

**LAW ENFORCEMENT STANDARDS BOARD (LESB)  
EMERGENCY BOARD MEETING – Phone Conference**

**MINUTES – MARCH 19, 2020**

**ATTENDANCE:**

**LESB MEMBERS**

Anthony Burrell  
Chris Domagalski  
Casey Krueger  
Scott Parks  
Kurt Picknell  
Anna Ruzinski  
James Small  
Tina Virgil  
Michelle Viste  
Laura Washer  
Ed Whealon

**ABSENT MEMBERS**

Jean Galasinski  
Jennifer Harper  
Robert Hughes  
Charles Tubbs

**STAFF**

David Holmes  
Stacy Lenz  
Ed Liebrecht  
Katie Maule  
Jerry Mullen  
Stephanie Pederson  
Thessa Phillips  
Dan Ruzinski  
Shelly Sandry  
Frank Sullivan  
Dana Vike

**Guests:** Kris Wubben, Tricia Bishop, Sarah Wronski, Tom Richie, Tim Elve, Bob DeFrang, Matthew Kecker, Jennifer Ruid, Troy Egger, Crystal Pleasnick, Shelly Olson, Alecia Rauch, Jon Nejedlo, Jason Wilterdink, Eric Boulanger, Brian Fiene, Shana Boll, Kysa Walter, Kenneth Zimny, Rick Anderson, Nathan Becker, Clark Pagel, Jeremiah Pritzl, Jeffrey Steeber, Tim Hufschmid, Louis Richard, Melissa Elliott, Matthew Ninham, Roy Kubisiak, Kim Pribyl, Randy Smith, Richard Stein, Ryan Gilbert

1. **Call the Meeting to Order** – Christopher Domagalski called the meeting to order at 2:02 pm.
2. **Introduce Attendees**
3. **Proof of Posting of Meeting Notices**  
The meeting notice publication procedures were followed in compliance with Wis. Stat. §19.84.
4. **Preparatory Training Extension Considerations**  
Due to the Coronavirus (COVID-19) pandemic, training events, conferences, preparatory training academies and instructor updates are being cancelled and/or delayed until an unknown later date.

The Wisconsin Department of Justice and the Training and Standards Bureau have not directed the academies to stop providing instruction. Wis. Stat. 38.12(1) gives the technical college district boards exclusive control of their schools, and any decisions to suspend training or to continue offering training are being made by the individual technical colleges, as well as by the individual employer-based academies.

Per Wisconsin statute, a recruit may exercise law enforcement, jail, or secure juvenile detention powers during an original period of temporary or probationary employment that may not exceed 12 months from the recruit's date of hire. Statute also permits upon a showing of good cause by a recruit, or the

recruit's employer, that the LESB may extend a recruit's original period of temporary or probationary employment (12-month timeframe) for a period of time it deems appropriate.

Staff has provided the LESB with the status of current academy classes, which shows they have suspended instruction and are unsure when they will resume. Staff has also presented the LESB with a list of officers who have not met the preparatory training requirements and their current deadline to complete the training.

**Staff Recommendation:**

Due to the COVID-19 pandemic (which has led academies to suspend academy training), staff recommends extending the 12-month time limit for an additional 6 months (18 months total) for all officers who are currently in the process of completing preparatory training, and/or in need of preparatory training, as well as for any officers hired between now and the end of the calendar year, December 31, 2020.

**Discussion:**

- Some LESB members have heard from other chiefs and sheriffs regarding their concerns. Agencies are reluctant to allow recruits to work with full powers before they have completed the preparatory training academy, and they understand they may need to utilize recruits if certified officers are quarantined. There is an urgency to get recruits through training as soon as possible.
- Another thing to consider is the added expense for the academies to bring in additional instructors. Many academies use adjunct instructors who hold full or part-time employment as officers at Wisconsin law enforcement agencies. These instructors may be called back to work at their agency as staffing is impacted by the pandemic.
- Training and Standards will present additional recommendations to the LESB if circumstances regarding COVID-19 do not change or worsen in the coming months.

**Motion** to accept staff recommendations to extend the 12-month temporary or probationary employment period from 12 months from date of hire to 18 months from date of hire for all recruits who are currently in the process of completing preparatory training, and/or in need of preparatory training completion, as well as for any recruits hired between now and the end of the calendar year, December 31, 2020. Move by Ed Whealon, second by Laura Washer. Roll Call Vote: Chris Domagalski, Anna Ruzinski, Scott Parks, Michelle Viste, Anthony Burrell, Kurt Picknell, Casey Krueger, James Small, Laura Washer, Ed Whealon. Motion passes unanimously.

