Wisconsin Law Enforcement Standards Board

Policy & Procedures Manual

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Definitions

Academy
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 LESB to provide preparatory training and instructor courses.

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.

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

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

LESB
The Wisconsin Law Enforcement Standards Board.

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

Preparatory Training
The preparatory 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 LESB 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 LESB, who is enrolled in preparatory training at a LESB-certified academy.

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.

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.

WILENET
Password protected Wisconsin law enforcement network website: https://wilenet.widoj.gov/

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 following the state fiscal year in which an officer is certified by the LESB. 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 LESB meets four (4) times during each calendar year (March, June, September, December), and certifications are granted at the quarterly LESB meetings. If certification is granted at a quarterly LESB meeting, the recertification training requirement "kicks-in" on the July 1st after the meeting date. The actual date of employment or completion of preparatory 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 LESB, law enforcement and tribal law enforcement officers who gain employment more than one (1) year following their graduation date from the preparatory law enforcement officer training academy must complete the LESB-approved handgun qualification course and 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 LESB 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, 2021 to June 30, 2023, etc.). The vehicle pursuit training requirement must be taught by a LESB-certified Emergency Vehicle Operation and Control (EVOC) instructor who has been 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 LESB. This requirement first took effect: July 1, 2014 – June 30, 2015. The handgun qualification course must be administered by a LESB-certified Handgun instructor who has been 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 LESB 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 the 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 must 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. For handgun qualification, the *Wisconsin Handgun Qualification Course and Record of Qualification Attempt* form, on page 12 of the "Handgun Qualification Standard" document, or the agency's alternative records, shall be maintained at the employing agency and/or uploaded in Acadis when qualification course completion is reported annually.

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-approved handgun qualification requirement and the LESB-approved 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 LESB 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 pregnancy, an extended illness, injury, or active military duty; and the officer's primary employer must notify the bureau that the officer is on 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 returns to active employment from leave of absence, their 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 active 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 titled: "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 LESB for additional time to complete annual recertification training if extenuating circumstances have prevented the officer from completing training. The LESB 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 LESB 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 LESB 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 LESB 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 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 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 LESB at the LESB'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.

Basic Instructor Certification & Recertification

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

POLICY & PROCEDURES

Any person who participates as a primary instructor in a LESB-approved preparatory training course or instructor course, or who employs LESB-approved training curriculum to instruct recruits or certified officers must be certified as an instructor by the LESB or hold registration as a credentialed instructor with the LESB. Furthermore, certified instructors must be sponsored by a Wisconsin law enforcement agency or LESB-certified academy and registered credentialed instructors must be sponsored by a LESB-certified academy.

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
Crimes
Crisis Management
Critical Thinking and 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 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

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

d. The following law enforcement training topics will only be taught by a registered credentialed instructor. Again, these topics remain separate from "General Law Enforcement Instructor" certification: Hazardous

Materials, First Aid, CPR/AED, Physical Fitness Assessor, and Physical Fitness Instructor.

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
Investigations
Maintain Jail Security
Prepare Jail Reports
Supervise Special Inmates/Crisis Intervention

b. Additional educational and/or occupational experience is required for instructor certification in the following topics: Principles of Subject Control (POSC), Scenario, Officer Wellness and Professional Communication Skills (PCS). Certification in these topics remains separate from "General Jail Instructor" certification.

c. The following jail training topics will only be taught by registered credentialed instructors: CPR and Fire Safety. Again, this topic remains separate from "General Jail Instructor" certification.

Juvenile Detention Instructors

a. Instructors certified as a "General Juvenile Detention Instructor" may instruct any of the following preparatory 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

b. Additional educational and/or occupational experience is required for instructor certification in the following topics: Principles of Subject Control (POSC), Scenario, Officer Wellness and Professional Communication Skills (PCS). Certification in these topics remains separate from "General Juvenile Detention Instructor" certification.

c. The following juvenile detention training topics will only be taught by registered credentialed instructors: CPR and Fire Safety. Again, these topics remain separate from "General Juvenile Detention Instructor" certification.

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.

a. Applicants must:

i. Meet Occupational and Educational Standards.
Note: Certified occupational experience starts on the date an officer receives certification from the LESB. Certified occupational experience does not start on the date an officer is hired by an agency or the date an officer graduates from preparatory training.

