately notify the recruit's employing agency.

VI. If a dismissal action is taken, the school director shall, within five (5) days, provide the Bureau and the student's employer, if applicable, with written notice of the dismissal action, including delineation of the documented reasons for dismissal.

VII. Upon receiving notice that a student or recruit has been dismissed as a result of disciplinary action, the Bureau shall make a determination as to whether, when, and under what conditions the student or recruit will be allowed to re-enroll into another basic training academy and to re-commence any employment as a law enforcement officer recruit.

VIII. In making its determination under paragraph VII above, the Bureau shall consider factors including, but not limited to, the following:

- (1) The seriousness of the wrongful conduct underlying the disciplinary action and the extent to which that conduct may be inconsistent with the fitness standards for law enforcement officers set forth in Wis. Stat. § 165.85 and Wis. Admin. Code ch. LES 2-4;
- (2) The extent to which the student or recruit has displayed dishonesty either in the underlying wrongful conduct or in the course of any investigations of that conduct;
- (3) The extent to which the student or recruit has cooperated in any investigations of the underlying wrongful conduct; and

- (4) The extent to which the student or recruit has demonstrated remorse for the underlying wrongful conduct and has taken steps to bring his or her conduct into compliance with all relevant rules, regulations, and standards.

IX. The Bureau shall provide written notice of its decision to the student or recruit and, where applicable, to any current law enforcement employers. The student shall provide a copy of the Bureau's written decision to all future law enforcement employers.

X. The appeal process:

a. A student or recruit who is aggrieved by a decision of the Bureau under paragraphs VII through IX above, or the agency of an employed recruit, may appeal the Bureau's decision to the Director of the Bureau. Such an appeal must be made in writing within fifteen (15) days of the Bureau's decision and must specify the aspects of the Bureau's decision that are disputed, the reasons for disputing them, and the factual basis for those reasons.

b. Upon receiving a written appeal, the Director of the Bureau shall review all information presented by the appellant and all records of the Bureau's decision and shall make a decision regarding the appeal. The Bureau Director shall notify the appellant in writing regarding the Director's decision.

c. Any appellant who is aggrieved by a decision of the Bureau Director on an appeal, may request a hearing on that decision pursuant to Wis. Stat. § 227.42. Hearing requests must be filed in writing with the Bureau within fifteen (15) days of the Bureau Director's written decision. If a timely hearing request is not filed, the Bureau Director's decision shall be final.

d. A written hearing request must specify the aspects of the Bureau Director's decision that are disputed, the reasons for disputing them, and the factual basis for those reasons. Pursuant to Wis. Stat. § 227.42, a hearing shall be granted only if there is a dispute of material fact. A hearing request that does not identify a disputed issue of material fact may be denied.

e. If a timely hearing request is received, the Bureau will send a response letter granting or denying that request. If such a request is granted, the appellant will be sent additional written information about the hearing process and the scheduling of the hearing.

Training School Certification and Recertification

POLICY

The Board certifies training schools to provide preparatory training. Certification is granted for a period of two (2) years and may be renewed for additional two (2) year periods.

PROCEDURE

I. Initial Certification Process. An institution planning to establish and conduct preparatory training will:

1. Be an agency of a political subdivision or an agency of the state as required by § 165.85(5), Wis. Stats.
2. File a written program proposal at least six (6) months prior to the anticipated start date of training with the Bureau.
3. Identify in the written proposal the training categories in which certification is sought, the need for the proposed training school, the expected number of students per year, the qualifications of faculty and the School Director, and a description of the training facilities.
4. Bureau staff may request additional information and will conduct a site visit on an agreed upon date following receipt of the written program proposal. After the site visit is conducted, the Bureau will prepare a recommendation to be presented to the Board at the next regularly scheduled Board meeting.
5. After the Board's decision has been made, the Bureau will notify the governing institution of the Board's decision. If the Board approves certification of a training school, certification will go into effect for two (2) years from the date of the Board meeting.

