



STATE OF WISCONSIN
Law Enforcement Standards Board

In the Matter of Adam Meyers

AFFIDAVIT OF MAILING
Case No. LESB-24-0003

I, **KRISTEN E. RADKE**, being first duly sworn upon oath, deposes and says that:

1. I am an adult resident of the State of Wisconsin, I live in Dane County, and am employed by the Wisconsin Department of Justice (“DOJ”) as a Paralegal.

2. I make this declaration based upon my personal knowledge and review of the documents obtained and maintained by DOJ.

3. On December 9, 2024, I mailed via U.S. First Class Mail the December 6, 2024, final decision and order in *In the Matter of Adam Meyers* Case No. LESB-24-0003, to the following:

State of Wisconsin	Training and Standards Bureau
Law Enforcement Standards Board	Division of Law Enforcement Services
17 West Main Street	Wisconsin Department of Justice
Post Office Box 7070	17 West Main Street
Madison, WI 53707-7070	Post Office Box 7070
Adam Meyers	Dana Vike
Hartford Township Police Department	Wisconsin Department of Justice
3360 County Highway K	17 West Main Street
Hartford, Wisconsin 53027	Madison, WI 53707-7857

I declare under penalty of false swearing under the law of Wisconsin that the foregoing is true and correct.

Signed on the 9th day of December, 2024, at Madison, Wisconsin.

s/Kristen E. Radke
KRISTEN E. RADKE



STATE OF WISCONSIN
Law Enforcement Standards Board

In the Matter of the Law Enforcement
Instructor Certification of Adam A. Meyers

FINAL DECISION AND ORDER
Case No. LESB-24-0003

On June 6, 2023, the State of Wisconsin Law Enforcement Standards Board (the "Board") denied Adam A. Meyers's request to waive the time limits for law enforcement instructor recertification. A year later, on June 4, 2024, the Board denied Meyers's request for reconsideration of that decision.

Meyers filed a written request for a hearing on the Board's decision pursuant to Wis. Stat. § 227.42. The hearing was held before the Board's Executive Committee on September 17, 2024, via Zoom videoconferencing. Assistant Attorney General Karla Z. Keckhaver served as hearing examiner pursuant to Wis. Stat. § 227.46(1) and the Board's policies and procedures.

After receiving and deliberating on all the evidence, the Board's Executive Committee voted to modify the Board's June 6, 2023, and June 4, 2024, decisions. Pursuant to Wis. Stat. § 227.46(2), the hearing examiner then prepared a proposed written decision containing the findings of fact, conclusions of law, discussion, and a decision.

The proposed decision was served on the parties via email. The parties were given the opportunity, under Wis. Stat. § 227.46(2), to present written objections. Neither party submitted written objections.

On December 3, 2024, the Board convened and voted to adopt the proposed written decision as the final decision of the Board in this matter.

WHEREFORE, it is ordered that the attached proposed decision is hereby incorporated by reference into this final decision and order and is formally adopted as the final written decision and order of the Board in this matter, in accordance with Wis. Stat. §§ 227.46(2) and 227.47(1).

NOTICE OF APPEAL RIGHTS

Set out below are the alternative methods by which a person may request review of the Board's final decision and order in this matter. This notice is provided pursuant to Wis. Stat. § 227.48(2).

Any person aggrieved by the Board's final decision and order may petition for rehearing as provided in Wis. Stat. § 227.49. A petition for rehearing must be filed with the Board within 20 days after service of the final decision and order. The petition must specify in detail the grounds for the relief sought and supporting authorities. Rehearing may only be granted for the reasons set out in Wis. Stat. § 227.49(3). A petition for rehearing is not a prerequisite to judicial review under Wis. Stat. §§ 227.52 and 227.53.

