

# DETENTION OFFICER BASIC



## Information Guide

# WYOMING LAW ENFORCEMENT ACADEMY

## Detention Officer Basic – Information Guide

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## STUDENT ADMISSION & INFORMATION

### GENERAL REQUIREMENTS TO ATTEND A DETENTION OFFICER BASIC TRAINING COURSE

Anyone interested in attending a Detention Officer course must meet the following requirements: (W.S.S. §9-1-704)

1. Be a citizen of the United States.
2. Have graduated from an accredited high school or show evidence of an equivalent achievement.
3. Possess a valid driver's license.
4. Not have been convicted of a crime for which he/she could have been imprisoned in a federal penitentiary or state prison.
5. Be of good moral character as determined by a background investigation.
6. Be free of any physical, emotional or mental conditions, which might adversely affect his/her performance of duty as a peace officer, as determined by a medical examination and a psychological test.

### PHYSICAL FITNESS ENTRY REQUIREMENTS

To be allowed to attend a Detention Officer Basic, each student must meet established entry physical fitness standards in each of the following three areas:

- ❖ Number of push-ups in one minute
- ❖ Number of sit-ups in one minute
- ❖ Distance covered in a 12-minute run

Should a student fail to attain the required level of fitness during the entry assessment, he/she **will not** be eligible to attend the basic course. Further questions, may be directed to the Basic Programs Manager.

### ARRIVING ON CAMPUS

Park your vehicle in the student parking lot on the West side of the main building.

Enter the building through either of the entrances off the student parking lot and locate, and move into, your assigned dorm room.

The code for the punch-lock system on these doors is provided in your confirmation letter.

### REGISTRATION DAY

Report to the lobby of the main building at the time indicated in your confirmation letter. You will be directed where to go from there.

Store any firearms you have brought with you in your vehicle, **unloaded**, until you are directed otherwise.

It is REQUIRED that service weapons be thoroughly CHECKED by a certified armorer and SIGHTED-IN prior to the student's arrival. No unsafe firearms will be allowed on the range.

Every officer must have his/her own firearms - you will not be allowed to share any firearms with another officer.

# BASIC COURSE REQUIREMENTS AND INFORMATION

## COMPLETION REQUIREMENTS

In order to avoid any confusion with regard to what a student must accomplish to graduate from the Detention Officer Basic Course at the Wyoming Law Enforcement Academy, the following criteria is set forth for your information.

- A. **Attendance:** During the Detention Officer Basic Course, the student is expected to punctually attend all sessions.
1. A student is allowed to miss 10% of the total curriculum due to excused absences (i.e., court time, illness or emergency).
  2. Students must attend the Use of Force lecture. Any student failing to attend this entire session must return to a future Detention Officer Basic Course for this block of instruction.
  3. Students must attend and participate in the Use of Force Practicals; Cell Search Practicals; E.V.O. Practicals; C.P.R. / First Aid / AED Practicals and examinations (Should a student present proof of C.P.R. / First Aid / AED certification with an expiration date after the date of graduation, and with prior approval from their administrator, that student will be exempt from attending the C.P.R. / First Aid / AED lecture and exam); OC Practical (unless excused by his/her agency with prior approval and proper documentation); Any student failing to participate in these exercises must return to a future Basic Course for these practicals.
  4. Unexcused absences will not be tolerated by the Academy.
    - a. The Academy is responsible to each administrator for the attendance of his or her department's officer(s) during the Basic Course.
    - b. Any student absent or perpetually tardy from class without the knowledge and consent of the staff will have his/her administrator (or prospective employer) notified and may be subject to dismissal.

- B. **Testing:** Throughout the Detention Officer Basic, the student will be tested in the following areas:
1. Comprehensive examinations covering specific areas of study are given throughout the course, each requiring a minimum score of 70%.
  2. The C.P.R. / First Aid / A.E.D. exam questions are administered as part of a general exam but stand alone with a required score of 80% for each section.
    - a. In addition to passing the written exam, the student must achieve certification by successfully demonstrating proficiency in C.P.R. / 1<sup>st</sup> Aid / AED.
  3. The O.C. Spray exam questions are administered as part of a general exam but stand alone with a required score of 80%.
  4. The Use of Force examination is given following the lecture, requiring a score of 80%.
- C. **Retests:**  
If a student fails to achieve a passing score on any of the above exams, he/she will be allowed to have one retest per examination. Failure to pass the retest will require that the student return to another Detention Officer Basic Course for that block of instruction. Additionally, if a student fails the Use of Force retest, they are unable to participate in the Use of Force Practical training during that basic. This practical training will also have to be completed during the next Detention Officer Basic, once they successfully pass the Use of Force exam.