II. Standards for Initial School Certification and Continuing Certification. To be eligible for initial certification and continuing certification by the Board, a program must have the following:

1. **Governing Institution.** A governing institution that assumes legal responsibility for the overall conduct of the program. The governing institution will designate a School Director, establish administrative policies and provide sufficient financial support, resources and facilities for the operation of the program. If a new School Director is designated at anytime, the Bureau must be notified within 30 days.
2. **Administrative Policies.** There will be written administrative policies that are in accord with those of the governing institution.
 - a. The School Director will have authority and responsibility for the development, implementation, management and evaluation of the program.
 - b. There will be provisions for a system of records and reports essential to the operation of the criminal justice training program.

c. There will be written personnel policies for the instructors including position expectations and instructor rights and responsibilities.

3. **Policies and Procedures.** Approved training schools will follow the policies and procedures published in the School Director's Manual.

4. **Curriculum.** The curriculum will be based on a stated purpose, philosophy, conceptual framework and program outcomes expressed in terms of required student competencies, learning objectives and performance standards.

5. **Instruction.** Instruction will be based on written competencies, learning objectives and performance standards that give direction to planning student experiences.

a. A variety of teaching methods will be used to facilitate student learning.

b. Criteria based on written competencies, learning objectives and performance standards will be used in the evaluation of student learning.

c. Instructors. The instructors will be adequate in number and academic and professional qualifications to develop, implement, and evaluate the criminal justice training program.

6. **Changes Requiring Approval of the Board.** Certified training schools will notify the Bureau of any of the following changes:

a. Closure of the school.

b. Changes that alter the programs compliance with ch. LES 4, Wis. Admin. Code, in the areas of organization and administration, curriculum, instruction or instructional staff.

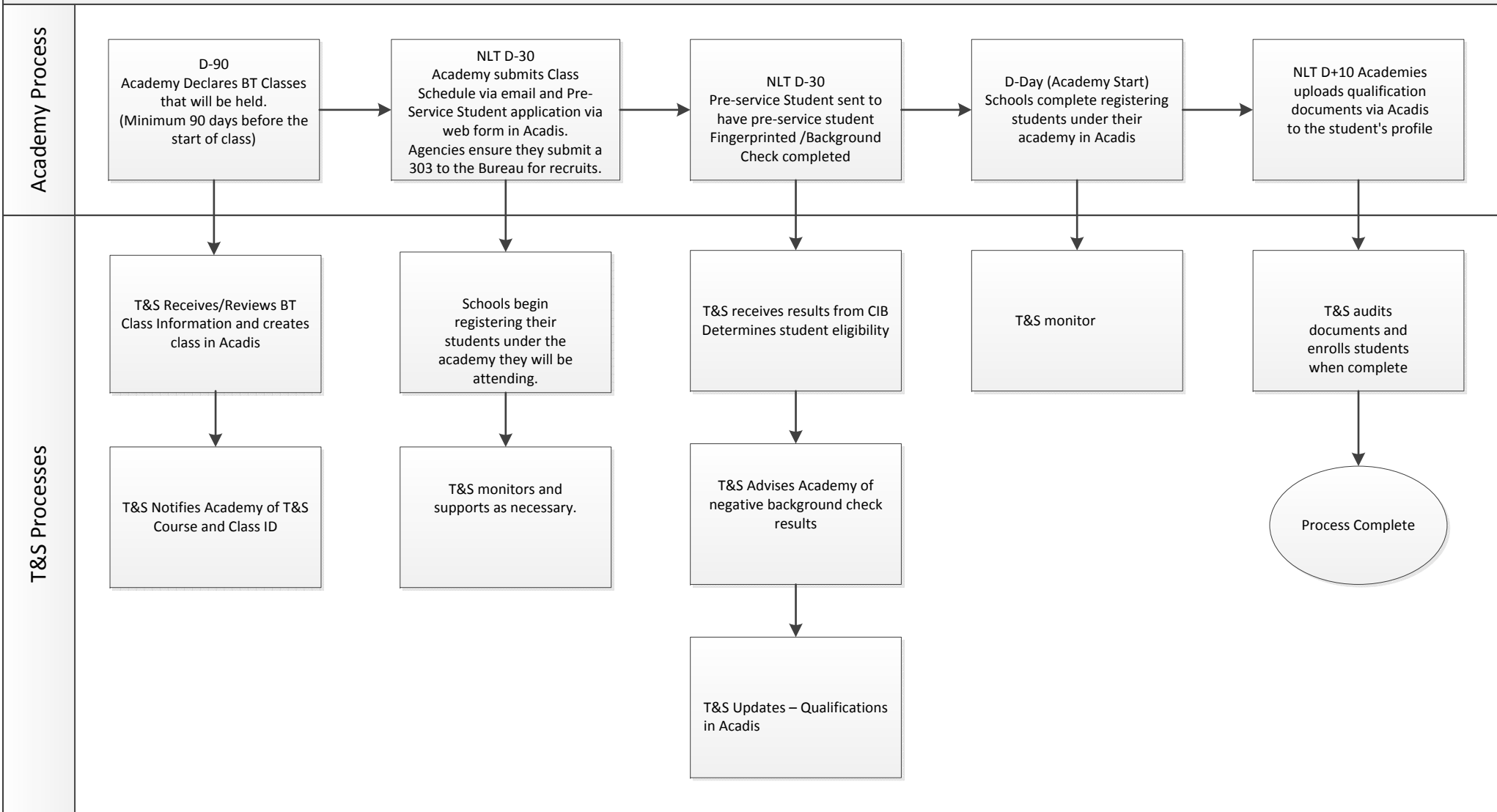
III. Recertification Process.

