

**LAW ENFORCEMENT STANDARDS BOARD (LESB)
QUARTERLY BOARD MEETING**

MINUTES – DECEMBER 1, 2020

ATTENDANCE:

LESB MEMBERS

Anthony Burrell
Todd Delain
Chris Domagalski
Jean Galasinski
Jennifer Harper
Casey Krueger
Scott Parks
Kurt Picknell
Anna Ruzinski
Charles Tubbs
Tina Virgil
Michelle Viste

ABSENT MEMBERS

Robert Hughes
James Small

STAFF

Ronald Betley
Carol Curfman
Stacy Lenz
Katie Maule
Jerry Mullen
Stephanie Pederson
Thessa Phillips
Dan Ruzinski
Shelly Sandry
Frank Sullivan
Dana Vike
Steve Wagner

Guests: Shana Boll, Robert Botsch, Clark Pagel, Walt Neverman, Kris Wubben, Sarah Wronski, Ashley Viste

Presenters: Brad Rollo and Derek Veitenheimer

- 1. Call the Meeting to Order** – Chris Domagalski called the meeting to order at 10:01 a.m.
- 2. Introductions**
- 3. Proof of Posting of Meeting Notices**
The meeting notice publication procedures were followed in compliance with Wis. Stat. §19.84.
- 4. Division of Law Enforcement Services (DLES) Updates**
 - a. Crime Information Bureau (CIB) – Deputy Director Brad Rollo**
 - The Automated Fingerprint Identification System (AFIS) upgrade was deployed in September.
 - At the 2020 TIME Advisory Meeting the committee approved and recommended that CIB proceed with not sending the sex/gender code in transactions to the Department of Transportation (DOT). This is in line with a national movement to use sex code “U” for unknown. CIB has found that not using the sex/gender code returns no negative results and, in some cases, there are more accurate record matches. This recommendation was put into practice on November 11, 2020.
 - CIB is in the beginning stages of transitioning the Train application for law enforcement training records from the current vendor to Acadis, which Training and Standards uses. CIB will keep agencies updated as the project progresses throughout the first half of 2021.

- CIB is working with the Bureau of Computing Services (BCS) to develop and deploy a multifactor authentication for the eTIME browser. The project is close to entering the testing phase. Once testing is completed internally, CIB will use a pilot agency to begin deployment.
 - Crime Information Bureau Statistics:
 - Handgun Hotline Background Checks:
 - 2019: 124,401
 - 2020: 223,891
 - New Conceal Carry (CCW) Applications:
 - 2019: 30,203
 - 2020: 71,258
 - Total Valid CCW Licenses: 429,685
- b. Bureau of Justice Information and Analysis (BJIA) – Director Derek Veitenheimer**
- There are 197 law enforcement agencies submitting Use of Force data, which is just under 42% of agencies. This covers about 50% of Wisconsin’s population. BJIA is expecting Milwaukee Police Department and Madison Police Department to onboard this month.
 - BJIA is planning another round of notifications to agencies regarding Use of Force data collection. The notification will provide an update on the program’s progress and participation status along with encouragement for agencies to download the new version of Traffic and Criminal Software (TraCS) and begin submitting their data.
 - BJIA continues to assist agencies with Wisconsin Incident-Based Reporting System (WIBRS) certification. Currently, there are 237 certified agencies, with an additional 128 agencies in the process of certifying. By March 2021, BJIA forecasts that over 90% of Wisconsin’s population will be covered by WIBRS. BJIA is also contacting agencies who have not started the certification process and asking them to submit a letter of commitment to become certified in the future.
- c. Bureau of Justice Programs (BJP)**
- Stacy Lenz states that the department has received a 2020 COPS Law Enforcement Mental Health and Wellness Act grant. DLES is working on establishing a Peer Advisory Group Committee with membership from a wide range of law enforcement organizations and mental health professions. The objective of the group is to develop a statewide peer support manual for agencies to use to implement a program into their agency. In addition, the group will support a cadre of instructors who will conduct regional peer support training statewide. Dana Vike has worked with the Attorney General’s office on legislative initiatives to create a staff position at the DOJ that will focus on Officer Wellness.
- d. Training and Standards Bureau (TSB) Update – Director Steve Wagner**
- Staff is producing webinars for domestic violence and strangulation trainings, which will also be posted on Acadis.
 - TSB Assistant Attorney General, Miriam Falk, and Office of Crime Victim Services (OCVS) Director, Michelle Viste, have been working on disseminating Marsy’s Law information to law enforcement. Officers are encouraged to view the Marsy’s Law folder on the secure side of WILENET. There is also an email address in the Marsy’s Law folder to contact with questions.