### **Academic Failure:**

If a student fails to achieve a passing score on **any three tests** (see exceptions below) he/she will not be allowed to continue the Detention Officer Basic Course. Should a student be removed for failing three separate tests, he/she will need to **return for the entire Basic Course.**

**Exceptions:**

- a. CPR /1st Aid/AED & OC Exams *DO NOT* count towards the “3 strikes rule”. Although, failures in these areas will prevent you from receiving a certificate in that area, as well as the DOB!
- E. **Firearms Training:** In order to successfully complete the firearms portion of the Detention Officer Basic course, the student must:
- 1. Pistol
    - a. Achieve a minimum score of 80% on the W.L.E.A. Pistol Proficiency Course.
  - 2. Retests
    - a. If a student fails to attain a proficiency score on the initial attempt, he/she will be given at least two additional attempts. Regardless of how many attempts are granted, he/she must score two consecutive minimum scores of 80% on the retest (This applies to retests at the Academy or off-site by a certified Academy Range Representative).
    - b. Should a student fail to achieve the minimum qualifying score on the above course at the conclusion of the Range Practicum, he/she will be allowed an opportunity to retest and achieve the passing score within ninety (90) days after the completion of the Basic course.
      - 1) A student may retest with an Academy Range Representative (not from their agency) within 60 days of their Basic graduation date.
      - 2) If a student fails to achieve a passing score on this course within the initial 60 days, he/she must return to the Academy to retest within the remaining 30 days.
    - c. Should a student fail to achieve a passing score on the course during this ninety (90) day retesting period, he/she will be required to return to another Detention Officer Basic Course and complete the firearms training portion of the course.

The Academy Staff will notify an administrator (or perspective employer) of any student who demonstrates serious

proficiency problems during firearms training or decision shooting.

- F. **Custody and Control:** To successfully complete the Custody and Control portion of the Detention Officer Basic Course, the student must pass a proficiency test by accurately performing each technique in the following areas: basic skills, pressure points, impact skills, handcuffing skills, control skills, defense skills, edged weapon skills and weapon retention skills.
  - 1. If a student fails to accurately perform any technique, he/she will be allowed one opportunity within ninety (90) days after the completion of the Basic Course to retest on the failed technique(s).
    - a. A student may retest with an Academy Certified Custody Control Instructor (not from their agency) within 60 days of their Basic graduation date.
    - b. If a student fails to accurately perform any failed technique within the initial 60 days, he/she must return to the Academy to retest within 30 days.
  - 2. If a student fails to accurately perform any failed technique upon retest, he/she will be required to return to another Detention Officer Basic Course and complete the Custody and Control portion of the course.
- G. **Physical Fitness:** Students are required to actively participate in the structured physical training program which is part of the mandated curricula of the Detention Officer Basic Course. Although the Academy does not require our students to be at a certain level of fitness in order to graduate, we recommend that anyone employed as a law enforcement officer be at least in the 50<sup>th</sup> percentile in each category of physical fitness. During the Basic the class will go on several group runs through the Douglas community ranging from 1.5 to 2.5 miles.
- H. **Proficiency Skills:** To successfully complete the Detention Officer Basic Course, the student must perform at an acceptable level during the Use of Force Practicum. If the student does not pass the Use of Force Practicum, he/she will be retested prior to the completion of the Basic. If the student is still unable to show proficiency in that area, they will

be required to return to a future Detention Officer Basic Course and successfully complete the Use of Force lecture, examination, and practicum sessions.

The student will receive additional evaluations for hands-on training in Cell Searches and Fingerprinting. This portion of the training is not evaluated on a pass/fail basis. Any student who performs at a level less than acceptable will still pass, however the Academy **strongly** recommends they receive additional training.

The Academy Staff will notify the administrator or perspective employer of any student who fails to demonstrate satisfactory progress during any portion of this training.

- I. **Rules and Regulations:** The student must adhere to all the rules and regulations of the Wyoming Law Enforcement Academy. Serious infractions of these rules may result in suspension or expulsion. It is the responsibility of each student to be familiar with these rules and regulations **prior** to his/her arrival at the Academy.

## COLLEGE CREDITS

The Wyoming Law Enforcement Academy, in cooperation with Eastern Wyoming College, is offering college credits for the basic courses. Opportunity will be given at the start of each class to sign up for the credits through Eastern Wyoming College. Currently, the Detention Officer Basic Course offers 13 semester credit hours. These credits are applicable to Associate and Baccalaureate degrees. They may be transferred, upon written request to EWC, to other institutions.

## GRADUATION AND AWARDS

At the end of the 8 week Detention Officer Course, graduation ceremonies are held at the Wyoming Law Enforcement Academy. At this time, awards are presented to the student in each class who has excelled in specific areas.

- ❖ The Academic Award is presented to the Detention Officer Basic student who achieves the highest cumulative score on the written

examinations administered during the Basic Course.

- ❖ The Physical Fitness Award is awarded to the student who, during final assessment of individual physical fitness, achieves the highest cumulative score.
- ❖ The Firearm's "Top Shooter Award" is presented to the student who achieves the highest cumulative score on the handgun proficiency courses, during recorded fire.
- ❖ The most prestigious award given in each basic class is the Honor Graduate Award. This award is presented to the one student in each class who, in the judgement of the instructional staff of the Wyoming Law Enforcement Academy, performed in a superior manner in all phases of training and who exhibited all the essential qualities and attributes of a professional detention officer.
- ❖ **In order to be eligible for any award, the student must have completed all Basic Curriculum Requirements within the prescribed hours.**

## STUDENT EXPENSES

Following is a list of expenses which may be incurred during the Basic. Some of these expenses are mandatory\*; others are optional. Specific information will be given during Basic Orientation.