**Preparatory Training Considerations**

Many academies are facing challenges with the COVID-19 prevention directives that are changing daily. The Training and Standards Bureau is recommending that the LESB approve the following options and guidelines to help academies continue to deliver preparatory training during this unprecedented time. These recommendations will only remain in place as long as COVID-19 prevention directives limit students' time in a classroom setting. Once those restrictions are lifted, academies will resume a normal academy schedule. Staff has consulted with other states to see how they are adapting to the new restrictions. Some states are delaying their academies and some are moving to an online platform.

**Acceptable alternatives for the lecture portion of classes:**

- Host simultaneous class lectures online (in a virtual classroom). What this means is that the instructor would provide a lecture using a camera and webcast-type presentation with the students. This would not be a recorded lecture; it would literally be the instructor doing a live

lecture with the ability to show the power point/videos to the students at the same time. All students would attend this lecture as though they were in a classroom (all there at the same time as the instructor).

The students must have a way to participate in the class/webcast. This means they could be on the phone at the same time as the lecture so they can ask questions, or the webcast must have an area for the students to type in questions or comment on what the instructor is saying, etc. Instructors could also build in polling questions if the technology used has that capability (to check learning along the way).

Instructors could require students to participate in a chat room during or after the lecture to respond to questions or comments (for example, students would have to answer a question and then respond to two other student's answers to the question in order to be counted as "participating" in the class).

- The platform the academy uses (Blackboard, Zoom, etc.) is up to the academy, but needs to be able to accommodate the technological guidelines as mentioned above.
- Instructors must figure out the best way to conduct learning activities throughout the lecture. If there is an activity listed in the instructor manual, they should conduct some sort of activity, assignment, project, etc. that meets the same goal of the activity listed in the manual. Presenting a class in a virtual realm does not mean presenting a lecture with a power point only. Engaging students online is extremely important to ensure the students are learning the materials.
- For any PATs that do not require hands-on activity (for example, if there's a narrative report that needs to be completed in writing, etc.), the students may complete any written-type PAT assignment or activities and submit them to the instructor via email so the instructor can assess each student's performance/work.
- For any PATs that require hands-on activity or performance (for example, in DAAT, Traffic Crash (processing a mock crash scene), Physical Evidence Collection (process a mock crime scene)), those activities may have to be postponed until students can come back to a physical classroom – or schools can do them within the guidelines set by the school (for example, have 10 or less students together at a time). Doing these PATs and even practicing the physical skills such as DAAT, Firearms, etc. in person is not negotiable – these skills are required to complete the academy - but can be delayed until students can come back to class.
- For the Physical Fitness classes – the students will be instructed to do the two 1-hour physical fitness sessions (at a minimum) per week on their own. Physical fitness instructors should consider providing a daily workout plan for students (one-page document with a workout written out) or students can do their own workout at least twice a week at home. Students should then send the physical fitness instructor - or whoever the academy designates - a weekly email explaining what they did for their two physical fitness sessions that week. We want to ensure there is accountability and that the students are continuing their workouts on their own. The national health guidance at this point does not prevent individuals from working out at home or outside. With the weather improving there should be more opportunities to get outside to go for a run or work out.

- Academies **MUST** document how they run the classes – show how they will cover the material, document how any PATs are done, etc. Instructors must show these adjustments in their lesson plans. Field representatives may check these lesson plans to ensure all of the materials are being covered adequately.
- If an academy cannot complete all the physical skills training in a specific phase (Phase 1 or Phase 2), and the COVID-19 prevention measures are still in place, academies may begin teaching the lecture portion of classes in the next phase. The students will have to wait to take the end-of-phase test until all materials and skills/PATs are completed in a specific phase before they take the end-of-phase test.

Once students can come back to class physically, the skills for the earlier phase should take priority so that students can take the end-of-phase test for the earlier phase before continuing with the next phase materials. For example, if an academy did not complete all the physical skills in Phase 2 and moved into the first week of lecture for Phase 3 and then students are allowed to return to class, the academy should stop teaching the rest of Phase 3, go back and finish Phase 2, take the end-of-phase 2 test, then resume where they left off in Phase 3. We do not want students to have to take two end-of-phase tests together (want to keep some space between those tests if possible).