1. **Law Enforcement Instructor Certification.** Any applicant requesting certification to instruct LESB-approved law enforcement curriculum in preparatory law enforcement officer training or to employ LESB-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 6,000 hours certified occupational experience as a law enforcement or tribal law enforcement officer.

   a. In addition to the above requirements, any applicant requesting certification to instruct TECCLEO must be licensed by the Wisconsin Department of Health Services (DHS) as an EMT basic or higher. The applicant must also complete a 16-hour LESB-approved TECCLEO training course and be certified as a "General Law Enforcement Instructor" with the LESB.

   b. Any applicant requesting certification to instruct Constitutional Law must have five (5) years of experience as a certified law enforcement officer and a master's degree, or seven (7) years of experience as a certified law enforcement officer and a bachelor's degree.

   c. Any applicant requesting certification to instruct Officer Wellness must have five (5) years of experience as a certified law enforcement officer and must at a minimum have 60-accredited semester credits or 90-accredited quarter credits. The applicant must also complete a suicide prevention training course.

2. **Jail Instructor Certification.** Any applicant requesting certification to instruct LESB-approved jail curriculum in preparatory jail officer training or to employ LESB-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 6,000 hours part-time, certified occupational experience as a jail officer.

   a. Any applicant requesting certification to instruct Officer Wellness must have five (5) years of experience as a certified jail officer. The applicant must also complete a suicide prevention training course.

3. **Juvenile Detention Instructor Certification.** Any applicant requesting certification to instruct LESB-approved curriculum in preparatory juvenile detention officer training or to employ LESB-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 6,000 hours part-time, certified occupational experience as a juvenile

detention officer.

a. Any applicant requesting certification to instruct Officer Wellness must have five (5) years of experience as a certified jail officer. The applicant must also complete a suicide prevention training course.

ii. **DAAT and POSC Instructor Certification.** Due to the many similarities between the DAAT and POSC curricula, the LESB has set forth the following requirements for certification eligibility as a DAAT or POSC instructor:

1. An applicant for DAAT instructor certification must have a minimum of three (3) years of full-time or at least 6,000 hours of certified occupational experience as a law enforcement officer, or must have three (3) years full-time, or 6,000 hours of certified occupational experience as a jail officer along with at least one (1) year of full-time, or 2,000 hours of certified occupational experience as a law enforcement officer.

2. An applicant for POSC instructor certification must have a minimum of three (3) years of full-time or at least 6,000 hours of certified occupational experience as a jail officer, or must have three (3) years full-time, or 6,000 hours of certified occupational experience as a law enforcement or tribal law enforcement officer along with at least one (1) year of full-time, or 2,000 hours of certified occupational experience as a jail officer.

iii. **Successfully complete the LESB-approved 32-hour Criminal Justice Instructor Development Course (CJIDC).** Completion of the CJIDC is required for certification eligibility in all topic areas including for certification as a "general" law enforcement, jail, and/or juvenile detention instructor. For those topic areas that require completion of a topic-specific instructor course (see IV.a.iv.), the CJIDC must be completed prior to admittance into a topic-specific instructor course. Applicants must submit form DJ-LE-335, the *32-hour Criminal Justice Instructor Development Course Application* (paper form available on WILENET), to the training provider along with a copy of their Acadis Training History Report to verify occupational experience to enroll in the CJIDC, as well as form DJ-LE-310, *Student Release of Information* (paper form available on WILENET). Admittance to the CJIDC is only permitted for:

1. Law enforcement applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours of certified occupational experience as a law enforcement or tribal 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 applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 of certified occupational experience as a jail officer or juvenile detention officer following completion of preparatory jail or juvenile detention officer training and have a high school degree or hold an equivalent diploma.

iv. **Successfully Complete a Topic-Specific Instructor Course.** A LESB-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 for Law Enforcement Officers (TECCLEO) and Vehicle Contacts.