Class Project  
Coffee  
PT Clothing\*  
Academy Canteen Items  
Lost or Damaged Equipment\*

Questions regarding the basic course completion requirements should be directed to the Basic Programs Manager at 358-3617.

## EQUIPMENT AND CLOTHING

### EQUIPMENT AND CLOTHING

**NEEDED:** Students must have all of the following equipment and clothing prior to the start of training.

Basic students will be required to wear the full departmental uniform that is authorized for the period in which they are attending classes, minus leather gear and firearms. This dress code includes the first day of class.

### CUSTODY AND CONTROL TRAINING

- Duty belt and holster \*
- OC holder (if used)\*
- Taser holder (if used)\*
- Handcuffs, case and keys
- Mouthpiece\*
- W.L.E.A. PT Clothing\*

### FIREARMS TRAINING – HANDGUN

- Handgun-**UNLOADED**
- Complete support equipment including:
- Duty belt and holster\*
- Keepers or inner belt (if using velcro system)
- Three magazines and magazine pouch
- Any other department issued equipment normally carried on the duty belt
- All handgun ammunition will be issued by WLEA firearms staff. If an officer shoots other than 9 mm, .40 or .45 caliber ammunition, the agency is required to provide that ammunition (**only 100% lead free and frangible ammo allowed**) or the Academy will issue the officer a 9 mm handgun and ammunition for training only.
- Ear protection (ear muff type recommended)
- Eye protection (safety glasses with polycarbonate wrap-around lenses that meet or exceed ANSI Z87.1=1989 Standards)
- Baseball style cap
- Handgun cleaning equipment (**one set per student**)

### CLOTHING AND MISCELLANEOUS EQUIPMENT:

- Inclement weather range clothing
- Ballistic vest (soft body armor), if required by agency
- Shower shoes

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- Footwear for running
- Court shoes and sweat clothes
- Full departmental dress uniform, including tie, for class picture and graduation ceremonies
- Dictionary (optional, but recommended)
- Athletic support clothing (jock straps, sports bras, compression shorts, etc., as appropriate)
- Clothes hangers, if desired
- Recommended older/used uniform pants to be used during tactical range days
- Laptop computer and printer

Should you have any questions regarding the equipment, please call the Basic Programs Supervisor at 358-3617.

**\* Used in two areas of training**

### PT CLOTHING

The physical fitness program is a required part of the Detention Officer Basic course. The Wyoming Law Enforcement Academy will issue each student three (3) t-shirts and two (2) sweatpants. This is considered a set and is required clothing for participating in physical fitness and custody and control training.

There are two available options:

1. RENTAL – You may have a set issued to you, which must be returned to the Wyoming Law Enforcement Academy upon completion of the training. A USAGE fee of \$15.00 is assessed at the time of issue.
2. PURCHASE – You may purchase a new set at actual cost, which is currently \$45.00.

Specific instruction regarding dates and times for obtaining, exchanging, and payment will be given during Orientation on the first day of Basic.

For those paying in cash, please bring the correct change! All checks are to be made payable to the Wyoming Law Enforcement Academy and receipts will be issued for all purchases and rentals. We do not accept credit cards.

For those who are renting their set, you must turn in your issue during the last week of Basic. The student must pay for replacement of any clothing issued on a rental basis and not returned upon completion of the training.

Shorts may be worn during Custody & Control and Physical Training sessions, although only "WLEA" shorts are allowed. These shorts may be purchased for \$17.50 in the clothing canteen.

Gym lockers are available for your use. The lockers do not have locks; however, if you prefer to use one you must bring your own.

## ACADEMY INFORMATION

### STATUTORY AUTHORITY

The Wyoming Law Enforcement Academy is the only training center available for peace officers, detention officers, public safety communication personnel and coroners in the State of Wyoming. Its primary function is to provide basic training for the law enforcement agencies throughout the state which come under the provisions of the Peace Officer Standards and Training Act (W.S. 9-1-701 through 9-1-708). In addition to the basic courses, the Academy offers a wide variety of specialized training courses dealing with all facets of law enforcement.

### GOALS AND OBJECTIVES

The Wyoming Law Enforcement Academy exists to upgrade the professionalization of law enforcement in the state by providing the most current, state-of-the-art training available. The Academy continually strives for excellence in the development and delivery of its training programs.

**Goal** – To provide sufficient basic and specialized training to enable all state and local law enforcement agencies and coroner offices to meet the training mandates prescribed by law.

#### **Objectives** –

1. To offer sufficient number of peace officer and detention officer basic courses to meet the demands of departments across the state.
2. To provide law enforcement agencies throughout Wyoming with a pool of trained certifiable people from which to recruit.
3. To offer sufficient advanced or specialized training to enable the state and local law enforcement agencies to meet the advanced training requirements necessary to maintain their certification.