- The Training and Standards Bureau is not recommending any changes for the final scenario week process. The students will still be required to successfully complete the final scenario week in order to graduate.
- If instructors or academies have suggestions for completing activities that deviate from the instructor manual, they should consult with the Training and Standards Bureau to see if its suggested activities are acceptable replacements.

**Unacceptable alternatives:**

- Telling students to read the text, look at the power point and videos on their own time (non-instructor led) and counting that as online training. Academies must have the instructors lead-teach the class by doing the live lecture and interaction with the students attending all at one time. Instructors must ensure activities are completed and check learning along the way.
- Skipping physical skills PATs, final scenarios, etc. is prohibited. These skills must be completed by students before they can graduate. All requirements must still be met as usual outside of completing the lectures and written assignments via a webcast and assignments being turned in via email or some other electronic means.

**Challenges:**

- Connectivity. Academies need to ensure all students can connect to the virtual classroom so they can attend all lectures, etc. This will only work if all students can connect and participate in class. If a student cannot connect, this option will not work for your academy.
- Attendance. Instructors must ensure that all students attend the virtual classroom/lecture. Not only at the beginning of the class, but instructors need to check throughout the class that the students are still paying attention and still online/attending. Instructors can accomplish this by asking poll questions, requiring feedback or answers to questions from each student, or by checking in to make sure students are still online.
- Academies and instructors need to continually double check learning in the virtual world. Our concern is that students will challenge the academy if they fail an end-of-phase test and say that

they were put at a disadvantage due to the change in the learning environment. It is very important for instructors to make the learning as interactive as possible, ensure students respond to discussion questions, take quizzes, complete assignments and projects, etc. This allows the instructor to check on the learning as the class proceeds. It will mean more work for the instructor, but this will make students more successful in the end.

In the end, our goal is to help the academies have some flexibility in delivering the materials as much as possible during the height of the COVID-19 pandemic. Hopefully, teaching what classes they can in a virtual classroom will get the academies through the time period of social distancing and the strictest prevention measures. All academies will have to finish the academy by making up all the physical skills missed, the end-of-phase tests, the Exit PRT, and the final scenarios in person. This may still cause a delay depending on how long the COVID-19 directives last.

Additionally, the guidelines below were sent to the academy directors this past weekend.

1. *Law Enforcement and jail academies will be allowed to run at the Training School's discretion (we have Training and Standards blessing to continue status quo). Understanding that this is a fluid event and can change.*
2. *If an academy has to shut down, exceptions for timeframes for completing preparatory training would be taken into consideration.*
3. *In lieu of wet labs, the use of NHTSA SFST videos is acceptable. If utilizing the videos, academies should try to incorporate a wet lab into the integration exercises if possible.*
4. *If an enrolled student in the academy doesn't feel comfortable returning to the academy, they could stop attending classes (if they are a recruit, they would have to have agency approval). The student could enroll in the next academy at the start of the last successful Phase that they had completed (similar to if a student would leave due to a medical issue).*
5. *Due to illnesses or agency staffing issues, Training School may encounter a shortage of qualified Adjunct Instructors. Training and Standards said that we could increase the student to instructor ration for some Unified Tactics. Training Schools could go to an 8/1 student to instructor ratio.*

**Staff Recommendation:**

To accept the temporary guidelines for the recruit academy as presented today.

**Discussion:**

- Chief Anna Ruzinski asks staff to consider having the compliance officers audit online classes to ensure that the instruction is meeting standards. Chief Ruzinski also asks if the preparatory training can be considered as an essential government function. This consideration would allow for instruction to continue and for the academies to be exempt from the ten-person limit for congregating.
- T&S Acting Director Frank Sullivan states that he can contact the Governor's Office to discuss these considerations and explore the possibility of adding language to the Governor's Executive Order that would exempt law enforcement training from restrictions. The concern is that we may be putting students and instructors at risk if they were permitted to continue their in-person classes. If the language were to be added to the executive order, academies could still decide to suspend in-person classes if they feel the risk is too high.

**Motion** to accept staff recommendations on temporary guidelines for recruit academies as presented by staff. In addition, the LESB directs the Training and Standards Compliance Officers (Field Representatives) to audit the online classes, if possible. Move by Laura Washer, second by Ed Whealon. Roll Call Vote: Chris

Domagalski, Anna Ruzinski, Scott Parks, Michelle Viste, Anthony Burrell, Kurt Picknell, Casey Krueger, James Small, Laura Washer, Ed Whealon. Motion passes unanimously.