Applicants must submit form DJ-LE-336, the *Topic Specific Instructor Course Application* (paper form available on WILENET), to the training provider along with a copy of their Acadis Training History Report to verify current instructor certification or completion of the CJIDC, as well as form DJ-LE-310, *Student Release of Information* (paper form available on WILENET). Admittance to a topic-specific instructor course is only permitted for:

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

   -or-

2. Applicants who meet the occupational and educational experience standards for instructor certification, and who have completed the CJIDC.

v. **Request Instructor Certification**. Instructor certification is requested via submittal of form DJ-LE-317, the *Instructor Certification Request form* (paper form available on WILENET), along with a letter of endorsement from a sponsoring agency (administrator of a Wisconsin law enforcement agency or the director of a LESB-certified academy), to the bureau. Applicants who meet the LESB's 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 they complete the CJ-IDC to submit form DJ-LE-317, the *Instructor Certification Request* form, requesting instructor certification. If requesting certification in a topic that requires completion of a topic-specific instructor course, the CJIDC must be completed first, followed by the topic-specific instructor course and submission of form DJ-LE-317 to the bureau, all within two years of completing the CJIDC.

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

vii. **Term of Instructor Certification**. The term of certification of a new instructor is three (3) years from the date of LESB approval. If a certified instructor receives additional LESB-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 LESB for three (3) year periods.

viii. **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.

ix. **Renewal of Instructor Certification**. Certified instructors must request recertification via form DJ-LE-318, the *Instructor Recertification Request and Credentialed Instructor Registration Renewal* form (paper form available on WILENET). Form DJ-LE-318 must be submitted to the bureau no more than six (6) months, and no less than 30 days prior to certification expiration. The applicant for recertification must include the following:

1. Verification the applicant has taught using LESB-approved curriculum at least twice during their three (3) year certification period.

2. Verification the applicant has attended one (1) bureau-sponsored instructor update within their three (3) year certification period.

3. A favorable letter of recommendation from an academy director or dean of a LESB-certified academy for whom the applicant has taught or the chief law enforcement officer of an agency for whom the applicant has during their three (3) year certification period.

x. **Failure to Attend Instructor Updates.** Certified 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 the CJIDC, topic specific instructor courses and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

xi. **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 the CJIDC, topic specific instructor courses and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

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 LESB, a comparable license issued by another state, or a valid certificate from a LESB-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. Credentialed instructor registration is requested via submittal of form DJ-LE-319, the *Credentialed Instructor Registration Request* form (paper form available on WILENET).

a. **Topics that May Only be Taught by a Registered Credentialed Instructor.** The LESB determines topics that may only be taught by a registered credentialed instructor including:

i. Cardio Pulmonary Resuscitation (CPR) in preparatory jail officer training will be instructed by a certified Red Cross CPR instructor, certified American Heart Association CPR instructor, certified Wisconsin Technical College System CPR instructor, licensed medical doctor, licensed registered nurse, licensed physician assistant, licensed emergency medical technician or licensed paramedic.

ii. First Aid, Cardio Pulmonary Resuscitation and Automatic External Defibrillator (First Aid, CPR/AED) training in preparatory law enforcement officer training will be instructed by a person a person who has received instructor certification in First Aid, CPR/AED by the American Red Cross, the American Heart Association, the Wisconsin Technical College System, or a licensed medical doctor, licensed registered nurse, licensed physician assistant, licensed emergency medical technician or licensed paramedic.

iii. Fire Safety in preparatory jail officer 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 LESB to instruct Fire Safety on or before December 5, 2006, are grandfathered and

are not required to have Wisconsin Technical College System Fire Service Training Fire Fighter II certification.

iv. 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 LESB to instruct Hazardous Materials on or before December 5, 2006, are 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.

v. Physical Fitness Assessors for preparatory law enforcement officer training must have completed the LESB-approved Physical Fitness Assessor Instructor Course or FitForce Instructor Course.

vi. Physical Fitness Instructors for preparatory law enforcement officer training must have certification with Cooper, FitForce, Cross Fit, Tactical Functional Training, or a similar public safety physical fitness organization.

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

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

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

iii. Tactical Emergency Casualty Care for Law Enforcement Officers (TECCLEO) in the preparatory law enforcement officer training academy may be instructed by an individual who has DHS licensure as an EMT basic or higher and is certified by DHS as an EMS Instructor II, who has also completed the required LESB-approved TECCLEO Instructor Course.

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

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

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

vii. 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.

viii. 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.

c. **Term of Credentialed Instructor Registration**. The term of registration as a credentialed instructor is three (3) years from the date the LESB issues 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 LESB for three (3) year periods.

d. **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 registration 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 registration.

