

PUBLIC SAFETY COMMUNICATIONS PERSONNEL BASIC



Information Guide

WYOMING LAW ENFORCEMENT ACADEMY

Public Safety Communications Personnel Basic – Information Guide

TABLE OF CONTENTS

Click on [BLUE](#) Hyperlinks below to see information

[General Information](#)

[Basic Course Requirements and Information](#)

[Equipment and Clothing](#)

[Academy Information](#)

[W.L.E.A. Personnel Directory](#)

[W.L.E.A. Campus](#)

[W.L.E.A. Locale](#)

[Rules and Regulations](#)

GENERAL INFORMATION

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 was 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 to your classroom from there.

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 Public Safety Communications Personnel Basic Course at the Wyoming Law Enforcement Academy, the following criteria is set forth for your information.

- A. **Attendance:** During the Public Safety Communications Personnel 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).
 4. Unexcused absences cannot 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:** During the Public Safety Communications Personnel Basic Course, the student will be tested in the following areas:
1. One comprehensive examination covering specific areas of study is given at the conclusion of the course, requiring a minimum score of 70%.
- C. **Retests:**
1. If a student fails to achieve a passing score on the above exam, he/she will be given one retest. Failure to pass the retest will require that the student return to another Public Safety Communications Personnel Basic to attend the entire course and successfully complete the examination.
- D. **Proficiency Skills:** To successfully complete the Public Safety Communications Personnel Basic Course, the student must perform at an acceptable level during the Radio/Telephone Practicum. The Academy staff will notify the administrator or prospective employer of any student who demonstrates

serious proficiency problems during the practical exercises.

- E. **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. A copy is provided at the end of this information guide.

GRADUATION

At the end of the 2 week Public Safety Communication Personnel Basic Course, an informal ceremony is held where certificates of successful completion are awarded.

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 Photo
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: Basic students will be required to wear the full departmental uniform that is authorized for the period in which they are attending classes. If your agency does not utilize a departmental uniform, proper civilian attire, as mentioned on page 11, is required. This dress code includes the first day of class.

OPTIONAL CLOTHING AND MISCELLANEOUS EQUIPMENT:

- Shower shoes
- Dictionary (optional, but recommended)
- Clothes hangers, if desired
- Lock for gym locker*
- Alarm clock

*** Gym lockers are available for your use but do not have locks. If you prefer to use one you must bring your own.**

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

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.

Goals – 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 public safety communications and coroners 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 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 in each student, self-discipline 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 peace 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 help meet the continuing education 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 POST standards, to become a certified peace officer, detention officer, or communications specialist.

These basic courses are also state approved for VA benefits.

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.
Administration			
Harris, Dave	Director	dharri@state.wy.us	229
Bayne, Chuck	Deputy Director	cbayne@state.wy.us	237
Brooks, Brian	Basic Program Manager	bbrook1@state.wy.us	236
Marker, Jim	Special Programs Manager	jmarke@state.wy.us	232
Instructional Staff			
Mower, Wayne	Basic Training 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
Guilford, Suzan	Instructor	sguilf@state.wy.us	230
Taboga, Kurt	Instructor	ktabog@state.wy.us	231
Clark, Russell	HLS Training Coordinator	rclark2@state.wy.us	279
Roark, Martin	WMD Instructor	mroark@state.wy.us	248
Office Contact Information			
Registrar			224
Basic Training 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 Range 3000™, a state-of-the-art, computerized video decision shooting training system, is part of the basic course curriculum, which utilizes both live fire and laser technology.

PHYSICAL TRAINING

Although physical training is not a part of Public Safety Communications Basic 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.

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 the 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 5,030, with an overall county population of 11,070. 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.

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 school houses building 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, fishing, rock climbing, backpacking, photography, and 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. The noon and evening meal are provided.

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 cannot 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 items and misc. 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. In accordance with the WY Assoc. of Sheriff's & Chief's of Police **Alcohol Consumption & Possession Agreement**, "Students attending a basic law enforcement training course at the WLEA shall not possess, consume or be under the influence of alcohol from their arrival at the WLEA each training week until their dismissal at the conclusion of each training week, whether physically present on the WLEA campus or elsewhere during off-duty hours."

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 basic training-related requirements. When a basic is in session, the TRC will be open Monday through Thursday from 6:00 a.m. to 12:00 a.m. When a basic is not in session, authorized students will be advised of when the TRC will be open.

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.