**Motion** to direct Training and Standards to speak with the Governor's Office to consider first responder training an essential government function. This consideration would exempt the preparatory training academies from the Governor's Executive Order to close the technical colleges from in-person instruction. Move by Anna Ruzinski, second by Kurt Picknell. Roll Call Vote: Chris Domagalski, Anna Ruzinski, Scott Parks, Michelle Viste, Anthony Burrell, Kurt Picknell, Casey Krueger, James Small, Laura Washer, Ed Whealon. Motion passes unanimously.

#### 5. **Annual Recertification Training Considerations**

Due to the Coronavirus (COVID-19) pandemic, training events, conferences, preparatory training academies, and instructor updates are being cancelled and/or delayed until an unknown later date.

##### **Staff Recommendation:**

Staff recommends permitting up to 24 hours of instructor-led or learner-led online training be permissible toward meeting the recertification training requirement for the current state fiscal year.

In addition, as online training may not be an option for all officers, staff recommends against penalizing officers who are unable to meet the 24-hour recertification training requirement and/or handgun qualification course requirement for FY20.

The biennium for the vehicle pursuit training requirement began on July 1, 2019 and goes until June 30, 2021. At this time, we are not be requesting an extension of the current biennium, but that may change in the future.

##### **Discussion:**

- The LESB recognizes these are extraordinary circumstances but strongly encourages agencies to attempt to complete the training for the fiscal year.
- Training and Standards will pay agencies \$160 per eligible, primary officer even if they cannot complete the FY20 recertification training requirements by June 30, 2020. Per the LESB Policy and Procedures Manual, only officers who were certified prior to June 30, 2019 are eligible for reimbursement for FY20.

**Motion** to approve staff recommendations for annual recertification training requirements. Move by Kurt Picknell, second by Laura Washer. Roll Call Vote: Chris Domagalski, Anna Ruzinski, Scott Parks, Michelle Viste, Anthony Burrell, Kurt Picknell, Casey Krueger, James Small, Laura Washer, Ed Whealon. Motion passes unanimously.

#### 6. **Instructor Update Completion Extensions and Extensions of Instructor Certifications**

Due to the Coronavirus (COVID-19) pandemic, instructor updates are being cancelled and will be rescheduled at later dates to be determined. Instructors who are most likely going to be impacted by these cancellations were presented to the Board.

##### **Staff Recommendation:**

Update the instructor certification expiration date for the instructors on the pages that follow to 12/1/21. The instructors will have until 12/1/21 to complete an instructor update, and their next three-year certification period will go from 12/1/21 to 12/1/24, etc.

**Discussion:**

- The LESB questions whether all the instructors that expire on June 1, 2020 were signed up to attend an Instructor Update prior to their expiration. Training and Standards will review the list and provide the LESB with the names of instructors who had signed up for an Instructor Update that would've met their requirement by June 1, 2020 but the update was cancelled due to COVID-19.

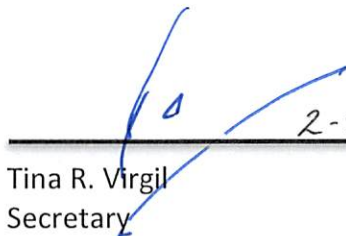
**Motion** to approve staff recommendations for Instructor Update Completion Considerations and Instructor Certification Extensions. In addition, staff is directed to review the list of instructors that expire on June 1, 2020 and determine who had attempted to complete the Instructor Update requirement but could not due to COVID-19. Move by Anna Ruzinski, second by Laura Washer. Roll Call Vote: Chris Domagalski, Anna Ruzinski, Scott Parks, Michelle Viste, Anthony Burrell, Kurt Picknell, Casey Krueger, James Small, Laura Washer, Ed Whealon. Motion passes unanimously.

**Roundtable/General Discussion:**

- Training and Standards staff states that the reciprocity exam dates have been cancelled until May 2020. When the exams can resume, Training and Standards will schedule them more than one date per month to accommodate all LESB-approved reciprocity exam applicants.
- Academy Director Louis Richard asks if academies would be able to hold in-person classes with ten recruits in each classroom and instruct them via video conferencing to the classrooms? Training and Standards states this would be a good alternative to online instruction.
- Training and Standards is working to develop a page on Wilenet that will contain resources, notifications, and recommendations with regards to Law Enforcement and COVID-19. In addition, T&S is working on a function in Wilenet that will allow for users to sign up for COVID-19 related email updates from Training and Standards.

**7. Adjournment**

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

  
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Tina R. Virgil  
Secretary

2-22-2020

Minutes taken by Katie Maule.