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

   i. Verification the applicant has taught using LESB-approved curriculum at least twice during their three (3) year registration period.

   ii. Proof the applicant has maintained his or her license issued by the state of Wisconsin or his or her certificate from a LESB-designated organization certifying the individual as an instructor.

   iii. A favorable written recommendation from an academy director or a dean of a LESB-certified academy for whom the applicant has taught during the previous three (3) year period of registration.

   iv. Verification the applicant has completed all specialized training requirements related to any topics for which registration renewal is sought as required by the LESB.

Master Instructor Trainer (MIT) Certification. A master instructor trainer is required to serve as the instructor for all LESB-approved instructor development and topic-specific instructor courses. In order to be certified as a master instructor trainer, applicants must meet the following requirements:

a. Hold LESB certification as an instructor and be current with all update requirements.

b. Demonstrate to the satisfaction of an academy director, instructional expertise in the topic that certification is requested.

c. Have documented subject matter expertise in the topic that certification is requested.

d. With the exception of the Physical Fitness Assessor MIT, have attained at least five (5) years of experience as a criminal justice practitioner.

e. Have served as a primary instructor for preparatory training, in-service or specialized training.

f. Be nominated by an academy director who has reviewed the applicant's portfolio.

Additional Requirements for CJIDC, Scenario, SFST, TECCLEO, and Physical Fitness Assessor MIT Applicants. The following are additional requirements beyond the requirements listed above under section VI:

a. MIT instructor applicants in CJIDC must complete course shadowing with a certified MIT and complete Performance Assessment Tasks (PATs).

b. MIT instructor applicants for Physical Fitness Assessor must have certificate of completion for the exit PRT within the past two (2) years, administered the PRT within the past three (3) years, and completed one of the following: LESB-approved Physical Fitness Assessor Instructor Course or FitForce Instructor Course.

c. MIT instructor applicants for Physical Fitness Assessor must have certificate of completion for the exit PRT within the past two (2) years, administered the PRT within the past three (3) years, and completed one of the following: LESB-approved Physical Fitness Assessor Instructor Course or FitForce Instructor Course.

d. MIT instructor applicants for Scenarios must complete the Master Instructor Trainer Scenario Orientation Course hosted by the bureau.

e. MIT certification in TECCLEO requires current EMT basic or higher certification with DHS for five (5) or more years, and completion of an approved 40-hour TEMS Instructor Course.

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 academy director to maintain documentation of the qualifications of the academy's master instructor trainers they have nominated. Each academy director is allowed to nominate four master instructor trainers per LESB-approved topic.

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.

Renewal of Master Instructor Trainer Certification. Certified master instructor trainers must request recertification via form DJ-LE-314, the *Master Instructor Recertification Request* form (paper form available on WILENET), 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:

a. Proof the applicant taught the topic-specific instructor course or instructor development course for which MIT recertification is sought at least once during their three (3) year certification period.

b. A letter of recommendation from the academy director re-nominating the MIT.

c. Proof the applicant has completed all specialized training requirements related to any topics for which recertification is sought as required by the LESB. Failure to attend specialized training updates will be considered grounds for decertification of a MIT in the topics where update training is required.

Primary Instructor. The primary instructor will be provisionally certified or credentialed by the bureau, or certified or credentialed by the LESB, and present in the classroom at all times.

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.

Guest Presenters. Academies 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 academy 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.

Instructor Rosters. Academy directors will provide an instructor roster according to the following schedules:

a. For full-time and part-time training, an instructor roster will be submitted to the bureau's Instructor Certification Specialist, Thessa Phillips, within 30 days following the completion of training.

b. For college certification track programs, an instructor roster will be submitted to the bureau's Certification Specialist, Thessa Phillips, within 30 days following the completion of each semester.

Certification and Decertification of Officers

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

POLICY

The LESB 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 LESB.
- 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 Understating (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 LESB.

Decertification

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

- Failure to comply with a rule, policy, or order of the LESB 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 LESB-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 LESB. The LESB will determine training requirements (up to and including re-completion of preparatory training) that must be met by the officer who regains 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 regains law enforcement or tribal law enforcement employment between 6 months and 3 years from the date they were decertified by the LESB, 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 LESB will only be eligible for recertification with approval of the LESB. Before recertification may occur, the decertified officer must demonstrate to the LESB 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 LESB.

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 LESB 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 LESB meetings held in March, June, September and December. The LESB grants certification to eligible officers at its quarterly meetings.

4. After the LESB 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 LESB, a recommendation regarding the officer's certification will be made to the LESB.