1. An audit of each training school that is due for recertification will be conducted by Bureau staff at least one (1) quarter prior to the date of recertification.

2. The Bureau will compile a report and recommendations for the Board following each audit. The report and recommendations will be provided to the School Director within a period not to exceed two (2) weeks following the audit date.

3. Bureau staff will report to the Board on the compliance of training schools at its quarterly meetings. Decisions of the Board will be mailed to school directors within a period not to exceed two (2) weeks following the Board meeting.

Student and Academy Class Reporting/Registration Process



Possible ways to track:

- List Pre-service as employed as a Student with Academy
- Track outstanding requirements as a Certification/Qualification(FP Check, Required documents received)

Mandatory PATs and Tests

Foundations of Professional Policing

- **Academy Orientation** – No Mandatory PATs
- **Fundamentals of Criminal Justice** – No Mandatory PATs
- **Cultural Competence** – No Mandatory PATs
- **Ethics** – No Mandatory PATs
- **Agency Policy** – No Mandatory PATs
- **Report Writing**
 - **Report Writing 1**
 - PAT 1 – Take Field Notes
 - PAT 2 – Write a Narrative
 - **Report Writing 2**
 - PAT 1 – Write a Specialized Report
 - Use of Force Report
 - Crime Against Property Report
 - Crime Against Person Report
 - Probable Cause Affidavit
 - **Report Writing 3**
 - PAT 1 – Final Writing Exercise
 - Use of Force Report
 - Crime Against Property Report
 - Crime Against Person Report
 - Probable Cause Affidavit
- **Professional Communications Skills**
 - **Professional Communication Skills 1**
 - PAT 1 – Basic/Initial Contacts (OIR)
 - **Professional Communication Skills 2**
 - PAT 1 – Mediation and Arbitration (REACT and DONE)
- **Crisis Management** – No Mandatory PATs
- **Critical Thinking and Decision-Making**
 - PAT 1 – Solve an ill-Structured Problem

The Legal Context

- **Constitutional Law**
 - **Constitutional Law 2**
 - PAT 1 – Probable Cause Affidavit** (May serve as one of the Report Writing Mandatory PATs)
- **Crimes (Persons and Property)**
 - PAT 1 – Written Report on Crimes against Property or Persons** (May serve as one of the Report Writing Mandatory PATs)
- **Juvenile Law** – No Mandatory PATs
- **Testifying in Court**
 - PAT 1 – Testifying as a Witness**

Tactical Skills

- **Defensive and Arrest Tactics (DAAT)**
 - **DAAT 2**
 - PAT 1 – Apply DAAT Techniques**
 - DAAT Skills Competency Checklist**
 - PAT 2 – Reporting Use of Force**
- **Firearms**
 - **Firearms 2**
 - PAT 1 – Summative Assessment of Firearms Skills**
 - Firearms Skills Competency Checklist**(The final skills checklist includes the handgun qualification course and rifle qualification course)
 - PAT 2 – Reporting Deadly Force**
- **Tactical Response**
 - PAT 1 – Methodical Building Search**
 - PAT 2 – Response to an Active Shooter**
- **Hazardous Materials** – No Mandatory PATs
- **Incident Command System**
 - PAT 1 – Describe the Incident Command System**
- **Tactical Emergency Critical Care for Law Enforcement Officers**
 - PAT 1 – Nasopharyngeal Airways**
 - PAT 2 – Wound Packing**
 - PAT 3 – Tourniquets**