### HONOR CODE

***“We will not lie, steal or cheat, nor tolerate among us any who does. Furthermore, I resolve to do my duty and to live honorably, so help me God.”***

The Honor Code recognizes honor has a broader meaning than simply not lying, stealing, or cheating. True honor requires active support of positive principles rather than simple abstinence from wrongdoing. The oath also affirms the closely related nature of the concepts of honor and duty. The phrase “so help me God,” is taken from the oath of office and affirms that a higher standard of living demands a higher source of authority.

### TRAINING PHILOSOPHY

Our philosophy is based upon high expectations, both for ourselves and for our students. We recognize that law enforcement is not simply a job, but a position of respect and trust. This respect and trust cannot be bought; it can only be earned and cultivated. Through our training, we strive to instill self-discipline in each student and a high standard of personal and professional conduct. Staff and students alike subscribe to the WLEA Honor Code, which, like the public, demands integrity which is beyond reproach.

The acquisition of knowledge is a never-ending process of personal and professional development that must be pursued with vigor. We provide our students the opportunity to improve their level of knowledge, to enhance their competence, to demonstrate self-discipline, and above all, to be held accountable. These are the essential components of a professional law enforcement officer’s performance of duty.

We acknowledge the public's trust by demanding the best from our students, and in turn, giving them our best. The Wyoming Law Enforcement Academy's standards are high, as are the demands and expectations of our society.

### **TRAINING SERVICES**

Throughout its history, the Wyoming Law Enforcement Academy has placed itself on the cutting edge of current trends in law enforcement training. It is the only law enforcement officer training facility in the state of Wyoming and one of the most modern, state-of-the-art facilities in the United States.

Annually, the Academy provides three Peace Officer Basic Courses; three Detention Officer Basic Courses; two Public Safety Communications Basic Courses; and one Death Investigation/Coroner Basic Course. These courses are statutorily mandated and meet state Peace Officer Standards and Training Commission (POST) certification requirements.

Additionally, WLEA presents 40 to 50 special and advanced courses each year to meet the continuing educational needs of the state's law enforcement professionals. These courses cover the entire range of law enforcement knowledge, techniques, and skills.

Upon successfully completing a WLEA basic course, the student is granted a certificate of completion and is eligible, upon meeting P.O.S.T. standards, to become a certified peace officer, detention officer, communications specialist, or coroner.

These basic courses are also state approved for VA benefits.

### **TECHNOLOGY RESOURCE CENTER (TRC)**

Students in the Peace Officer, Detention Officer, and Public Safety Communication Basic courses are given access to the Academy's technology resource center. This state-of-the-art facility boasts 40 computer stations, interactive display screen technology, and projection systems to help provide the most up-to-date computer training. Students in the basic course receive formal instruction during the course on the use of computers and use of the TRC.

## WYOMING LAW ENFORCEMENT ACADEMY PERSONNEL DIRECTORY

To reach any of our staff directly dial (307) 358-4563 and enter the 3-digit extension number listed below. To speak to the receptionist call (307) 358-3617.

NAME		E-MAIL ADDRESS	EXT.
<b>Administration</b>			
Harris, Dave	Director	dharri@state.wy.us	229
Bayne, Chuck	Deputy Director	cbayne@state.wy.us	237
Brooks, Brian	Basic Programs Manager	bbrook1@state.wy.us	236
Marker, Jim	Special Programs Manager	jmarke@state.wy.us	232
<b>Instructional Staff</b>			
Mower, Wayne	Basic Programs Supervisor	wmower@state.wy.us	239
Smith, Paul	Special Programs Supervisor	psmith3@state.wy.us	238
Hayes, Ron	Instructor	rhayes1@state.wy.us	235
Seavey, D.J.	Instructor	dseave@state.wy.us	242
Holland, Karen	Instructor	kholla@state.wy.us	233
Crays, Richard	Instructor	rcrays@state.wy.us	234
Taboga, Kurt	Instructor	ktabog@state.wy.us	231
Stewart, Brian	Instructor	bstewa1@state.wy.us	230
Clark, Russell	HLS Training Coordinator	rclark2@state.wy.us	279
Roark, Martin	WMD Instructor	mroark@state.wy.us	248
<b>Office Contact Information</b>			
Registrar			224
Basic Program Services/Pre-Service			227
Receptionist			221

## **W.L.E.A. CAMPUS**

The Wyoming Law Enforcement Academy is a 97,000 square foot facility, situated on 55.5 acres of land on the west side of Douglas, Wyoming. The Academy, overlooking the North Platte River, began operations at this site in 1984. The campus houses the necessary administrative offices, classrooms, physical training areas, and student accommodations to make this a truly state-of-the-art educational institution.

### **DORMITORIES**

Dormitory facilities are provided for students during attendance at all schools. The Academy can house 116 students in the two-story residence wing of the main building. Accommodations are arranged for two students per room. Each room provides a bed, desk, and closet for each student and each room contains an individual bathroom facility. Both floors in the residence wing include a lounge area with television (cable), VCR, pool table, foosball table, Ping-Pong table, and a microwave oven available to the students. A large cafeteria-style dining room staffed by full-time dietary personnel serves delicious, nutritionally sound breakfast, lunch and dinner to students. The dining room overlooks the campus' tranquil, beautifully landscaped inner courtyard.