- The new Wisconsin Law Enforcement Network (WILENET) site will launch in January 2021. Staff will send out information on the new site as the launch date approaches.
- A new podcast has been posted to WILENET for the Sexual Assault Kit Initiative (SAKI).
- Dana Vike and Richard Williams continue to fill the many open records requests that Training and Standards receives.
- TSB assisted the Wisconsin Law Enforcement Accreditation Group (WILEAG) with messaging regarding the Executive Order on Safe Policing for Safe Communities and certification of use of force policies.
- The Officer-Involved Death Webinar Series has concluded and the trainings have been posted to Acadis.

5. Training and Standards Bureau (TSB) Quarterly Report

Certified Officers:

At the end of the first quarter there were a total of **16,279** active, primary, certified officers. Below is a breakdown of officers by assignment.

Officer by Assignment	Total
Tribal Law Enforcement	86
Law Enforcement	12,102
Jail Officer	2,088
Secure Juvenile Detention (SJD)	155
Law and Jail	1,541
Law and SJD	0
Law, Jail and SJD	4
Jail and SJD	303
Total Active, Primary and Certified	16,279

Certified Instructors:

As of November 23, 2020, there are 3,758 LESB certified instructors. Many instructors are certified in several topics; and, therefore, instructors may be counted more than once in the tables below. The technical colleges and employer-based academies also employ 208 LESB certified master instructor trainers (MITs). There are MITs who are certified in several MIT topic areas who may be counted more than once in the MIT table below.

LESB Certified Instructors

Instructor Category	Certified Instructors
Law Enforcement Instructors	3,562
Jail Instructors	415
Juvenile Detention Instructors	209

Certified instructors in the Tactical Topics

Tactical Topics	Certified Instructors
DAAT (720)	906
Emergency Vehicle Operation & Control (EVOC)	798
Handgun	329
Handgun & Rifle	1,290
Officer Wellness	151

OWI/SFST	407
Principles of Subject Control (POSC)	189
Professional Communication Skills (PCS)	612
Scenarios	764
Tactical Emergency Casualty Care (TECC)	30
Tactical Response (720)	589
Vehicle Contacts	975

Master Instructor Trainers (MITs)

MIT Topics	Certified MITs
CJIDC	33
DAAT	40
EVOC	33
Handgun & Rifle	42
OWI/SFST	22
Physical Fitness Assessor	7
Principles of Subject Control (POSC)	18
Professional Communication Skills (PCS)	28
Scenarios	44
Tactical Emergency Casualty Care	6
Tactical Response	33
Vehicle Contacts	34

WILENET Quarterly Report:

The following WILENET quarterly report covers the month of October 2020. This quarter the WILENET.ORG website had about 30,349 total users and 19,666 unique IP addresses each month. Below is a list of the most visited pages for October 2020.

Page	Unique Page Views
https://wilenet.org/html/employment/index.jsp	65,146
https://wilenet.org/html/employment/showopportunities.jsp	50,493
https://wilenet.org	45,148
https://wilenet.org/html/login.html	40,140
https://wilenet.org/html/employment/agenciesforposition.jsp?pt=Police+Officer	38,717
https://wilenet.org/secure/html/index.html	37,392
https://wilenet.org/html/employment/agenciesforposition.jsp?pt=Deputy+Sheriff	15,546
https://wilenet.org/html/employment/otherpositions.jsp	12,796
https://wilenet.org/secure/html/resources/doc/locintro.htm	9,343
https://wilenet.org/html/employment/agenciesforposition.jsp?pt=Police+Chief	7,787
https://wilenet.org/index.html	7,116
https://wilenet.org/html/logonrequired.html	6,744
https://wilenet.org/secure/html/doc/locator.jsp	6,684
https://wilenet.org/html/employment/agenciesforposition.jsp?pt=Police+Department+Management/Other	6,456
https://wilenet.org/html/career/students/law-enforcement/index.html	6,206

