

# **Wisconsin Law Enforcement Standards Board**

## **Policy & Procedures Manual**



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## Definitions

### **Agency**

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

### **Accredited Credits**

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

### **Board**

The Wisconsin Law Enforcement Standards Board.

### **Bureau**

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

### **DOJ**

The Wisconsin Department of Justice.

### **Instructor-Led Training**

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

### **Jail**

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

### **Jail Officer**

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

### **Juvenile Detention Facility**

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

### **Juvenile Detention Officer**

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

### **Law Enforcement Agency**

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

**Law Enforcement Officer**

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

**Learner-Led Training**

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

**Officer**

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

**Preparatory Training**

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

**Pre-Service Student**

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

**Primary Employer**

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

**Recruit**

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

**Secondary Employer**

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

**Training School**

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

**Tribal Law Enforcement Officer**

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

## Annual Recertification Training

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

### POLICY & PROCEDURE

#### 24-Hours of Training Annually

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

#### Start of Annual Training Requirement

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

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

#### Content of Training

A minimum of four (4) hours of Vehicle Pursuit training based on model standards established by the Board is required for certified law enforcement and tribal law enforcement officers biennially. The biennium starts and ends during odd numbered state fiscal years (i.e., July 1, 2013 to June 30, 2015, etc.).

Additionally, certified law enforcement and tribal law enforcement officers must complete an annual Handgun Qualification Course from curricula based upon model standards established by the Board. This requirement first took effect: July 1, 2014 – June 30, 2015.

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

#### Teaching Time and Annual Recertification Training

The Board has not taken a formal position on using "teaching time" toward meeting the recertification training requirement. If a Chief or Sheriff wants to count an officer's teaching time toward the requirement, he or she may do so. However, as a practical consideration, if an officer were to instruct the same course or session

multiple times, the teaching time should not be combined to equal 24 hours. In other words, teaching a four (4) hour topic could reasonably count as four (4) hours toward the 24 annual hours of training, but teaching a one (1) hour course four (4) times should not be counted as four (4) hours of training toward the officer's 24-hour recertification training requirement.

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

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

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

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

#### **Training Records**

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

#### **Entering Training into the Acadis Portal**

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

#### **Annual Recertification Training for Officers Certified in More than One Field**

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

#### **Elected Sheriffs and Annual Recertification Training**

Elected sheriffs are not required to complete annual recertification training. However, sheriffs who are certified as a law enforcement officer with the Board and who wish to maintain their certification must complete 24



hours of annual recertification training each state fiscal year including the annual Handgun Qualification Course and biennial Vehicle Pursuit training.

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

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

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

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

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

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

### **Failure to Complete Recertification Training**

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

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

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

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

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

A certified law enforcement or tribal law enforcement officer who resigns or retires and returns to certified officer employment within three (3) years or less shall complete the Handgun Qualification Course within the first six (6) months following their return to law enforcement or tribal law enforcement employment. (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 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. (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 shall start meeting the annual 24-hour recertification training requirement by no later than the fiscal year following the fiscal year in which they return to certified employment.

### **Reimbursement of Annual Recertification Training Expenses**

Starting with state fiscal year 2016 (July 1, 2015 – June 30, 2016), agency administrators will 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 31<sup>st</sup> following the end of the state fiscal year, and the Agency Renewal Process must be completed via the Acadis Portal by no later than August 15<sup>th</sup> following the end of the state fiscal year. Although every agency is guaranteed reimbursement of \$160 per eligible primary officer, the Bureau cannot hold onto the funding indefinitely. Therefore, it is possible that funding may not be available for an agency that completes the renewal process after the August 15<sup>th</sup> deadline.

For agencies that complete the renewal process by August 15<sup>th</sup>, 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 audit officer training records in Acadis. If there are no discrepancies, a reimbursement check will be sent for \$160 per eligible officer who has completed training. Note: If an officer changes primary employers (leaves primary employment with one agency and begins primary employment with another agency) during the fiscal year, the employer who completes the renewal process in Acadis first and is listed as the officer's primary employer in Acadis at the time

the renewal process is completed, is the agency that will receive reimbursement for the officer's training expenses.

**ANNUAL RECERTIFICATION TRAINING:  
FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

**Q. Where does the annual recertification training requirement originate?**

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

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

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

**Q. When must annual recertification training be completed?**

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

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

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

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

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

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

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

However, if the purpose of dual certification is employment in two (2) or more agencies for different work (a jail officer for a sheriff's office and a law enforcement officer for a police department, for

example) the officer is required to attend 48 hours of recertification training, one (1) block for each certification.

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

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

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

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

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

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

**Q. Who keeps records on annual recertification training? What types of records are to be maintained?**

A. The employing agency is expected to maintain records on all recertification training for its eligible primary, certified officers. Such records should minimally include the following information for each officer: dates and time frames (hours) for all training; subjects or topics of all training; instructors and/or the training vendor; and locations of all training.