Patrol Procedures

- **Introduction to TraCS** – No Mandatory PATs
- **Traffic Law Enforcement and Radar**
 - **Traffic Law Enforcement 1**
 - PAT 1 – Issuing a Uniform Traffic Citation in TraCS**
 - **Traffic Law Enforcement 2: Core and Radar Modules**
 - PAT 1 – Core Module Pre-Test (NHTSA Test)**
 - PAT 2 – Set Up, Test and Read a Speed Measuring Device (Radar or Laser)**
 - PAT 3 – Radar or Laser Post-Test (NHTSA Test)**
- **Basic Response** – No Mandatory PATs
- **Radio Procedures** – No Mandatory PATs
- **Traffic Crash Investigations and Traffic Incident Management**
 - PAT 1 – Traffic Incident Management Table-Top Exercise**
 - PAT 2 – Measuring and Documenting a Traffic Crash Scene**
 - PAT 3 – Complete an MV4000e in TraCS**
- **Emergency Vehicle Operations and Control (EVOC)**
 - PAT 1 – Summative Assessment of Driving Skills**
 - EVOC Skills Competency Checklist**
- **Vehicle Contacts**
 - PAT 1 – Summative Assessment of Vehicle Contacts Skills**
 - Vehicle Contacts Skills Competency Checklist**
- **OWI/SFST**
 - PAT 1 – Administer the SFST test battery (Dry Run)**
 - PAT 2 – Administer the SFST test battery (Session 1)**
 - PAT 3 – Administer the SFST test battery (Session 2)**
 - PAT 4 – Final Written Examination (NHTSA Test)**
- **** First Aid/CPR/AED** – 14 Mandatory PATs (or whatever the mandatory skills are for American Red Cross or American Heart First Aid/CPR/AED to get certified by those programs)
 - PAT 1 – Glove Removal**
 - PAT 2 – Initial Assessment**
 - PAT 3 – Control Bleeding**
 - PAT 4 – In-Line Stabilization**
 - PAT 5 – Rescue Breathing/Unconscious Choking – Adult**
 - PAT 6 – Rescue Breathing/Unconscious Choking – Child**
 - PAT 7 – Rescue Breathing/Unconscious Choking – Infant**
 - PAT 8 – Adult CPR**
 - PAT 9 – Child CPR**
 - PAT 10 – Infant CPR**
 - PAT 11 – 2-Rescuer CPR – Adult**
 - PAT 12 – 2-Rescuer CPR – Child**
 - PAT 13 – 2-Rescuer CPR – Infant**
 - PAT 14 – Adult AED**

- American Red Cross or American Heart Association Written Test
- DOJ Written test (If not using AHA or ARC Tests)
- ** If teaching AHA or ARC – use their skills checklist and written test NOT DOJ's PATs and written test.

Investigations

- Interviews and Interrogations
 - Interviews
 - PAT 1 – Conduct a Basic Interview
 - PAT 2 – Interview a Witness
 - PAT 3 – Interview a Victim
 - Interrogations
 - PAT 1 – Interrogate a Juvenile (Electronically Recorded)
- Physical Evidence Collection
 - PAT 1 – Evidentiary Items
 - PAT 2 – Document a Crime Scene
- Victims
 - PAT 1 – Interact with Adult/Child Witnesses and Victims
- Domesticics
 - PAT 1 – Domestic Disturbance
- Sexual Assault – No Mandatory PATs
- Child Maltreatment – No Mandatory PATs

Physical Fitness and Officer Wellness

- Physical Readiness
 - PAT 1 – Physical Readiness Test (PRT)
 - Entry PRT
 - Exit PRT
 - PAT 2 – Fitness/Wellness Journal
 - PAT 3 – Goal Setting
- Officer Wellness 2: Suicide Prevention
 - PAT 1 – Asking The Question