Any person aggrieved by the final decision and order has a right to petition for judicial review in circuit court, as provided in Wis. Stat. §§ 227.52 and 227.53. The petition for judicial review must be filed in circuit court and must be served, either in person or by certified mail, on all parties designated as such in the final decision and order. The petition for judicial review must be served and filed within 30 days after service of the final decision and order. If a rehearing is requested as noted in the preceding paragraph, any party seeking judicial review must serve and file a petition for judicial review within 30 days after service of the order disposing of the rehearing application or within 30 days after final disposition by operation of law of the rehearing application. Persons wishing to petition for judicial review are advised to closely examine and strictly comply with all the requirements of Wis. Stat. §§ 227.52 and 227.53.

Dated this TH6 day of December 2024.

STATE OF WISCONSIN LAW ENFORCEMENT STANDARDS BOARD

By: Todd Delain
TODD DELAIN
Chairperson

17 West Main Street
Madison, WI 53703
Telephone: (608) 266-8800



STATE OF WISCONSIN
Law Enforcement Standards Board

In the Matter of the Law Enforcement
Instructor Certification of Adam A. Meyers

PROPOSED DECISION
Case No. LESB-24-0003

PRELIMINARY RECITALS

On June 6, 2023, the State of Wisconsin Law Enforcement Standards Board (the "Board") denied Adam A. Meyers's request to waive the time limits for law enforcement instructor recertification. A year later, on June 4, 2024, the Board denied Meyers's request for reconsideration of that decision.

Meyers filed a written request for a hearing on the Board's decision pursuant to Wis. Stat. § 227.42. The hearing was held before the Board's Executive Committee on September 17, 2024, via Zoom videoconferencing. Assistant Attorney General Karla Z. Keckhaver served as hearing examiner pursuant to Wis. Stat. § 227.46(1) and the Board's policies and procedures.

Pursuant to Wis. Stat. § 227.47(1), the parties to this proceeding are certified as follows:

State of Wisconsin
Law Enforcement Standards Board
17 West Main Street
Madison, WI 53703

Adam A. Meyers
Hartford Police Department
3360 County Highway K
Hartford, WI 53027

Wisconsin Department of Justice
Division of Law Enforcement Services
Training and Standards Bureau
17 West Main Street
Madison, WI 53703

FINDINGS OF FACT

1. Adam A. Meyers is a law enforcement officer with the Town of Hartford Police Department in Washington County, Wisconsin. (Appeal Hearing Exhibits (“Ex.”) 21–22; Hearing Transcript (“Tr.”) 13, 20.)

2. Meyers was last certified as a law enforcement instructor in Handgun, Professional Communication Skills, and Vehicle Contacts from June 1, 2019, until June 1, 2022, while he was employed as a law enforcement officer with the Village of Lake Hallie Police Department. (Ex. 4–22; Tr. 13.)

3. Meyers completed an instructor update on May 23, 2021, and he taught twice during his certification period. (Ex. 4–5.)

4. On May 29, 2021, Meyers submitted an Instructor Recertification Request and Credentialed Instructor Registration Renewal form (DJ-LE-318), along with a letter of recommendation from the Lake Hallie Police Chief. (Ex. 4–7; Tr. 13.)

5. On June 15, 2021, staff from the Wisconsin Department of Justice Training and Standards Bureau (the “Bureau”) emailed Meyers and notified him that his application for recertification was sent too early and explained that he must resubmit his application no sooner than six months, and no later than 30 days, before the expiration of his certification on June 1, 2022. (Ex. 8; Tr. 13–14.)

6. On July 27, 2021, Meyers completed the Scenario instructor course at the Waukesha County Technical College, but the Bureau did not receive a request from Meyers to add certification in this topic. (Tr. 14.)

7. In August 2021, Meyers submitted a request to the Bureau to add certification in Officer Wellness. His request was processed and he gained certification in that topic on September 1, 2021. (*Id.* at 14–15.)

8. Meyers’s last day working as a police officer with the Lake Hallie Police Department was December 31, 2021. Meyers testified that he did not access his work email after that date. (*Id.* at 20–22.)

9. On January 11, 2022, Bureau staff emailed Meyers a reminder that his application for instructor recertification was due no later than May 1, 2022. (Ex. 22; Tr. 15.)