6. If the LESB 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 LESB'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 LESB'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 LESB is accepted by the officer unless the officer requests a hearing on the LESB'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 LESB and will have the same effect as a motion adopted by the LESB.

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.

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.

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 LESB 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.

College credits from an overseas institution are acceptable to meet the eligibility requirement contingent upon an assessment of the transcript by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services: https://www.naces.org/members. College credits from an overseas institution must be equivalent to associate degree level college credits or higher.

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 LESB 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* web 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 60 credits may be waived by the LESB 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 (paper form available on WILENET). The LESB 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).

Pursuant to the Wisconsin Technical College System Educational Services Manual (ESM), preparatory law enforcement, jail, and juvenile detention officer training courses are technical diploma level courses. The technical diploma course credit standard is thirty-six 50-minute periods of instruction per term equals one technical credit. The LESB may waive college credits for applicants who have successfully completed the preparatory law enforcement, jail, and/or juvenile detention officer training academy.

The LESB may waive up to:

- 20 associate degree level credits for successful completion of the 720-hour law enforcement academy
- 17 associate degree level credits for successful completion of the 520-hour law enforcement academy
- 5 associate degree level credits for successful completion of the 200-hour jail academy
- 4 associate degree level credits for successful completion of the 160-hour juvenile detention academy

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 LESB. An officer who is decertified for failure to achieve the college credit requirement may not regain 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 regains 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 DJ-LE-303N: *Education Change* 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 College Credit Waiver Application*. The LESB 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.

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 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 or a foreign country. 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 complete 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 college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education. College credits from an overseas institution are acceptable to meet the eligibility requirement contingent upon an assessment of the transcript by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services: https://www.naces.org/members.
  - A high school diploma from a foreign country is acceptable to meet the eligibility requirements contingent upon an assessment of the transcript/diploma by a professional evaluation service agency recognized by the National Association of Credential Services: https://www.naces.org/members.

- 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 for employment as a law enforcement or tribal law enforcement officer must possess a valid Wisconsin driver's license or other such valid operator's permit (driver's license) 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 a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convicted of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convicted of a crime that is subject to the imposition of the domestic abuse surcharge under § 973.055(1), Wis. Stats., regardless of whether any part of the surcharge was waived by the court under § 973.055(4), Wis. Stats., unless the applicant has been granted an absolute and unconditional pardon.

- 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 LESB.

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 LESB, 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

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," or "Terminated for Cause," 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 employer 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," and/or was "Terminated for Cause." This information is available for officers who separated employment on or after February 1, 2017.

When an agency provides any one of the following statuses for separation: "Resigned in Lieu of Termination," "Resigned Prior to Completion of Internal Investigation," or "Terminated for Cause," the agency must notify the officer of the status chosen and notify the officer that their profile will be flagged in Acadis.

If an officer believes the separation status provided for them is inaccurate, they may submit a request for appeal to the Director of the Bureau of Training and Standards. The officer may be eligible for a hearing. Under Wis. Stat. § 227.42, a hearing is required only if there is a dispute of material fact. A request that does not identify a disputed issue of material fact may be denied.

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 LESB 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 LESB of officers who have met employment standards, gained officer employment, and met preparatory training standards at the quarterly LESB meetings held in March, June, September and December. The LESB 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. If an officer separates from employment, and any of the following separation statuses is provided: "Resigned in Lieu of Termination," "Resigned Prior to Completion of Internal Investigation," or "Terminated for Cause," the agency must notify the officer of the status chosen and notify the officer that their profile will be flagged in Acadis. If an officer believes the separation status provided for them is inaccurate, they may submit a request for appeal to the Director of the Bureau of Training and Standards. The officer may be eligible for a hearing. Under Wis. Stat. § 227.42, a hearing is required only if there is a dispute of material fact. A request that does not identify a disputed issue of material fact may be denied.

6. If an officer's name changes, the employer notifies the bureau by completing the *Name Change* web form, DJ-LE-303N via the Acadis Portal.

7. If an officer meets the 60-college credit requirement, the employer notifies the bureau by completing the *Education Change* web form, DJ-LE-303N via the Acadis Portal.

Military Reintegration

POLICY

Training for Returning Combat Veterans

The LESB has determined that veteran law enforcement officers returning from combat shall receive the following training from LESB-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 LESB 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 preparatory law enforcement officer 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 preparatory law enforcement officer training to be eligible for law enforcement certification. A waiver of the preparatory 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.