Required Written Achievement Tests

- **Phase One**
 - First Aid/CPR/AED Test
 - End-of-Phase One Test

- **Phase Two**
 - Report Writing Written Examination
 - Two Reports from other classes
 - Written Narrative PAT in the Phase Three Report Writing class
 - If the ECD Manufacturer course requires a written test the students will take the manufacturer course written test.
 - End-of-Phase Two Test

- **Phase Three**
 - NHTSA Radar or Laser Test
 - NHTSA SFST Test
 - End-of-Phase Three Test

The following records shall be on file for each **Law Enforcement Recruit**:

***Please note that all student records may be maintained electronically where possible.**

- Recruits copy of the Acadis Professional History Report (**optional**).
- Performance assessment task results (completed PAT checklist for each student).
- Examination results (CPR/First Aid, NHTSA SFST, NHTSA Radar or Laser).
- (3) Graded written reports/assignment.
- Scenario evaluation results (Completed scenario evaluation checklists for each student).
- Documentation of disciplinary or other problems involving student and sanctions imposed.
- Documentation of attendance and/or attendance make-up.

The following records shall be on file for each **Pre-Service Law Enforcement Student**:

***Please note that all student records may be maintained electronically where possible.**

- Performance assessment task results (completed PAT checklist for each student).
- Examination results (CPR/First Aid, NHTSA SFST, NHTSA Radar or Laser).
- (3) Graded written reports/assignment.

- Scenario evaluation results (Completed scenario evaluation checklists for each student).
- Documentation of disciplinary or other problems involving student and sanctions imposed.
- Documentation of attendance and/or attendance make-up.

The following records shall be on file for each **Jail Recruit**:

***Please note that all student records may be maintained electronically where possible.**

- Recruits copy of their Acadis Professional History Report (**optional**).
- Performance assessment task results (completed PAT checklist for each student).
- Examination results.
- Scenario evaluation results (Completed scenario evaluation checklists for each student).
- Documentation of disciplinary or other problems involving student and sanctions imposed.
- Documentation of attendance and/or attendance make-up.

The following records shall be on file for each **Pre-Service Jail Student**:

***Please note that all student records may be maintained electronically where possible.**

- Performance assessment task results (completed PAT checklist for each student).
- Examination results.
- Scenario evaluation results (Completed scenario evaluation checklists for each student).
- Documentation of disciplinary or other problems involving student and sanctions imposed.
- Documentation of attendance and/or attendance make-up.

The following records shall be on file for each **Secure Juvenile Detention Recruit** or **Co-Located Secure Juvenile Detention Recruit**:

***Please note that all student records may be maintained electronically where possible.**

- Recruits copy of their Acadis Professional History Report (**optional**).
- Performance assessment task results (completed PAT checklist for each student).
- Examination results.
- Scenario evaluation results (Completed scenario evaluation checklists for each student).
- Documentation of disciplinary or other problems involving student and sanctions imposed.

- Documentation of attendance and/or attendance make-up.

The following records shall be on file for each **Pre-Service Secure Juvenile Detention Student or Pre-Service Co-Located Secure Juvenile Detention Student**:

***Please note that all student records may be maintained electronically where possible.**

- Performance assessment task results (completed PAT checklist for each student).
- Examination results.
- Scenario evaluation results (Completed scenario evaluation checklists for each student).
- Documentation of disciplinary or other problems involving student and sanctions imposed.
- Documentation of attendance and/or attendance make-up.

The following records shall be on file for each **College Certification Track Law Enforcement Student**:

***Please note that all student records may be maintained electronically where possible.**

- Performance assessment task results. *(Completed PAT checklists shall be maintained for all performance assessment tasks in core criminal justice courses and tactical courses.)*
- Examination results. *(Examination results shall be maintained for all students enrolled in core criminal justice courses and tactical courses.)*
- (3) Graded written reports/assignment. *((3) writing assignments shall be graded and maintained for all students enrolled in core criminal justice courses and tactical courses.)*
- Scenario evaluation results via completed scenario evaluation checklists. *(The scenario evaluation shall be completed after all core criminal justice courses and tactical courses have been successfully completed.)*
- Documentation of disciplinary or other problems involving student and sanctions imposed. *(Documentation shall be maintained for all students enrolled in core criminal justice courses and tactical courses.)*
- Documentation of attendance and/or attendance make-up. *(Attendance shall be monitored for all students enrolled in core criminal justice courses and tactical courses.)*