10. On January 30, 2022, the Lake Hallie Police Chief granted Meyers a 90-day leave of absence. (Ex. 78–79; Tr. 15.)

11. On March 9, 2022, Bureau staff emailed Meyers another reminder that his application for instructor recertification was due no later than May 1, 2022. (Ex. 23; Tr. 15.)

12. Meyers's leave was not extended, and his employment with the Lake Hallie Police Department was terminated as of April 29, 2022. (Ex. 79; Tr. 15–16.)

13. Meyers did not resubmit his application for instructor recertification, and his law enforcement instructor certification expired on June 1, 2022. (Ex. 22–23; Tr. 13.)

14. Meyers also did not resubmit his application during the six-month grace period following the expiration of his certification. (Ex. 34; Tr. 15.)

15. On May 8, 2023, Meyers was hired by the Town of Hartford Police Department. (Ex. 58; Tr. 16.)

16. On May 17, 2023, Meyers submitted a request to the Board, asking for a waiver of time limits for law enforcement instructor recertification and reinstatement of his instructor status. (Ex. 24–33; Tr. 16.)

17. The Board considered Meyers's waiver request at a meeting on June 6, 2023. The Board denied the waiver request because Meyers did not provide a sufficient explanation for why he failed to request certification within the appropriate timeframe. (Ex. 34, 42–48; Tr. 16.)

18. On April 26, 2024, Meyers asked the Board to reconsider its decision to deny his waiver request. (Ex. 52–57; Tr. 16–17.)

19. The Board considered Meyers's reconsideration request at a meeting on June 4, 2024. The Board declined to reconsider its previous decision denying Meyers's waiver request. (Ex. 3, 58; Tr. 16–17.)

20. On July 24, 2024, Meyers submitted a written request for a hearing on the Board's decision. Ex. at 65–77; Tr. 17.)

21. The parties stipulated to the admissibility of Exhibits 1–19, and those exhibits were then admitted into the record at the September 17, 2024, hearing. (Ex. 1–79; Tr. 11–12.)

DISCUSSION

Considering the September 17, 2024, hearing testimony and the exhibits admitted into the record, the Board’s June 6, 2023, and June 4, 2024, decisions denying Meyers’s request to waive the time limits for law enforcement instructor recertification are MODIFIED as follows: Meyers’s request to waive the time limits for law enforcement instructor recertification in Officer Wellness, Professional Communication Skills, Handgun, and Scenarios is GRANTED; his request as to Vehicle Contacts is DENIED.

The Board is a state agency charged by statute with the responsibility of establishing and enforcing educational and training standards for law enforcement officers in Wisconsin. *See* Wis. Stat. § 165.85(3)(b), (d), (4)(a). The Board is also responsible for certifying law enforcement instructors. *See* Wis. Admin. Code LES §§ 4.01, .02.

The Board certifies law enforcement instructors on the “on the basis of information to be acquired on forms designed by the [Training and Standards] [B]ureau and approved by the board.” Wis. Admin. Code LES § 4.01. “The term of certification of a new instructor is 3 years from the date of board approval.” Wis. Admin. Code LES § 4.02(2). “If a certified instructor receives additional board certification, the term of subsequent certification shall be for the balance of the initial certification period.” *Id.* In other words, all certifications held by a certified instructor expire on the same date.

The Board may subsequently renew the certification for three-year periods. Wis. Admin. Code LES § 4.02(3). To renew a certification, the applicant must “provide documentary evidence indicating the applicant has continued occupational or related educational experience in any of the fields of practice for which recertification is sought during the previous 3 year period.” *Id.* The applicant must provide proof that he “has instructed each course for which recertification is sought at least twice within the 3 year period preceding the application for renewal,” along with a favorable written recommendation or evaluation and proof of any required specialized training. Wis. Admin. Code LES § 4.02(3)(a)–(c).