### **CLASSROOMS**

Classrooms include two amphitheater-style lecture halls arranged with remote controlled audio-visual apparatus, two additional classrooms, and a seminar room. To facilitate hands-on learning in special techniques, the Academy also includes an evidence-processing laboratory. The MILO™ system, a state-of-the-art computerized decision-making training system, is also part of the basic course curriculum. It utilizes laser technology with common law enforcement tools to realistically assess a student's decisions concerning Use of Force, tactics, and weapon manipulation.

### **PHYSICAL TRAINING**

Physical training is an integral part of Basic curriculum, as well as many special schools. The physical fitness of all students and staff is of paramount importance at WLEA. To this end, modern physical training areas, used both during class training and after-hours for recreation, are available on campus. A fully equipped gymnasium and weight room are located in the main building.

### **VEHICLE OPERATION RANGE**

Emergency vehicle operations (EVO) courses, developed to educate the student on safe and effective operation of an emergency vehicle, are taught on an 11-acre driving pad. Pursuit and evasive techniques are taught hands-on using the EVO fleet vehicles, and a Skid Car™ to augment the EVO training curriculum. The EVO area also includes a maintenance building and an observation tower. Additionally, a state-of-the-art driving simulator is used during EVO training.

### **FIREARMS RANGES**

Firearms' training is conducted at three locations on the Academy campus. In the main building students use an indoor range equipped with modern features such as variable lighting for low-light training exercises, electronically controlled targets for close-range, mid-range, and long-range fire, and 12 individual, partitioned shooting stations. A 20-station outdoor firing range including a hit-sensitive running man target, a classroom, and spotting tower building is situated below the main building. Shotgun, rifle and advanced handgun training exercises are practiced on a third range.

## **WLEA LOCALE**

The Wyoming Law Enforcement Academy is located in Douglas, Wyoming, situated in east central Wyoming. Douglas serves as the Converse County seat. Its population is 5,288, with an overall county population of 12,052. The Casper International Airport is 55 miles west of the city. Douglas provides a wide variety of retail outlets and services, convention hotels and motels.

Douglas was the first Wyoming town to provide a multi-million dollar public recreation center to the people through cooperation with the public school system. This recreation center includes tennis, volleyball, and racquetball courts and an Olympic size swimming pool and is accessible to Academy students free of charge with a photo ID.

Each year in August, Douglas proudly hosts the Wyoming State Fair. This event draws thousands of visitors from around the nation. Rodeo, livestock, agricultural displays, and western pageantry combine to make the State Fair the "Show Window of Wyoming."

The city has one of the most challenging and well-maintained 18-hole golf courses in the state with a fine clubhouse, driving range, and rental carts. The Douglas area offers many other scenic and historic attractions, as well as recreational areas for residents and visitors alike.

**RIVERSIDE PARK** – An enchanting bike and recreation path following the North Platte River for 3.2 miles through Douglas.

**FORT FETTERMAN** – An 1800's army outpost located 8 miles west of Douglas. Each year, local people celebrate Fort Fetterman Days. A rush of mountainmen, black powder rifle enthusiasts, and Calvary in authentic dress play turn-of-the-century games, enjoy early music, and celebrate Wyoming.

**WYOMING PIONEER MEMORIAL MUSEUM** – This museum houses the state's finest collection of Indian and pioneer artifacts, both civilian and military, and includes one of the first schoolhouses in Wyoming.

**LARAMIE PEAK** – Located in the breathtaking Medicine Bow National Forest, Laramie Peak dominates the skyline south of Douglas. The nearby mountain community of Esterbrook offers a wide variety of activities, including camping, photography, fishing, rock climbing, backpacking, sightseeing, snowmobiling, and cross-country skiing.

**GLENDO STATE PARK** – Located 23 miles south of Douglas, Glendo reservoir has 12,500 acres of clear water for fishing, boating, water-skiing, and swimming. The 78 miles of shoreline include boat ramps, camping facilities, and a complete marina.



# Wyoming Law Enforcement Academy

1556 Riverbend Drive, Douglas, Wyoming 82633

Phone (307) 358-3617 Fax (307) 358-9603

www.WLEAcademy.com



## RULES AND REGULATIONS

These rules govern the conduct of students while attending the Wyoming Law Enforcement Academy. They are based upon a consideration for the health and safety of students and others and to promote an atmosphere conducive to learning. Each student must become familiar with the expectations these rules place upon him/her.

It is the policy of the Academy to advise a student's agency head of any disciplinary action or reprimand the student encounters while residing at the Academy. Conduct which calls into question a student's integrity, which could discredit the student, the Academy, or the law enforcement profession, or which creates unnecessary conflicts among other students will not be tolerated. **Moreover, every student is expected to obey all laws, statutes, and ordinances and to abide by the Wyoming Law Enforcement Academy Honor Code.**

Students should be aware of the burden on all law enforcement officers to serve as an example for others and should conduct themselves accordingly during their stay here. Failure to abide by all Academy rules may result in disciplinary action, up to and including immediate dismissal or suspension from the Academy.