The following records shall be on file for each **College Certification Track Jail/Secure Juvenile Detention Student**:

***Please note that all student records may be maintained electronically where possible.**

- Performance assessment task results. (Completed PAT checklists shall be maintained for all performance assessment tasks in core criminal justice courses and tactical courses.)
- Examination results. (*Examination results shall be maintained for all students enrolled in core criminal justice courses and tactical courses.*)
- Scenario evaluation results via completed scenario evaluation checklists. (The scenario evaluation shall be completed after all core criminal justice courses and tactical courses have been successfully completed.)*
- Documentation of disciplinary or other problems involving student and sanctions imposed. (*Documentation shall be maintained for all students enrolled in core criminal justice courses and tactical courses.*)
- Documentation of attendance and/or attendance make-up. (*Attendance shall be monitored for all students enrolled in core criminal justice courses and tactical courses.*)

Training schools shall maintain an **administrative file** or files that pertain to preparatory and college certification track training. The following records shall be included:

***Please note that all administrative records may be maintained electronically where possible.**

- Lesson plans and Syllabi. At a minimum, schools shall maintain copies of lesson plans and syllabi obtained from instructional staff. Syllabi and other instructional documents are available for instructor use and modification at www.WILENET.org. Similar documents are available via WIDS Curriculum Bank (<http://www.curriculumbank.org/curriculumbank/index.pl>) for the college certification track law enforcement officer training program.
 - A block or lesson plan must be developed and delivered to the academy director by the instructor. Examples of block/lesson plans can be found in the Instructor Development Course student text on page 96. The plan should contain information regarding the Instructor's name, Topic, Day/Time of instruction and hours allocated for the topic as well as a class time line, class activities, key words/learning objectives, class organization, and equipment needed.
 - The syllabus is basically a course outline given to the students. Before beginning instruction the instructor should update the syllabus for their topic. The syllabus reflects learning outcomes, class expectations, assessment process, grading plan, required text(s) and supplies, and documents other general class information (date/time, instructor contact info, etc.).
- A copy of the student roster.
- Requests for student disability accommodations that are approved by the training school and approval documentation.
- A copy of the instructor roster (a copy of the instructor roster will also be submitted to the Bureau within 30 days following completion of training or the end of the semester for certification track programs).
- Documentation of occupational and educational experience for guest presenters, if used.
- Documentation of class attendance.

The following records shall be electronically submitted to the Bureau NLT 10 days after the start of the academy for each **Law Enforcement Recruit**:

- Student Authorization for Release of Information* form (DJ-LE-310).
- Copy of the results of the Physical Readiness Assessment.
- A signed copy of the Law Enforcement Code of Ethics (Wis. Admin. Code § LES 3.01(1)(d)).
- Student signed form attesting that the school's written rules, grading policy, penalties and grievance procedures have been distributed, read and understood.
- Copies of student transcripts submitted NLT 30 days after academy completion (DJ-LE-302).

The following records shall be electronically submitted to the Bureau NLT 10 days after the start of the academy for each **Pre-Service Law Enforcement Student**:

- Student Authorization for Release of Information* form (DJ-LE-310).
- Completed *application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer training* (Students account in Acadis will serve as proof of application completion).
- Record of oral interview (Wis. Admin. Code § LES 2.01(1)(h)).
- Copy of the results of the Physical Readiness Assessment.
- Completed *Medical Assessment* form (DJ-LE-332), providing authorization for participation in training (Wis. Admin. Code § LES 2.01(1)(g)).
- Birth Certificate Verification* form (DJ-LE-322) to provide verification of the student's age (Wis. Admin. Code § LES 2.01(1)(b)), and to provide evidence of U.S. citizenship (§66.0501(1), Wis. Stats.).
- Proof of valid driver's license (Wis. Admin. Code sec. LES 2.01(1)(a)).
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 1. A general educational development diploma.
 2. A high school diploma issued by a public school education program.
 3. A high school diploma issued by a private school.
 4. A high school equivalency diploma.
 5. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
- Official college transcript(s) showing attainment of an associate degree or higher, or 60 associate degree level semester college credits or higher, or 90 associate degree level quarter college credits or higher. Only colleges and universities that are accredited by an accrediting agency or association that is acknowledged by the United States Secretary of Education are acceptable to the Board as a source of college credit. (Wis. Admin. Code § LES 2.01(1)(e)).
- A signed copy of the Law Enforcement Code of Ethics (Wis. Admin. Code § LES 3.01(1)(d)).
- Results of criminal history records check (Wis. Admin. Code § LES 2.01(1)(f)) and Wis. Admin. Code § LES 2.01(1)(c)). (Will be done by the student through Fieldprint, T&S will receive and post results in Acadis).
- Copies of student transcripts submitted NLT 30 days after academy completion (DJ-LE-302).