**Q. If an officer is unable to complete the required annual recertification training within a designated state fiscal year, what happens? Is the officer decertified?**

A. The officer will be recommended for decertification to the Board unless the officer was unable to complete annual recertification training within a designated state fiscal year due to an extended illness, accident, or active military duty, and the officer's employment status has been updated to "On Leave" via the "Personnel Tab" in the Acadis Portal.

# Basic Instructor Certification

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

## POLICY

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

### Law Enforcement Instructors

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

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

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

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

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

## Jail Instructors

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

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

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

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

## Juvenile Detention Instructors

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

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

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

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

## PROCEDURE

### 1. Meet Officer Occupational and Educational Standards.

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

- a) Any applicant requesting certification to instruct board-approved jail curriculum, with the exception of PCS, must have 3 years of full-time, or at least 6,000 hours, **certified** occupational experience as a jail officer and, must at a minimum have a high school diploma.
  - i) Any applicant requesting certification instruct PCS must have 3 years of full-time, or at least 6,000 hours, certified occupational experience as a jail officer, juvenile detention officer, law enforcement officer, or tribal law enforcement officer, and must at a minimum, have 60-accredited semester credits or 90 accredited quarter credits.

- b) Any applicant requesting certification to instruct Board-approved juvenile detention curriculum, with the exception of PCS, must have 3 years of full-time, or at least 6,000 hours, **certified** occupational experience as a juvenile detention officer and, must at a minimum have a high school diploma.
  - i) Any applicant requesting certification instruct PCS must have 3 years of full-time, or at least 6,000 hours, certified occupational experience as a jail officer, juvenile detention officer, law enforcement officer, or tribal law enforcement officer, and must at a minimum, have 60-accredited semester credits or 90 accredited quarter credits.
- c) Any applicant requesting certification to instruct Board-approved law enforcement curriculum, with the exception of Constitutional Law and/or Officer Wellness, must have 3 years of full-time, or at least 6,000 hours, **certified** occupational experience as a law enforcement officer, and must at a minimum, have a high school diploma.
  - i) Any applicant requesting certification to instruct Constitutional Law must have 5 years of experience as a certified law enforcement officer and a master's degree, or 7 years of experience as a certified law enforcement officer and a bachelor's degree.
  - ii) Any applicant requesting certification to instruct Officer Wellness must have 7 years of experience as a certified law enforcement officer, and at a minimum, have 60-accredited semester credits or 90 accredited quarter credits.
  - iii) In addition to the occupational and educational requirements to instruct Board-approved law enforcement curriculum, any applicant requesting certification to instruct Tactical Emergency Casualty Care for Law Enforcement Officers must be licensed by the Wisconsin Department of Health Services as an EMT-Basic or higher.

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

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

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

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

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

-or-

- Applicants who have acquired a minimum of 2 ½ years of full-time or at least 5,000 hours **certified** occupational experience, and have completed the CJ-IDC.

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

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

### **Board Certification**

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

### **Term of Instructor Certification**

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

### **Notice of Instructor Certification Renewal**

The Bureau will send a renewal notice via email to the instructor within six (6) months prior to the instructor's certification expiration date. The email notification will be sent to the current email address listed for the



instructor in the Acadis Portal. Failure to receive notification does not relieve the instructor of their responsibility to maintain certification.

### **Renewal of Instructor Certification**

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

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

### **Instructor Updates**

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

### **Failure to Renew Instructor Certification**

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

### **INSTRUCTOR CERTIFICATION:**

#### **FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

- Q. If an applicant has held law enforcement employment for three (3) years, does the applicant qualify for instructor certification in law enforcement topics?**
- A. Not necessarily. Applicants must hold three (3) years of certified law enforcement employment to be eligible for instructor certification in law enforcement topics. The date of employment is not relevant; it is the officer's date of certification that counts. The same policy is true for instructor certification in jail and juvenile detention officer training topics.