Pursuant to the Board's Policy & Procedure Manual ("Manual"), an instructor must request recertification via the Instructor Recertification Request and Credentialed Instructor Registration Renewal form (DJ-LE-318). (Manual 16.) The instructor must submit the form to the Training and Standards Bureau no more than six months and no less than 30 days prior to certification expiration. (*Id.*) There is a six-month grace period for instructors who fail to submit the form within this timeframe. But "[i]nstructors 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." (*Id.* at 17.)

The Board may hear a request of any agency or instructor on a case-by-case basis to waive or modify instructor certification requirements. Wis. Admin. Code LES § 4.04. All Board decisions are subject to appeal by any interested party. Wis. Admin. Code LES § 4.01.

At the hearing on September 17, 2024, the Bureau's representative indicated that the Bureau would not be opposed to waiving the time limits for law enforcement instructor recertification as to Officer Wellness, Professional Communication Skills, Handgun, and Scenario because the curriculum for those certifications has not changed since May 2021, when Meyers submitted his premature application. (Tr. 17.) The Bureau indicated, however, that it would be opposed to a waiver as to Vehicle Contacts because the curriculum for that certification has changed significantly since May 2021. (*Id.*)

The Board accepts the Bureau's recommendation.

There is no question that Meyers submitted his application for law enforcement instructor recertification prematurely and then failed to resubmit his application within the appropriate timeframe, despite several reminders from the Bureau.

Meyers testified that he did not receive the Bureau's reminder emails because, at that time, he was no longer working at the Lake Hallie Police Department and did not have access to his work email, where the reminders were sent. (*Id.* at 20–21.) But Meyers does not dispute that he received the Bureau's initial email indicating that his application was premature and advising him to resubmit his application no sooner than six months, and no later than 30 days, before his certification expired on June 1, 2022. (Ex. 8; Tr. 24–25.)

It was Meyers's responsibility to be aware of, and to comply with, the time limits for instructor recertification. The Board is troubled by the fact that some of the correspondence Meyers submitted in support of a waiver—including emails from his State Senator's office and the Hartford Township Chief of Police—suggest that the Bureau bears some responsibility for Meyers's certification lapse. Nothing could be further from the truth, and the Board rejects any characterization of the evidence to the contrary. The Bureau went above and beyond to provide information and notice to Meyers before his certification expired. Meeting the applicable time limits was Meyers's responsibility alone, not the Bureau's, not his employer's, and not his State Senator's.

Despite his failure to fulfill his responsibility of complying with the applicable time limits for instructor recertification, the Board finds that a partial waiver is warranted for the following reasons.

First, the Bureau generously recommended a partial waiver as to the certifications for which the curriculum has not changed. If the Bureau does not oppose partial waiver, then the Board does not oppose partial waiver either.

Second, Meyers appropriately requested and received a leave of absence when needed, and the Board commends his willingness to do so. The Board understands that Meyers's leave of absence may have contributed to his failure to timely resubmit his application for instructor recertification.

Finally, the Board believes that Meyers has shown himself to be an effective instructor and that his past experiences are valuable in training others.

The evidence presented at the September 17, 2024, hearing has persuaded the Board that its previous decisions should be modified. Therefore, for the reasons stated in this decision, the Board's June 6, 2023, and June 4, 2024, decisions denying Meyers's request to waive the time limits for law enforcement instructor recertification are **MODIFIED** as follows: Meyers's request to waive the time limits for law enforcement instructor recertification in Officer Wellness, Professional Communication Skills, Handgun, and Scenarios is **GRANTED**; his request as to Vehicle Contacts is **DENIED**.

CONCLUSIONS OF LAW

1. The Board certifies law enforcement instructors on the “on the basis of information to be acquired on forms designed by the [Training and Standards] [B]ureau and approved by the board.” Wis. Admin. Code LES § 4.01.

2. “The term of certification of a new instructor is 3 years from the date of board approval.” Wis. Admin. Code LES § 4.02(2).