The following records shall be electronically submitted to the Bureau NLT 10 days after the start of the academy for each **Jail Recruit**:

- Student Authorization for Release of Information* form (DJ-LE-310).
- A signed copy of the Jail Officer Code of Ethics (Wis. Admin. Code § LES 3.01(2)(h)).
- Student signed form attesting that the school's written rules, grading policy, penalties and grievance procedures have been distributed, read and understood.
- Copies of student transcripts submitted NLT 30 after academy completion (DJ-LE-307B).

The following records shall be electronically submitted to the Bureau NLT 10 days after the start of the academy for each **Pre-Service Jail Student**:

- Student Authorization for Release of Information* form (DJ-LE-310).
- Completed *application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer training* (Students account in Acadis will serve as proof of application completion).
- Birth Certificate Verification* form (DJ-LE-322) to provide verification of the student's age (Wis. Admin. Code § LES 2.01(1)(b)).
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 1. A general educational development diploma.
 2. A high school diploma issued by a public school education program.
 3. A high school diploma issued by a private school.
 4. A high school equivalency diploma.
 5. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
- Record of oral interview (Wis. Admin. Code § LES 2.01(1)(h)).
- Completed *Medical Assessment* form (DJ-LE-332) providing authorization for participation in training (Wis. Admin. Code § LES 2.01(1)(g)).
- A signed copy of the Jail Officer Code of Ethics (Wis. Admin. Code § LES 3.01(2)(h)).
- Results of criminal history records check (Wis. Admin. Code § LES 2.01(1)(f) and Wis. Admin. Code § LES 2.01(1)(c)). (Will be done by the student through Fieldprint, T&S will receive and post results in Acadis).
- Copies of student transcripts submitted NLT 30 days after academy completion (DJ-LE-307B).

The following records shall be electronically submitted to the Bureau NLT 10 days after the start of the academy for each **Secure Juvenile Detention Recruit or Co-Located Secure Juvenile Detention Recruit**:

- Student Authorization for Release of Information* form (DJ-LE-310).
- A signed copy of the Jail Officer Code of Ethics (Wis. Admin. Code § LES 3.01(2)(h)).
- Student signed form attesting that the school's written rules, grading policy, penalties and grievance procedures have been distributed, read and understood.
- Copies of student transcripts submitted NLT 30 days after academy completion (DJ-LE308B or DJ-LE-309).

The following records shall be electronically submitted to the Bureau NLT 10 days after the start of the academy for each **Pre-Service Secure Juvenile Detention Student or Pre-Service Co-Located Secure Juvenile Detention Student**:

- Student Authorization for Release of Information* form (DJ-LE-310).
- Completed *application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer training* (*Students account in Acadis will serve as proof of application completion*).
- Birth Certificate Verification* form (DJ-LE-322) to provide verification of the student's age (Wis. Admin. Code § LES 2.01(1)(b)).
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 1. A general educational development diploma.
 2. A high school diploma issued by a public school education program.
 3. A high school diploma issued by a private school.
 4. A high school equivalency diploma.
 5. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
- Record of oral interview (Wis. Admin. Code § LES 2.01(1)(h)).
- Completed *Medical Assessment* form (DJ-LE-332), providing authorization for participation in training (Wis. Admin. Code § LES 2.01(1)(g)).
- A signed copy of the Jail Officer Code of Ethics (Wis. Admin. Code § LES 3.01(2)(h)).
- Student signed form attesting that the school's written rules, grading policy, penalties and grievance procedures have been distributed, read and understood.
- Results of criminal history records check (Wis. Admin. Code § LES 2.01(1)(f)) and Wis. Admin. Code § LES 2.01(1)(c)). (Will be done by the student through Fieldprint, T&S will receive and post results in Acadis).
- Copies of student transcripts submitted NLT 30 days after academy completion (DJ-LE308B or DJ-LE-309).

