

Law Enforcement Reciprocity Examination

Application Packet



**Wisconsin Department of Justice
Training and Standards Bureau**

December 1, 2015

WISCONSIN'S LAW ENFORCEMENT RECIPROCITY EXAMINATION

Eligibility Requirements

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, and must:
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 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

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

Applications will be considered for applicants 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 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 75% or higher.

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

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

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

Law Enforcement Reciprocity Examination Re-Test

If an applicant fails the Law Enforcement Reciprocity Examination, one re-test is allowed. A score of less than 75% on the re-test requires completion of Wisconsin's preparatory law enforcement officer training academy. A re-test and/or completion of preparatory training must be successfully completed within an employed officer's original probationary period of employment not to exceed 12 months.

Law Enforcement Reciprocity Examination Fee

There is no cost to take the Law Enforcement Reciprocity Exam.



LAW ENFORCEMENT RECIPROCITY EXAMINATION APPLICATION

Applications must be approved by the Training and Standards Bureau. You will be notified of your approval status in writing within 30 days of the Training and Standards Bureau's receipt of your application.

1. Applicant Name (Last Name, First Name, Middle Initial):	2. Applicant's Social Security # (xxx-xx-xxxx):
3. If you have gained employment with a Wisconsin law enforcement agency, please provide the name of the agency:	
4. Applicant's Home Address (Street, City, State, Zip):	
5. Applicant's Phone Number:	6. Applicant's E-Mail Address:
7. Name of Law Enforcement Training Academy Attended:	
8. Address of Law Enforcement Training Academy Attended (Street, City, State, Zip):	
9. Law Enforcement Training Academy Hours Completed:	
10. Dates of Law Enforcement Training Academy Completed: From: (MM/DD/YYYY) To: (MM/DD/YYYY)	
11. State or federal agency that awarded your law enforcement certificate or license:	
12. Date of law enforcement certification or licensure (MM/DD/YYYY):	
13. Have you 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? <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. Have you been out of certified or licensed law enforcement employment for three (3) years <u>or less</u>? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable (Still employed)	
15. Did you leave law enforcement employment voluntarily with a good record? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable (Still employed)	
16. Name of last or current law enforcement employing agency, city and state:	Dates of Employment: From: (MM/DD/YYYY) To: (MM/DD/YYYY)
17. Name of previous law enforcement employing agency, city, and state:	Dates of Employment: From: (MM/DD/YYYY) To: (MM/DD/YYYY)
18. Name of previous law enforcement employing agency, city, and state:	Dates of Employment: From: (MM/DD/YYYY) To: (MM/DD/YYYY)
19. Name of previous law enforcement employing agency, city, and state:	Dates of Employment: From: (MM/DD/YYYY) To: (MM/DD/YYYY)

All applicants - please include the following documentation with this application:

1. Authorization for Release of Information form (page 3).
2. If you have received a Conditional Offer of Law Enforcement or Tribal Law Enforcement Employment, include a copy of your Conditional Offer Letter with this application.

Military Police/Security forces/Master of Arms Veterans - please include the following additional documentation with this application:

1. A copy of your 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.
2. A copy of your last evaluation.
3. A summary of your duties and responsibilities as a law enforcement officer in the military.
4. A copy of your graduation certificate awarding you law enforcement officer MOS.

I AFFIRM THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature

Date

Mail to:

Training and Standards Bureau
P.O. Box 7070
Madison, Wisconsin 53707-7070

**Required documentation must accompany this form.
This form will be returned to you unprocessed if it is incomplete.**



AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the Wisconsin Department of Justice, Training and Standards Bureau, which staffs the Wisconsin Law Enforcement Standards Board (Wis. Stat. § 165.86(1)(a)), to obtain verification of my training, certification/licensure and employment as a law enforcement officer from the Police Officer Standards and Training (POST) Agency from which I obtained my law enforcement certification/license. I also authorize access to any disciplinary actions taken against my law enforcement certification/license and access to my law enforcement employment records in order to verify that I left prior law enforcement employment voluntarily with a good record.

Name of Applicant: _____
Last First Middle

Date of Birth: _____
Month / Day / Year

Last 4 Digits of SSN: _____

Applicant's Signature

Date

This Authorization for Release of Information form must be signed and returned in order for you to be considered for participation in the Law Enforcement Reciprocity Examination.

Mail to:

**Training and Standards Bureau
P.O. Box 7070
Madison, WI 53707-7070**