## GENERAL INFORMATION

Parking is provided in the student parking lot on the west side of the Academy and students will enter the building through the two (2) entry ways on the west side, just off the parking lot. Room assignments will be posted on the bulletin board inside the entry ways.

## ARRIVAL AND REGISTRATION

### **Peace Officer, Detention Officer, and Public Safety Communications Personnel Basic Courses -**

Students enrolled in these courses are required to report to the Academy by the deadline published in the confirmation notice. Attendance at registration and orientation is mandatory - **NO** excused absences will be granted. At this time, course materials are distributed and formal registration and orientation will be completed.

For those traveling great distances, the dormitory will be open on the evening prior to registration. No evening meal will be provided, however, breakfast will be available on the morning of registration.

**Special Schools** - Students enrolled in a special school are to report to the main lobby area prior to 8:00 a.m. for registration on the day the class is scheduled to begin. Students who must travel a considerable distance may arrive the afternoon of the day before class is to begin. Students arriving early need to be aware that no meals are provided prior to breakfast on the morning the class begins.

## RAISING / LOWERING OF FLAGS

We believe that special attention should be given during the raising and lowering of flags as recognition of the great country we live in and the freedom we enjoy because of the many sacrifices our military and law enforcement officers around the world have made. As recognition, and a symbol of respect, we require that all those leaving or entering the grounds stop, and if in a vehicle, we request that they exit and stand at attention throughout the ceremony. In addition, proper salute should be given (i.e., hand over the heart without headgear) while the American flag is raised or lowered.

## FIREARMS

**The possession, use, and storage of firearms on the Academy grounds is strictly regulated to ensure a proper balance between safety and security. Violation of these rules will not be tolerated and may result in dismissal.**

All students who bring firearms to the Academy are required to observe the following procedures:

1. Upon initial arrival, the weapon will remain locked in the vehicle.
2. If the weapon will be used in training, a weapon locker may be assigned. If that is the case, at the direction of Academy firearms staff, the weapon will be unloaded outside the building and transported to the indoor range by the most direct route. The student will be issued one (1) key for his locker, and will be held responsible for its safekeeping. Students will be charged \$20.00 for each lost key.
3. Ammunition may be stored in either the vehicle or the student's dormitory room.
4. Under no circumstances will a student be allowed to have a weapon in the dormitory.
5. When transporting a firearm on Academy grounds it must be:
  - A. Unloaded (empty, including chamber(s), magazines and magazine well).
  - B. Revolvers will either be holstered or hand carried with cylinder open.
  - C. Semi-auto pistols will either be holstered or hand carried, with the slide locked open.
  - D. Long guns will be slung over the shoulder, action open.
6. The handling and/or demonstration of weapons that is not directly related to Academy training is prohibited anywhere on Academy grounds or in its buildings.
7. Upon departure from the Academy, the student may retrieve his weapon from the locker and transport it to his vehicle where it may be reloaded and immediately removed from the Academy grounds.

Instructors and visiting on-duty officers are required to observe the following procedures:

1. On-duty officers may wear their side arm while at the Academy.
2. If the officer is teaching in the classroom and/or is staying in the dormitory, the weapon must be secured in either the vehicle or in an Academy weapon locker.
3. When eating in the dining hall, caution must be exercised to ensure that the duty belt and equipment do not harm the chairs.

The possession and use of any other weapons (archery, air guns, etc.) will be allowed only after specific and limited approval by Academy administration.

## WEARING APPAREL

**Peace Officer, Detention Officer, and Public Safety Communications Personnel Basic Courses -** Sworn officer students attending the Peace Officer Basic Course and Detention Officer Basic Course are required to wear their full departmental uniform (minus leather gear and firearms) while attending classes. Personnel attending the Public Safety Communications Basic Course are required to wear their full departmental uniform. If their department does not require a uniform, Communications Basic students must wear appropriate civilian attire of dress slacks and collared shirt, dresses, or skirt and blouse (**no t-shirts, tank tops or shorts**). Pre-Service (civilian) students are required to wear Academy issued uniforms. Blue jeans are prohibited except when expressly authorized by the

assigned Academy staff coordinator and only when directly related to training needs. Leather gear will be necessary at particular times and should be brought to the Academy. A full dress departmental uniform, or appropriate apparel for pre-service students, should be included for graduation and the class picture. Clothing that is suitable for maintaining warmth and dryness, and which can be worn on the firing range or during some practical exercises, should be included. During Custody Control and Physical Training sessions, all students will be required to wear the approved W.L.E.A. t-shirt, sweatpants and shorts. These may be purchased or rented from the Academy upon arrival. This rental fee is included in the tuition and equipment fee for Pre-Service (civilian) students. Additionally, court shoes (no black soles), and footwear suitable for running, will be required at various times throughout these sessions. Please remove all caps and hats when inside the Academy building. Appropriate dress inside the cafeteria is department uniform. The only exceptions are: while Custody & Control training is taking place, PT clothing is acceptable (NO SHORTS) or when there is no training taking place, Civilian attire is acceptable (nice pants and a collared shirt- NO TEESHIRTS OR SHORTS).