The following records shall be completed and submitted to the Bureau for each **College Certification Track Law Enforcement Student** prior to student participation in a core criminal justice course:

- Student Authorization for Release of Information form (DJ-LE-310).
- Criminal Justice / Law Enforcement Associate Degree Certification Track Student Declaration form (DJ-LE-329).
- Completed *application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer training*. (Student account in Acadis will serve as proof of application completion).
- Copy of the results of the Physical Readiness Assessment.
- Record of oral interview (Wis. Admin. Code § LES 2.01(1)(h)).
- Completed *Medical Assessment* form (DJ-LE-332), providing authorization for participation in training (Wis. Admin. Code § LES 2.01(1)(g)).
- Birth Certificate Verification* form (DJ-LE-322) to provide verification of the student's age (Wis. Admin. Code § LES 2.01(1)(b)), and to provide evidence of U.S. citizenship (§66.0501(1), Wis. Stats.).
- Proof of valid driver's license (Wis. Admin. Code sec. LES 2.01(1)(a)).
- A signed copy of the Law Enforcement Code of Ethics (Wis. Admin. Code § LES 3.01(1)(d)). *(The Law Enforcement Code of Ethics shall be administered as an oath to law enforcement students and shall be signed off on by law enforcement students.)*
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 1. A general educational development diploma.
 2. A high school diploma issued by a public school education program.
 3. A high school diploma issued by a private school.
 4. A high school equivalency diploma.
 5. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
- Results of criminal history records check (Wis. Admin. Code § LES 2.01(1)(f)) and Wis. Admin. Code § LES 2.01(1)(c)). *(Will be done by the student through Fieldprint, T&S will receive and post results in Acadis).*
- Copies of student transcripts submitted NLT 30 days after last academy semester completion (DJ-LE-302)

The following records shall be completed and electronically submitted to the Bureau for each **College Certification Track Jail/Secure Juvenile Detention Student** prior to student participation in core criminal justice training:

- Student Authorization for Release of Information* form (DJ-LE-310).
- Criminal Justice / Corrections Associate Degree Certification Track Student Declaration* form (DJ-LE-328).
- Completed *application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer training* (found on Acadis). (Students account in Acadis will serve as proof of application completion).
- Birth Certificate Verification* form (DJ-LE-322) to provide verification of the student's age (Wis. Admin. Code § LES 2.01(1)(b)).
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 1. A general educational development diploma.
 2. A high school diploma issued by a public school education program.
 3. A high school diploma issued by a private school.
 4. A high school equivalency diploma.
 5. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
- Record of oral interview (Wis. Admin. Code § LES 2.01(1)(h)). (*Prior to student enrollment in POSC training*).
- A signed copy of the Jail Officer Code of Ethics (Wis. Admin. Code § LES 3.01(2)(h)).
- Completed *Medical Assessment* form (DJ-LE-332) providing authorization for participation in training (Wis. Admin. Code § LES 2.01(1)(g)). (*Prior to student enrollment in POSC training*).
- Results of criminal history records check (Wis. Admin. Code § LES 2.01(1)(f) and Wis. Admin. Code § LES 2.01(1)(c)). (*Prior to student enrollment in POSC training.*) (*Will be done by the student through Fieldprint, T&S will receive and post results in Acadis*).
- Copies of student transcripts submitted NLT 30 days after last academy semester completion (DJ-LE-307B (Jail Training); DJ-LE-308B (Secure Juvenile Detention Training) or DJ-LE-309 (Co-Located Secure Juvenile Detention Training)).

CERTIFICATION OF PROPOSED GUIDANCE DOCUMENT

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

On behalf of the Attorney General

A handwritten signature in blue ink, appearing to read 'Charlotte Gibson', is written over a horizontal line.

CHARLOTTE GIBSON

Division of Legal Services Administrator