- Q. Can an officer complete a topic specific instructor course (e.g., DAAT Instructor Course), prior to completion of the Criminal Justice Instructor Development course?**
- A. No. The Criminal Justice Instructor Development Course (CJ-IDC) is designed to be completed prior to entrance into the topic specific instructor courses. All new instructors must complete the CJ-IDC before they are eligible to register for a topic specific instructor course.
- Q. Which topics have topic specific instructor courses?**
- A. The following topics have a topic specific instructor course: Defensive and Arrest Tactics (DAAT), Emergency Vehicle Operation and Control (EVOC), Handgun & Rifle, Principles of Subject Control (POSC), Professional Communication Skills (PCS), Scenarios, Standardized Field Sobriety Testing (SFST), Tactical Emergency Casualty Care for Law Enforcement Officers (TECCLEO), Tactical Response, and Vehicle Contacts.
- Q. Does completion of a topic specific instructor course automatically lead to instructor certification?**
- A. No. Applicants for instructor certification must also submit form DJ-LE-317, the *Instructor Certification Request* form, to the Bureau to be considered for instructor certification along with a letter of endorsement from a sponsoring agency (administrator of a Wisconsin law enforcement agency or the training director of a Board-certified training school). The Bureau reviews form DJ-LE-317 and verifies that each applicant has met the requirements for instructor certification before granting provisional certification. Applicants who are approved for instructor certification are sent a provisional certification notice via email. The applicant's name is then referred to the Board for certification at the next quarterly Board meeting.
- Q. How long is instructor certification valid?**
- A. The term of certification of a new instructor is three (3) years from the date of Board approval. If a certified instructor receives additional Board-certification(s), the term of subsequent certification will be for the balance of the initial certification period. All certifications held by an instructor will expire on the same date. Certifications may be subsequently renewed by the Board for three (3) year periods.
- Q. Does attendance at an instructor update recertify an instructor?**
- A. No. Attendance at one (1) instructor update during an instructor's three (3) year certification period is mandatory to maintain certification, but there is a separate recertification process (see the next question).
- Q. How does an instructor recertify his or her instructor certification(s)?**
- A. The instructor must submit form DJ-LE-318 at least 30 days prior to his or her certification expiration date. On form DJ-LE-318, the instructor provides at least two (2) dates that he or she taught during the three (3) year certification period. The instructor must also provide a favorable letter of recommendation from a school director or dean of a Board-certified training school for whom he or she has taught or the chief law enforcement officer of an agency for whom they have taught during the three (3) year certification period.

- Q. If an instructor forgets to submit form DJ-LE-318 within 30 days prior to his or her instructor certification expiration date, will the instructor lose his or her instructor certification(s)?**
- A. The Board provides a six (6) month window for instructors who miss their application deadline to request recertification via form DJ-LE-318. Following receipt of form DJ-LE-318 by the Bureau, the applicant will be provided provisional recertification, and his or her name will be referred to the Board for certification at the next available Board meeting. The instructor's certification(s) with the Board will lapse until form DJ-LE-318 is received by the Bureau, and the Bureau sends the applicant a letter providing provisional recertification. Instructors who fail to submit form DJ-LE-318 prior to, or within six (6) months following the date of expiration are ineligible for recertification and their instructor certification(s) will lapse. To be eligible for instructor certification in the future, new instructor certification requirements apply, including re-completion of instructor development training, topic specific instructor course(s) and submission of form DJ-LE-317, all within a period not to exceed two (2) years.

# Certification and Decertification of Officers

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

## POLICY

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

### Qualifications for Certification

To qualify for certification, an individual must:

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

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

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

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

### Decertification

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

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

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

### **Consequences of Decertification**

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

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

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

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

### **PROCEDURE**

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

4. After the Board grants an officer certification at one of its quarterly meetings, the Bureau sends a certificate to the officer acknowledging his or her status as a certified officer in Wisconsin. The certificate is sent to the officer at his or her primary employing agency (primary employer).
5. For decertification, the Bureau sends a notice of intent to decertify to the officer and to his or her primary employer as the first step in due process procedures.
6. Decertification by order of the Board proceeds following the requirements set forth in ch. 227, Wis. Stats.

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

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

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

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

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

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

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

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

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

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

**Q. What is the process for decertification of an officer?**

- A. Decertification by order of the Board proceeds following the requirements set forth in ch. 227, Wis. Stats. In any potential decertification action, the Bureau conducts an investigation and makes recommendations to the Board. Written notices of all possible actions are sent to officers and to their employers, and there are opportunities for responses.

**Q. What is the consequence of decertification?**

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

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

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

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

## College Credit Requirement

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

### POLICY

#### Law Enforcement/Tribal Law Enforcement College Credit Requirement

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

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

#### Time Frame to Meet the College Credit Requirement

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

#### Verification that the College Credit Requirement Has Been Met

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

#### College Credit Waivers

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



## **Failure to Achieve the College Credit Requirement**

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

## **PROCEDURE**

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

## **COLLEGE CREDIT REQUIREMENT: FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

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

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

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

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

### **Q. Does the requirement commence with each employment?**

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

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

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

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

A. No. Educational and training standards are separate.

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

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

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

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

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

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

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

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

**Q. Must college credits be earned as semester credits?**

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

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

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

# Employment Standards

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

## POLICY

### Minimum Employment Standards

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

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

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

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

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

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

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

## Records Retention and Review

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

## Notification of Officer Employment

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

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

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

## Notification of Officer Status Changes

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

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

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

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

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

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

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

## **PROCEDURE**

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

## **EMPLOYMENT STANDARDS:**

### **FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

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



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

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

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

# Military Reintegration

## POLICY

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

### Training for Returning Combat Veterans

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

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

### Hours of Training

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

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

### Policy for Deployment and Reintegration of Military Personnel

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

### Pre-Service Graduates and Military Reintegration

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

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

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

## **PROCEDURE**

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

## **MILITARY REINTEGRATION: FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

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

# Law Enforcement Standards Board

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

## POLICY

### Policy Making Body

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

### Board Composition

The Board is composed of 15 members, as follows:

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

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

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

### The Executive Committee of the Board

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

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

## **PROCEDURE**

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

# Pre-Employment Drug Testing

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

## POLICY

### Drug Testing Upon Hire and Prior to Employment

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

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

### Notice of Testing

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

### Testing for Primary and Secondary Employment

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

### Analysis of the Specimen

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

## PROCEDURE

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

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

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

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

A. Yes.

**Q. Which drug laboratories are federally-certified?**

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

**Q. Who pays for the drug test?**

A. The prospective employing agency.

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

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

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

A. No.



# Preparatory Training

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

## POLICY

### **Board Approval of Training and Training Providers**

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

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

### **Curriculum Advisory Committee**

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

### **Bureau Advisory Committees**

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

### **Minimum Training Hours Required by Statute**

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

### **Current Training Hours**

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

## **Enrollment Requirements for Law Enforcement and Tribal Law Enforcement Recruits**

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

## **Enrollment Requirements for Pre-Service Law Enforcement Students**

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

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

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

### **Enrollment Requirements for Jail and Juvenile Detention Recruits**

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

### **Enrollment Requirements for Pre-Service Jail and Juvenile Detention Students**

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

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

### **Time Frames for Completion of Preparatory Training**

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

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

### **Failure to Complete Preparatory Training**

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

### **PROCEDURE**

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

### **PREPARATORY TRAINING:**

#### **FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

**Q. Who conducts preparatory training?**

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

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

**Q. How does a recruit enroll in preparatory training?**

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

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

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

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

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

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

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

# Reimbursement of Preparatory Training Expenses

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

## POLICY

### Reimbursement of Approved Expenses

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

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

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

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

### Reimbursement for Training Relative to Officer Employment

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

### Reimbursement Following Successful Completion of Training

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

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

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

### **Reimbursement for Training Hours Approved by the Board**

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

### **Reimbursement and Training Failure**

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

## **PROCEDURE**

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

## **PAYMENT OF TRAINING EXPENSES:**

### **FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

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

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

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

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

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

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

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

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

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

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

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



## **Time Frames to Gain and Re-Gain Officer Employment**

### **POLICY**

#### **Time Frame to Gain Law Enforcement or Tribal Law Enforcement Employment**

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

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

#### **Time Frame to Gain Jail or Juvenile Detention Officer Employment**

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

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

#### **Termination of Employment**

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

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

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

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

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

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

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

### **PROCEDURE**

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

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

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

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

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

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

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

A. Three (3) years following graduation.

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

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

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

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

A. No.

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

A. No.

## Training and Standards Bureau

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

### POLICY

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

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

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

Non-Board duties and responsibilities of the Bureau include:

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

## **PROCEDURE**

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

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

## Waivers of Training

**References:** § LES 3.05, Wis. Admin. Code

### POLICY & PROCEDURE

#### Eligibility Requirements for Law Enforcement and Tribal Law Enforcement Officers

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

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

#### Reciprocity Examination Content for Law Enforcement and Tribal Law Enforcement Officers

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

#### Application for a Waiver of Preparatory Law Enforcement Officer Training

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

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

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

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

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

### **Preparation for the Law Enforcement Reciprocity Exam & Examination Dates**

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

### **Law Enforcement Reciprocity Examination Passing Score and Time Frame for Completion**

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

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

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

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

### **Law Enforcement Reciprocity Examination Re-Test**

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

### **Law Enforcement Reciprocity Examination Fee**

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

### **Eligibility Requirements for Jail Officers**

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

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

### **Reciprocity Examination Content for Jail Officers**

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

### **Application for a Waiver of Preparatory Jail Officer Training**

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



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

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

### **Preparation for the Jail Reciprocity Exam & Examination Dates**

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

### **Jail Reciprocity Examination Passing Score and Time Frame for Completion**

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

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

### **Jail Reciprocity Examination Re-Test**

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

### **Jail Reciprocity Examination Fee**

There is no cost to take the Jail Reciprocity Exam.

### **TRAINING WAIVERS:**

#### **FREQUENTLY-ASKED QUESTIONS AND ANSWERS**

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

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

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