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 (LESB) 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 LESB 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.

LESB Composition
The LESB 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 LESB
An Executive Committee of the LESB has been appointed per LESB by-laws. It consists of the LESB chairperson, vice-chairperson and three other LESB members as appointed by the chairperson. The LESB 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 LESB in such situations, provided that such actions do not impact any changes in the overall policies or the rules and regulations of the LESB.

PROCEDURE

1. The LESB 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 LESB are present.

2. Notices of all LESB 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 LESB, the Training and Standards Bureau, sets the agenda for the quarterly LESB meetings.

4. Minutes of all LESB meetings are compiled and posted on WILENET after they have been approved by the LESB (following the next quarterly LESB meeting).

5. LESB meetings and business are conducted according to provisions of LESB 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 LESB 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. LESB 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 LESB. 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 LESB.

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 LESB 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.

Preparatory Training

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

POLICY

LESB Approval of Training and Training Providers

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

The LESB 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 LESB 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 LESB.

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

The current law enforcement officer training academy approved by the LESB is 720-hours long, the jail officer training academy is 200 hours long, the juvenile detention officer training academy is 160 hours long, and the co-located juvenile detention training academy is 24 hours long.

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 be submitted by the employing agency to the bureau via the Acadis Portal prior to the first day of the academy.

Law enforcement recruits must also complete and pass the entry Physical Readiness Test (PRT) within 180 days prior to taking part in any coursework in the law enforcement academy. The entry PRT may be offered by a LESB-certified academy (technical college or employer-based academy), or by a recruit's employing agency. The entry PRT must be conducted by a Physical Fitness Assessor registered with the LESB as a Credentialed Instructor, and employer-based academies can require that the entry PRT be conducted under the supervision and control of their academy. Academies and agencies that offer the PRT are required to provide demographics and performance data of participants in the DOJ's REDCap System.

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 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 or a foreign country. 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 complete 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 college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education. College credits from an overseas institution are acceptable to meet the eligibility requirement contingent upon an assessment of the transcript by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services: https://www.naces.org/members.
    - A high school diploma from a foreign country is acceptable to meet the eligibility requirements contingent upon an assessment of the transcript/diploma by a professional evaluation service agency recognized by the National Association of Credential Services: https://www.naces.org/members.

- Applicants must have earned at least 40 accredited college credits. The 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, 60 quarter credits are equivalent to 40 semester credits. Applicants must provide an official college transcript. 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 LESB 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: https://ope.ed.gov/dapip/#/home. College credits from an overseas institution are acceptable to meet the eligibility requirement contingent upon an assessment of the transcript by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services: https://www.naces.org/members. College credits from an overseas institution must be equivalent to associate degree level college credits or higher.

- Applicants must possess a valid Wisconsin driver's license or other such valid operator's permit (driver's license) 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 a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convicted of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convicted of a crime that is subject to the imposition of the domestic abuse surcharge under § 973.055(1), Wis. Stats., regardless of whether any part of the surcharge was waived by the court under § 973.055(4), Wis. Stats., unless the applicant has been granted an absolute and unconditional pardon.

- Applicants must be United States citizens.

- 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 a law enforcement officer. The applicant must 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. The personal medical history must include any pre-existing conditions that may impact the applicant's ability to safely complete the academy.

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

- Applicants must complete and pass the entry Physical Readiness Test (PRT) within 180 days prior to taking part in any coursework in the law enforcement academy. The entry PRT may be offered by a LESB-certified academy (technical college or employer-based academy), or by a recruit's employing agency. The entry PRT must be conducted by a Physical Fitness Assessor registered with the LESB as a Credentialed Instructor, and employer-based academies can require that the entry PRT be conducted under the supervision and control of their academy. Academies and agencies that offer the PRT are required to provide demographics and performance data of participants in the DOJ's REDCap System.

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 be submitted by the employing agency to the bureau via the Acadis Portal prior to the first day of the academy.

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 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 or a foreign country. 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 complete 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 college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education. College credits from an overseas institution are acceptable to meet the eligibility requirement contingent upon an assessment of the transcript by a professional evaluation service agency recognized by the National Association of Credential Evaluation Services: https://www.naces.org/members.
    - A high school diploma from a foreign country is acceptable to meet the eligibility requirements contingent upon an assessment of the transcript/diploma by a professional evaluation service agency recognized by the National Association of Credential Services: https://www.naces.org/members.