6. Review and Approve Minutes for the September 2, 2020 Meeting of the LESB

Motion to approve minutes and motions of the September 2, 2020 quarterly meeting of the LESB. Move by Anna Ruzinski, second by Kurt Picknell. Motion carried unanimously.

7. Review of Executive Committee (EC) Meeting, Updates, Addenda and Final Actions

a. Review and Approve November 10, 2020 Executive Committee Meeting Minutes and Motions.

- i. Motion subjects include: Review of Requests for Waiver of Training and Education Requirements for Officers, Civilians, and Instructors; Requests for Extension of the Time Limits to Gain Employment for Officers and Civilians; and Requests for Extension of the Time Limits to Complete Preparatory Training for Officers and Civilians.

Motion to approve minutes and motions of the November 10, 2020 Executive Committee Meeting of the LESB. Move by Anna Ruzinski, second by Todd Delain. Motion carried unanimously.

- ii. Review and Consider Addenda Requests for Waiver of Training and Education Requirements for Officers, Civilians, and Instructors; Requests for Extension of the time Limits to gain Employment for Officers and Civilians; and Requests for Extension of the time Limits to Complete Preparatory Training for Officers and Civilians.

Preparatory Training Waiver Requests:

a. Cox, Joshua – Pre-employed

Staff recommends successful completion of the Reciprocity Examination. Successful completion will result in certifiability as a law enforcement officer in Wisconsin for one year from the date of the exam. The applicant shall complete the Law Enforcement Reciprocity Examination by December 2021.

b. Eberhart, Meredith – Pre-employed

Staff recommends **against** granting the waiver for the following reasons:

1. Although the applicant has 26 years of law enforcement experience, the deadline to re-gain law enforcement employment within three years was 10/14/2020.
2. The deadline to gain law enforcement employment from the successful completion of the Reciprocity exam was 10/24/2020. The applicant has not provided documentation of a conditional offer of employment.
3. Approval of one of the waivers as a stand-alone request might receive favorable consideration, but the combination of two waivers (absent mitigating circumstances) is the basis for the staff recommendation to deny the waiver.

c. Kotajarvi, Justin – Pre-employed

Staff recommends successful completion of the Reciprocity Examination. Successful completion will result in certifiability as a law enforcement officer in Wisconsin for one year from the date of the exam. The applicant shall complete the Law Enforcement Reciprocity Examination by December 2021.

- d. Lipke, Steven – Pre-employed
Staff recommends successful completion of the Reciprocity Examination. Successful completion will result in certifiability as a law enforcement officer in Wisconsin for one year from the date of the exam. The applicant shall complete the Law Enforcement Reciprocity Examination by December 2021.
- e. Rohrer, Timothy – Pre-employed
Staff recommends granting the waiver request based on the following mitigating circumstances:
 - 1. A 60-day extension is de minimis and consistent with precedent.
 - 2. The applicant has extensive (26 years) prior law enforcement experience.
 - 3. A condition of approval shall be a requirement for the applicant to successfully complete the Wisconsin Law Enforcement Reciprocity examination prior to May 1, 2021.
- f. Silvis, Justin – Pre-employed
Staff recommends successful completion of the Reciprocity Examination. Successful completion will result in certifiability as a law enforcement officer in Wisconsin for one year from the date of the exam. The applicant shall complete the Law Enforcement Reciprocity Examination by December 2021.
- g. Synowicz, Anthony – Pre-employed
Staff recommends **against** the granting the waiver for the following reasons:
 - 1. The applicant has limited law enforcement experience (under two years) and approval of this request would be inconsistent with precedent.
 - 2. The applicant is requesting an open-ended extension and has no immediate prospects for law enforcement employment.
- h. Wichman, Steven – Pre-employed
Staff recommends **against** the granting the waiver for the following reasons:
 - 1. Although the applicant has extensive experience, the request is for an extension of nine months. This is beyond a de minimis request and inconsistent with precedent.
 - 2. The applicant cites COVID restrictions as justification for the request for an extension, however law enforcement agencies have continued to hire despite the challenges presented by COVID.