**Special Schools** - Special school students have the option of wearing their department uniform or civilian clothes. Civilian attire considered appropriate consists of (at a minimum) pants and collared shirt (**no t-shirts, tank tops, or shorts**). All clothing must be in good condition. Please remove all caps and hats when inside the Academy building.

### INJURIES

The Wyoming Law Enforcement Academy provides instruction and conducts hands-on training in a variety of subject areas in law enforcement. There are some inherent dangers and risks of personal injury to the participants involved in some of the training that is provided (firearms, custody control, physical fitness, and emergency vehicle operations, etc.) Although the Wyoming Law Enforcement Academy staff is committed to lessening all chance for injury, the inherent risks in these types of activities can never be totally eliminated. Therefore, it is the student's individual responsibility to:

1. Be aware of the inherent potential for injury in these types of activities and to act responsibly while participating.
2. Notify staff of any physical or medical condition that may adversely affect the student's performance or that may increase the chance for injury.
3. Request clarification of what is expected when unsure or express any individual concern for safety.
4. Agree to assume all reasonable risk of injury **before** participating.

Injury from accidents incurred during attendance at school may be covered by Workers' Compensation and should be referred to the individual's department. The staff is to be advised immediately of any accident or injury while a student is at the Academy. Pre-Service students are encouraged to carry their own medical insurance policy. Injuries not covered by Workers' Compensation must be covered by the individual's personal or departmental medical insurance carrier.

### DINING HALL SCHEDULE

Food items served in the dining hall are not to be removed to any other part of the building. The normal daily schedule will be as follows:

7:00 a.m.	-	Breakfast
7:30 a.m.	-	Serving line closed
12:00 noon	-	Lunch
12:30 p.m.	-	Serving line closed
5:00 p.m.	-	Dinner
5:30 p.m.	-	Serving line closed

### ATTENDANCE

Each student must attend at least 90% of the total curriculum hours to receive credit for the course. The Academy is responsible to each administrator for the attendance of his department's officer(s) during the course. Unexcused absences or tardiness will not be tolerated by the Academy. Any student

absent from class without the knowledge and consent of the staff will have his administrator (or perspective employer) notified and may be subject to dismissal. Tardiness is subject to disciplinary action.

Students are not permitted to leave the Academy grounds during class training sessions or assigned study sessions without first securing permission from the class coordinator. Students leaving and returning from an authorized absence must check out and in with the receptionist.

### **LOST & FOUND**

Any found property must be turned in to the receptionist. Reasonable attempts will be made to identify the owner and return the property. Unclaimed property will be disposed of after sixty (60) days.

### **PHONE MESSAGES & USE**

All cell phones must be powered off while in class.

All non-emergency messages and other information will be posted on the electronic messaging center with monitors located in the main lobby and the student break area. When you have received your message, please notify the receptionist so the message may be deleted from the system. It is the responsibility of the student to check these locations for information. Students will be notified immediately of any emergency messages.

Telephones that can be used to call out (via credit card only) are located in both dayrooms, in the lobby, and in the break area. **Academy office telephones will not be available for use by the students.**

### **FAXES**

Personal faxes sent or received by a student, on the Academy fax, will result in a per-page charge to that student.

### **MAIL**

During their stay at the Academy, students may receive mail at the following address:

Student's name  
C/o Wyoming Law Enforcement Academy  
1556 Riverbend Drive  
Douglas, Wyoming 82633

### **SCHOOL SUPPLIES**

Notebooks or folders will be furnished to students. Certain schools may require the students to provide special equipment and/or materials. Special equipment needs will be addressed in the confirmation notice.

### **CLOTHING CANTEEN**

W.L.E.A. clothing and miscellaneous items are offered for sale on Wednesday, 12:30 - 1:00 p.m. unless otherwise posted. The Canteen is located in Room 121.

## SPECIAL REGULATIONS

**Tobacco** - Smoking and the use of any type of smokeless tobacco is prohibited inside any Academy buildings. Anyone wishing to use tobacco of any kind must do so outside the buildings, and those who wish to smoke may do so only on the west side of the main building (student parking entrances).

**Alcoholic Beverages** - The possession and/or use of any alcoholic beverages in all Academy buildings and grounds is prohibited and strictly enforced. Students shall have no alcohol in their system when participating in training-related activities.

**Visitors** – Civilian visitors are restricted to the guest lobby and **ALL** visitors must leave the grounds by 10:00 p.m.

**Food, Gum, and Drinks** - Food and gum are prohibited in the lecture halls, classrooms, and meeting rooms. Drinks may be brought into these areas only if contained in a spill-proof container. Spill-proof containers can be purchased from the Academy, or the student may provide his own.

Coffee is available in the break area from 6:00 a.m. - 4:00 p.m.

## DORMITORY

**Room Assignments** - Students are not permitted to move to, or sleep in any dormitory room other than the one assigned.