- 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 a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convicted of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convicted of a crime that is subject to the imposition of the domestic abuse surcharge under § 973.055(1), Wis. Stats., regardless of whether any part of the surcharge was waived by the court under § 973.055(4), Wis. Stats., 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. The applicant must 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. The personal medical history must include any pre-existing conditions that may impact the applicant's ability to safely complete the academy.

- Applicants must complete a satisfactory oral interview with a panel of law enforcement executives or with teaching or counseling staff affiliated with the academy 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 employed on a full-time or part-time basis 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 LESB may extend the recruit's original period of probationary employment for a period of time it deems appropriate to meet the preparatory training requirement. If an extension is required, the employing agency must complete and submit form DJ-LE-340, *Preparatory Training Extension Request*, to the bureau's Compliance Officer. Form DJ-LE-340 is a paper form that can be downloaded from WILENET.

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 LESB 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 LESB-certified academy. 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. If an extension is required, the employing agency must complete and submit form DJ-LE-340, *Preparatory Training Extension Request*, to the bureau's Compliance Officer, Form DJ-LE-340 is a paper form that can be downloaded from WILENET.

4. Pre-service students enroll themselves in preparatory training at their local LESB-certified academy. The LESB-certified academy must verify that pre-service students meet certain employment standards prior to admission into training.

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 will also reimburse approved lodging, meal, and travel costs for recruits attending preparatory training. In addition, full salary expenses including allowable fringe benefit expenses are eligible for reimbursement 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 *Daily Record of Expenses* form, form DJ-LE-304. Form DJ-LE-304 is a paper form that can be downloaded from WILENET. To be eligible for reimbursement, the *Daily Record of Expenses* form must be submitted within 90 days following completion of training.

Approved expenses will be reimbursed for recruits who successfully complete preparatory training at academies 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 bureau to send the recruit elsewhere for training. An email or letter requesting to send a recruit to training outside of an employing agency's technical college district must be submitted to the bureau's Certification and Curriculum Program Supervisor, and an approval letter must be received by the employing agency from the Certification and Curriculum Program Supervisor before the student may be enrolled in training elsewhere or reimbursement will be denied.

Occasionally, requests are made to send a recruit out of district to training due to the recruit's residence being located within the district where training is requested (outside of the agency's technical college district). In such instances, lodging will not be reimbursed. Furthermore, mileage will be calculated from the recruit's current residence to the training site and return. On the Daily Record of Expenses form (DJ-LE-304), agency headquarters city should be replaced with "current residence" when considering eligibility for meal reimbursements.

Approved expenses will be reimbursed for recruits employed by the Wisconsin State Patrol, the Wisconsin Department of Natural Resources, the Madison Police Department, the Milwaukee Police Department, the Dane County Sheriff's Office, and the Milwaukee County Sheriff's Office, for successful completion of preparatory training at the 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, nor does the DOJ reimburse college certification track training expenses.

Reimbursement for Training Hours Approved by the LESB

The DOJ will only reimburse costs for the first 720 hours of preparatory law enforcement officer training; the first 200 hours of preparatory jail officer training; the first 160 hours of preparatory juvenile detention officer training; and the first 24 hours of co-located juvenile detention officer training. Academies with programs that exceed the minimum training hours approved by the LESB 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 Upon 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 LESB, to certified academies 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 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 LESB to certified academies on behalf of recruits.

2. Reimbursement of student 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.

Time Frames to Gain and Regain 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 regain 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 regain 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 Regain 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 full-time prior to termination of employment, has three (3) years from their last date of employment to regain 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 regain 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 full-time 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 full-time, to regain employment as a law enforcement or tribal law enforcement officer. Failure to gain or regain employment within the time frames specified will require re-completion of the entire preparatory law enforcement officer training program to regain eligibility for certification as a law enforcement or tribal law enforcement officer.

The LESB may establish other requirements it deems appropriate on an individual case-by-case basis. An application for an extension or waiver of LESB policy must be approved by the LESB. Applicants may request an extension or waiver by submitting form DJ-LE-342, "Application for Extension of the Time Frame to Regain Officer Employment," available for download from Wilenet. If approved, a condition of approval will be the requirement that the applicant successfully complete the law enforcement reciprocity exam within one year.