Motion to accept staff recommendations for preparatory training waiver requests. Move by Todd Delain, second by Anna Ruzinski. Motion carried unanimously.

College Credit Waiver Requests

- a. Cox, Joshua – Military/LE Academy/Corrections Academy
Staff recommends the applicant receive a waiver for 28 college credits.
- b. Wolfe, Dante – DOC Academy
Staff recommends the applicant receive a waiver for eight college credits.

Preparatory Training Extension Requests

- a. LeDoux, Credence – Northwest Regional Juvenile Detention Center
Staff recommends the applicant receive an extension until July 1, 2021 to complete preparatory juvenile detention officer training.
- b. Schuh, Abriel – Northwest Regional Juvenile Detention Center
Staff recommends the applicant receive an extension until July 1, 2021 to complete preparatory juvenile detention officer training.
- c. Bodden, Joseph – Lafayette County Sheriff's Office
Staff recommends the applicant receive an extension until July 1, 2021 to complete preparatory jail officer training.
- d. Kilcoyne Haden – Lafayette County Sheriff's Office
Staff recommends the applicant receive an extension until July 1, 2021 to complete preparatory jail officer training.
- e. Boldt, Zachary – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- f. Gosse, Jordan – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- g. Joose, Gunnar – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- h. Pohl, Andrew – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- i. Richter, Jennine – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- j. Wilson, Devin – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- k. Wunder, Natalie – Sheboygan County Sheriff's Office
Staff recommends the applicant receive an extension until June 1, 2021 to complete co-located juvenile detention officer training.
- l. Koltermann, Lane – Vernon County Sheriff's Office
Staff recommends that the applicant receive an extension until May 1, 2021 to complete preparatory jail officer training.

Instructor Waiver Requests

- a. Daneault, Donald – Plover Police Department
Staff recommends in favor of the applicant’s waiver request to use his military police experience to count toward the eligibility requirements to attend the CJIDC, and to count towards the occupational experience requirements to be eligible for certification as an instructor in law enforcement training topics.

Discussion:

- Vice Chair Ruzinski states that Credence LeDoux and Hayden Kilcoyne should be sent notice that this is their final extension.
- Michelle Sandry states that there has been communication from Lakeshore Technical College on their plan to conduct the 24-hour Co-located Secure Juvenile Detention Academy in the future.

Motion to approve staff recommendations for College Credit Waivers, Preparatory Training Extensions and Instructor Waivers as presented by staff. Move by Anna Ruzinski, second by Jean Galasinski. Motion carried unanimously.

8. Request to Certify/Recertify/Register/Retroactively Certify/Rescind Law Enforcement Officers, Tribal Law Enforcement Officers, Jail Officers, Secure Juvenile Detention Officers, and Instructors

Officer Certification Summary Report:

Total Officers Meeting Certification Requirements = 182

Jail Officers (FT/PT) – 78
Law Enforcement Officers (FT/PT) – 82
Secure Juvenile Detention Officer (FT/PT) – 21
Tribal Law Enforcement Officers (FT/PT) – 0
Retroactive Certifications (FT/PT) – 1

Rescinded Certifications – 0

Instructor Certification and Recertification Summary Report

Total Instructor Applicants = 352

New Instructors & Instructors Adding Additional Certifications – 154
New Credentialed Instructor Registrants & Credentialed Instructors Adding Additional Registrations - 20
Recertified Instructors and Credentialed Instructor Registration Renewals - 162
New Master Instructors – 10
Recertified Master Instructors - 6

Motion to approve staff recommendations. Move by Anna Ruzinski, second by Michelle Viste. Motion carried unanimously.