No members of the opposite sex are permitted in a dormitory room, other than the one that has been assigned to them, between 10:00 p.m. and 7:00 a.m.

Maid service is not available and students are expected to maintain dormitory rooms in a neat condition.

Beds are to be made daily prior to attending scheduled classes.

Students are not to rearrange furniture nor remove it from the dormitory rooms and are prohibited from taping, nailing, or attaching any pictures, posters or similar items to the walls or doors of dormitory rooms.

Clothing or other articles shall not be hung from the air conditioning grills, fire-sprinkler heads, or on lamps or electrical appliances.

Dormitory bathrooms are shared by two students. It is the collective responsibility of these students to maintain bathrooms in a clean manner.

Unconsumed food items which require refrigeration will not be kept in the students' dorm rooms. Cooking and clothing care appliances, and animals are prohibited.

A charge of \$20.00 will be assessed for all lost dormitory keys.

***At the conclusion of each school, students are responsible for leaving their rooms clean, orderly and with the original furniture intact.***

**Check-out Time** – Unless modified by the WLEA coordinator, the normal check-out time for all Special Schools students and users is **10:00 A.M.** of the last day of class. Failure to vacate a room by the deadline may result in an extra charge.

**Linen Supplies** – Students attending training longer than one week will have clean linen, towels and wash cloths available for exchange each Friday at the Housekeeping office. Each student will be furnished with the following:

1 pillow	1 blanket
1 mattress cover and pad	1 wash cloth
1 sheet	1 towel
1 pillow case	1 bath mat

**Fire Exits** - Fire exits are located on the south and west sides of the dormitory area. Normal entries and exits from the dorm area should be made from the west doors adjacent to the west parking lot. Dorm room windows are fire exits exclusively and are to be opened only in an emergency.

**Dayrooms and Break Area** - There are two dayrooms and a break area available for student use. They must be kept clean and orderly. Used and discarded items must be placed in the trash receptacles that are provided. No furniture is to be removed from the rooms at any time.

**Inspections** - The Academy staff will make periodic quarter's inspections. Personal belongings will not be inspected unless the student is present.

### **PHYSICAL TRAINING AREAS**

No persons, other than students attending Basic or special schools, are permitted to use any of the physical training areas. Food, gum and drinks cannot be brought into these areas.

**Gymnasium** - Anyone using this facility will be required to wear designated gym clothes and court shoes. Those who are observing activities will remove their street shoes.

**Weight Room** - Designated gym clothes, court shoes and shirts must be worn while in the room. Observers will remove their street shoes before entering.

**Locker Room** - The lockers are assigned for student use and the use of padlocks is encouraged. When not in use, personal items of clothing and towels will be placed in the assigned locker. Soiled clothing should not be left in lockers for any extended period of time. "Horse-play" or rowdy conduct is prohibited in this area.

### **OTHER TRAINING AREAS**

**Outdoor Training Areas** - All outdoor training areas are off-limits except during scheduled training sessions.

**Indoor Range** (Observation Room) - Food, gum, and drinks are prohibited in the indoor range. Students may use this area for weapons' maintenance, but may do so only during designated hours. Ammunition will be permitted in this area during training sessions only. Specific range rules of conduct are posted and will be strictly enforced.

### **COMPUTER USE**

#### **Technology Resource Center (TRC)**

Access to the computers in the TRC is restricted to only those students who, as a curriculum-mandated condition of their training, are required to complete assignments using the computer. Those students will be required to receive a mandatory orientation covering the use of the TRC equipment and to sign and have on file with the WLEA a copy of the "STUDENT INTERNET AND E-MAIL USAGE POLICY" form. Upon receipt of that signed form, the student will be assigned a unique user name and password, which will be valid only for duration of that specific class. Any violation of the usage policy or the guidelines listed below may result in the loss of TRC privileges.

Students attending basic training will have priority access to computers to allow them to satisfy training-related requirements. When a Basic is in session, the TRC will be available 24/7 to those officers. TRC use for non-Basic students/users will only be allowed according to pre-arranged training needs or other special circumstances (approved through Course Coordinator).

### **Personal Computer Use**

Those wishing to access the internet for personal use (check email, etc.) may use the computer stations provided in the Academy lobby. Anyone using these systems will be required to abide by the usage policy posted by each station.

Personal computers that are equipped with wireless capabilities may be used in the Academy lobby area. The current required WEP key is displayed on the electronic messaging center monitors located in the main lobby and the student break area.

Students are welcome to use laptop computers in the classrooms during training but only for the purpose of taking notes. They are not to be used for emailing, game-playing, or text-messaging.

### **DAMAGE**

All spills, stains, breakage, or any other facility damage must be immediately reported to the staff coordinator who is in charge of the class. The cost of any damage which is malicious, or which is caused by negligence may be borne by the individual student(s) or by the sponsoring agency(ies).

### **EXCEPTIONS**

Exceptions and changes to these requirements may be made by the Academy staff as circumstances dictate. However, ample notice will be given to all students whenever such changes are authorized.