3. “If a certified instructor receives additional board certification, the term of subsequent certification shall be for the balance of the initial certification period.” *Id.*

4. The Board may subsequently renew the certification for three-year periods. Wis. Admin. Code LES § 4.02(3).

5. To renew a certification, the applicant must “provide documentary evidence indicating the applicant has continued occupational or related educational experience in any of the fields of practice for which recertification is sought during the previous 3 year period.” *Id.*

6. The applicant must provide proof that he “has instructed each course for which recertification is sought at least twice within the 3 year period preceding the application for renewal,” along with a favorable written recommendation or evaluation and proof of any required specialized training. Wis. Admin. Code LES § 4.02(3)(a)–(c).

7. Pursuant to the Board’s Manual, an instructor must request recertification via the Instructor Recertification Request and Credentialed Instructor Registration Renewal form (DJ-LE-318). (Manual 16.)

8. The instructor must submit the form to the Training and Standards Bureau no more than six months and no less than 30 days prior to certification expiration. (*Id.*)

9. There is a six-month grace period for instructors who fail to submit the form within this timeframe. But “[i]nstructors 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.” (*Id.* at 17.)

10. The Board may hear a request of any agency or instructor on a case-by-case basis to waive or modify instructor certification requirements. Wis. Admin. Code LES § 4.04.

11. The Board finds that Meyers submitted his application for law enforcement instructor recertification prematurely and then failed to resubmit his application within the appropriate timeframe, despite several reminders from the Bureau.

12. It was Meyers's responsibility to be aware of, and to comply with, the time limits for instructor recertification. The Bureau bears no responsibility for Meyers's certification lapse, despite suggestions to the contrary. The Bureau went above and beyond to provide information and notice to Meyers before his certification expired.

13. The Board, nevertheless, finds that partial waiver of the time limits for law enforcement instructor recertification is warranted based on the Bureau's recommendation, Meyers's leave of absence during the application period, and his value as an instructor.

14. The Board declines to waive the time limits for law enforcement instructor recertification in Vehicle Contacts because the curriculum for that topic has changed significantly since Meyers submitted his premature application.

15. Therefore, the Board's June 6, 2023, and June 4, 2024, decisions denying Meyers's request to waive the time limits for law enforcement instructor recertification are MODIFIED as follows: Meyers's request to waive the time limits for law enforcement instructor recertification in Officer Wellness, Professional Communication Skills, Handgun, and Scenarios is GRANTED; his request as to Vehicle Contacts is DENIED.

DECISION

The Board's June 6, 2023, and June 4, 2024, decisions denying Meyers's request to waive the time limits for law enforcement instructor recertification are MODIFIED as follows: Meyers's request to waive the time limits for law enforcement instructor recertification in Officer Wellness, Professional Communication Skills, Handgun, and Scenarios is GRANTED; his request as to Vehicle Contacts is DENIED.


NOTICE OF RIGHT TO FILE OBJECTIONS

Any party adversely affected by the attached proposed decision may file objections to it with the Board as provided in Wis. Stat. § 227.46(2). The objections must be submitted in writing and must briefly state the reasons and authorities for each objection. The objections may be accompanied by written argument. The written objections and any accompanying argument must be submitted to Assistant Attorney General Karla Z. Keckhaver, Wisconsin Department of Justice, 17 West Main Street, Madison, Wisconsin 53703. Objections and arguments may also be submitted via e-mail to keckhaverkz@doj.state.wi.us. All written objections and arguments must be received no later than November 1, 2024.

At its meeting on December 3, 2024, the Board will consider the proposed decision and any objections that may have been submitted and will thereafter issue a final written decision. The final written decision will be accompanied by a notice of appeal rights setting out the alternative methods by which a person may request administrative or judicial review of that decision.

Dated this 17th day of October 2024.

STATE OF WISCONSIN LAW ENFORCEMENT STANDARDS BOARD

By: 

KARLA Z. KECKHAVER
Assistant Attorney General
Hearing Examiner

17 West Main Street
Madison, WI 53703
Telephone: (608) 264-6364
E-mail: keckhaverkz@doj.state.wi.us