9. New Business

a. Certify/Recertify Basic Training Schools/Academies

According to Wisconsin Administrative Code § LES 4.01(1)m, academies (technical colleges and employer-based) are certified for a period of two years subject to renewal.

The following academies are due for recertification:

- Southwest Wisconsin Technical College

- Madison Police Academy

Staff recommends in favor of fully recertifying Southwest Wisconsin Technical College and Madison Police Academy until December 2022.

Motion to recertify Southwest Wisconsin Technical College and Madison Police Academy until December 2022. Move by Anna Ruzinski, second by Michelle Viste. Motion carried unanimously.

b. Law Enforcement Curriculum Updates

i. 720-Hour Document – Competencies and Learning Objectives

An updated 720-Hour Competencies and Learning Objectives document is included for the LESB to review. There was only one change for calendar year 2020, which can be found on page 18. A learning objective and performance standard were added to the DAAT Phase 1 curriculum.

Staff recommends affirming the proposed changes to the 720-hour Competencies and Learning Objectives document as presented today.

Motion to accept the proposed changes to the 720-hour Competencies and Learning Objectives document. Move by Anna Ruzinski, second by Kurt Picknell. Motion carried unanimously.

ii. DAAT Curriculum

The Tactical Skills Advisory Committee has reviewed the current DAAT Student Manual and identified areas to update and revise including:

- “Search” instructions (DAAT Student Manual, pages 111 – 112). The committee reviewed the guidelines for conducting a search of a person. They decided on some wording changes to clarify the procedure and remove gender specific references.
- OC Spray (DAAT Student Manual, page 48). The manual includes a statement that reads: “Generally, fairer-complexioned people are more susceptible to the effects of OC than darker-complexioned people.” The committee recommends removing this statement to avoid any potential racial bias. There is no known scientific backing for this statement.
- The committee discussed adding specific references to the concept of “de-escalation” to the DAAT curriculum. This is due to the current national focus on officer use-of-force and training on officer use-of-force. The student manual has been updated to incorporate the concept into several areas of the existing text and includes examples of when de-escalation is appropriate and when it is inappropriate. The LESB was presented with a list of “de-escalation” references that have been added to the DAAT Student Manual.

The changes were reviewed and approved unanimously by the Curriculum Advisory Committee on November 5, 2020. Staff recommends approving the revisions and additions to the DAAT curriculum, as presented today.

Motion to accept the proposed changes to the DAAT curriculum. Move by Anna Ruzinski, second by Todd Delain. Motion carried unanimously.

iii. Firearms Curriculum

The Tactical Skills Advisory Committee has reviewed the current Firearms Student Manual and the Firearms Instructor Manual. The following updates and changes have been added:

Student Manual

- Added instructions for “racking” the slide and locking the slide to the rear (page 18)
- Added “de-escalation” concept (pages 55, 56 and 57)
- Added definition of “de-escalation” to Appendix F – Glossary (page 180)

Instructor Manual

- Added minimum academy student equipment requirements restricting the use of slide mounted optics on handguns for recruit training to employer-based academies only. Allows for the use of load-bearing external body armor carriers (page 4).

The recommended changes were reviewed and approved unanimously by the Curriculum Advisory Committee on November 5, 2020. Staff recommends approving the revisions and additions to the Firearms curriculum, as presented today.

Motion to accept the proposed changes to the Firearms curriculum. Move by Todd Delain, second by Anna Ruzinski. Motion carried unanimously.

c. Jail and Juvenile Detention Curriculum Updates

Physical Readiness Test (PRT)

- Minor changes have been made to the PRT Handbook to make it flow more smoothly, including wording such as first, second, and third. Some directions have been updated to be more specific to provide guidance to the Fitness Assessors who conduct the PRT.
- A Frequently Asked Questions document has been prepared to assist the Fitness Assessors.
- At the request of the academies and assessors, the PAT has been split into two PATs. This will allow for differences between entrance and exit PRTs to be noted.