Time Frame to Regain 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 full-time prior to termination of employment, has three (3) years from their last date of employment to regain 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 regain 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 full-time 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 full-time, to regain employment as a jail or juvenile detention officer. Failure to gain or regain employment within the time frames specified will require re-completion of the entire preparatory jail or juvenile detention officer training program to regain eligibility for certification as a jail or juvenile detention officer.

The LESB may establish other requirements it deems appropriate on an individual case-by-case basis. An application for an extension or waiver of LESB policy must be approved by the LESB. Applicants may request an extension or waiver by submitting form DJ-LE-342, "Application for Extension of the Time Frame to Regain Officer Employment," available for download from Wilenet. If approved, a condition of approval for jail applicants will be the requirement that the applicant successfully complete the jail reciprocity exam within one year.

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 full-time prior to termination of employment, has three (3) years from their last date of employment to regain 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 full-time 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 full-time, to regain employment as a law enforcement or tribal law enforcement officer. Failure to gain or

regain employment within the time frames specified will require re-completion of the entire preparatory law enforcement officer training program to regain 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 full-time prior to termination of employment, has three (3) years from their last date of employment to regain 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 full-time 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 full-time, to regain employment as a jail or juvenile detention officer. Failure to gain or regain employment within the time frames specified will require re-completion of the entire preparatory jail or juvenile detention officer training program to regain eligibility for certification as a jail or juvenile detention officer.

5. The LESB may establish other requirements it deems appropriate on an individual case-by-case basis. An application for an extension or waiver of LESB policy must be approved by the LESB. Applicants may request an extension or waiver by submitting form DJ-LE-342, "Application for Extension of the Time Frame to Regain Officer Employment," available for download from Wilenet. If approved, a condition of approval will be the requirement that the applicant successfully complete the law enforcement reciprocity exam (for law enforcement and tribal law enforcement applicants) or jail reciprocity exam (for jail applicants) within one year.

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 LESB, in accordance with § 165.86(1)(a), Wis. Stats. The staff is the Training and Standards Bureau. Bureau staff provides administration of the LESB'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 academies (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: https://wilenet.widoj.gov/.
- Coordination of research as requested by the LESB.

Non-LESB 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 LESB, 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 LESB 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 as a federal officer/agent, or hold or have military veteran status in a Military Occupational Specialty (MOS) as a law enforcement officer (Military Police/Security Forces/Master-at-Arms), full-time for a minimum of one (1) year beyond preparatory 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*, form DJ-LE-300, is a web form 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*, form DJ-LE-300, 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 Packet*, form DJ-LE-300, with the Authorization for Release of Information (paper form on WILENET).

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 DD214 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*, form DJ-LE-300, 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 LESB meeting and notified in writing immediately following the LESB's decision. Approved applicants receive an email with instructions to complete the registration process online at https://wilenet.widoj.gov/. The email provides additional instructions on accessing the study guide materials through the link "Academies and Curriculum." 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, as well as every other month at Gateway Technical College (Kenosha), Fox Valley Technical College (Appleton), and Mid-State Technical College (Wisconsin Rapids).

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 75% 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 75% 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.

Eligibility Requirements for Jail Officers

The LESB 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.

   -or-

   Applicants must have completed preparatory jail officer training in another state that is similar to Wisconsin's preparatory jail officer training academy; held employment as a certified jail officer in another state for a minimum of one (1) year full-time; and have left jail officer employment voluntarily, with a good record, and been out of that employment for three (3) years or less.

3. Applicants must have already gained employment as a jail officer with a Wisconsin county jail. The employing agency must have a field training program. 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). The applicant must successfully complete the POSC Skills Competency Checklist for a LESB-certified POSC instructor.

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*, form DJ-LE-301, is a web form available on WILENET. Applications will be considered for those officers who meet the eligibility requirements listed above.

For the *Jail Reciprocity Examination Application Packet*, form DJ-LE-301, 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*, form DJ-LE-301, includes three (3) pages that must be completed and submitted to the bureau:

1. Jail Reciprocity Examination (signed by the applicant)
2. Release of Information (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*, form DJ-LE-301, 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 75% 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 75% 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.

Appendix – Bureau of Training and Standards Contacts

Current Bureau of Training and Standards contacts referenced in the LESB Policy and Procedures Manual:

Director: Steven Wagner
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Compliance Officer: Jerry Mullen
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