Professional Communication Skills (PCS)

- Increased discussions regarding officer override
- Emotional labeling (to reduce emotions)
- The effects of social media and immediacy of sharing videos
- Procedural justice
- Reacting to people during demonstrations
- How to have quality time with an officer’s own children and family

Principles of Subject Control (POSC)

- The POSC Advisory Committee reviewed the DAAT and POSC techniques. Many of the techniques are the same, however the wording on how to conduct the techniques is different. The committee voted to change the wording for the POSC techniques to match the wording of the DAAT techniques. This will be helpful for when we are able to record new videos demonstrating the techniques and for when the instructor courses are combined.
- Within the POSC curriculum, Legitimate Objectives for the Use of Force are discussed. One of the objectives involves protecting the officer (POSC Student Text, Page 2). We have always missed one piece for officers and may have assumed it fell within “defend

yourself from physical assault.” To help clarify the statement, we are adding “and sexual assault” to the statement.

Juvenile Detention Stress Management

- The topic of Stress Management for juvenile detention officers has been updated to reflect changes similar to the Jail Wellness topic. The instructor guide and PowerPoint have also been updated.

All recommended updates were reviewed and approved by the Curriculum Advisory Committee on November 5, 2020.

Motion to accept the proposed changes to the Jail and Secure Juvenile Detention curriculum. Move by Kurt Picknell, second by Anna Ruzinski. Motion carried unanimously.

d. Academy Director’s Manual Update

Staff recommends adding a new section to the Academy Director’s Manual on Student Equipment Considerations.

Motion to approve staff recommendations for the Academy Director’s Manual. Move by Anna Ruzinski, second by Todd Delain. Motion carried unanimously.

e. Instructor Updates for Fall 2020/Spring 2021

Thessa Phillips and many TSB staff members have been working on the first online Instructor Update. It is set to go live in Acadis today.

f. Discussion of Failure to Complete Preparatory Training Within Time Frames Set Forth in Statute

The LESB was presented with a list of officers who continue to hold officer employment without completion of required preparatory training within the time frames set forth by statute.

The officers highlighted on the list have not had extensions requested by their employers, or have had extension requests denied, including a juvenile detention officer at the Rock County Sheriff’s Office, Veronica Hereford, who has been working part-time since August 3, 2015 without completion of preparatory training.

Staff recommends sending letters from the LESB.

Motion to approve staff recommendations as presented today. Move by Anna Ruzinski, second by Michelle Viste. Motion carried unanimously.

g. Virtual Learning at the Academies

The academies have done a fantastic job at keeping Training and Standards informed on the status of their academy classes. Adapting to COVID-19 restrictions has gotten more difficult because many academies are in Phase II, which contains hands-on curriculum not conducive to virtual learning. Staff has allowed academies to move some course material from Phase III to Phase II so students can continue learning online.

There have been 15 COVID-19 contacts in the academies, 12 of which were students and three were instructors.

10. Roundtable

- Vice Chair Ruzinski states that WILEAG is going ahead with certification on Use of Force Policies and the response from agencies has been positive. The accreditation group has assessors who review the policies and make recommendations for certification to the WILEAG Executive Board. The Wisconsin Department of Justice will be kept informed of the certification progress.
- District Attorney Harper states that she appreciates the work that the board and staff members do for the law enforcement community.
- Sheriff Delain thanks the Curriculum Advisory Committee and its sub-committees for their diligence in navigating through the changes in law enforcement that are occurring across the nation. He praises the inclusion of de-escalation terminology and application, consistent with the LESB DAAT Manual, including all use of force options and information related to “duty to intercede.”
- Superintendent Burrell asks if there have been any modifications to the LESB Handgun Qualification this year due to COVID-19? Ron Betley states that no modifications have been made except the reduction of rounds from 44 to 30.
- Stephanie Pederson reminds the LESB that the biennial vehicle pursuit training requirement is due by June 30, 2021. Sheriff Picknell requests that staff send agencies a reminder email regarding this year’s annual recertification training requirements and deadlines.

11. Adjournment

Motion to adjourn. Move by Anna Ruzinski, second by Scott Parks. Motion carried unanimously.



02-22-2021

Tina R. Virgil
Secretary

Minutes taken by Katie Maule.