



Wyoming Law Enforcement Academy

1556 Riverbend Drive, Douglas, Wyoming 82633

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

www.WLEAcademy.com

Charles L. Bayne, Jr.

Director



Governor
Mark Gordon

Attorney General
Bridget Hill

Agency Administrator Basic Training Quick Reference

This five-page guide has been created for the agency administrator and agency training coordinator to help navigate some of the most common areas for questions or issues that pertain to students attending basic training courses at the Academy. We hope agencies will find it a helpful resource to turn to should questions arise regarding the short list of topics addressed in this guide. Agencies are encouraged to contact us regarding other issues or for more details. The topics included here are:

- Attendance
- Medical Clearance Forms
- PT Assessment
- Standards for Successful Completion
 - Written Examinations
 - Physical Skills Testing
- Training Methodology
- Training Hours and Overtime

Attendance

Basic Courses require 100% attendance to achieve certification. If a student must be absent, the agency must notify the Academy via email authorizing the student's absence. The agency will also be responsible for providing makeup training for the student. The Academy can provide the training materials to the agency; a POST-certified instructor must do any instruction. The Academy may, depending on the topic and time frames, assist in the makeup of missed material/time, but there is no guarantee. The student will not be awarded a certificate, nor will completion be reported to POST until all missed hours are made up.

Medical Clearance Forms

Our experience shows that students with pre-existing conditions or injuries tend to have a higher rate of injury during training, and often, these conditions are never disclosed to the agency. The Academy requires the completion of its medical clearance forms for anyone applying to attend Peace Officer or Detention Officer basic training. The form is to be completed by a medical professional (same standard used by POST) who verifies that the student can physically complete all of the basic training requirements and asks for details related to any potential accommodations. The form must be completed within one year of the start day of their basic course. The Academy confirms the acceptance of basic course applications four weeks from the start date of the basic course. Students who have not submitted a completed medical clearance form by the confirmation date may not be accepted into that basic training course.

PT Assessments

The Academy utilizes the Cooper Test to assess a student's physical fitness level to endure the rigors of basic training. The Initial and Final PT Assessments use the 1-minute sit-up, the 1-minute pushup, and the 1.5-mile run. The pushups measure upper body strength, the sit-ups measure core strength, and the run tests cardiorespiratory fitness. The daily rigors of basic training place a higher demand than expected in daily operations. Generally, physically fit students achieve greater success in training, tend to avoid significant injury during training, and are better able to manage stress.

On the first day, students complete the Initial PT Assessment. They must score at least 40% in each of the three categories, according to the norms established by age and gender, or score an overall combined average of at least 50% with nothing less than 25% in any category. Students who do not meet the entry standards are sent home. If a student scores between 20% and 25% in any one category, the agency (in agreement with the student) may elect to have the student retested the following day. If they are retested, they must complete the entire assessment, not just the category with the lower percentage. If the student passes, they will be retained in the class. They will be sent home if they do not meet the required score. Scoring tables for age and gender are available on the Academy's website.

The Academy has a free 8-week training program developed by certified fitness trainers to help students prepare for the assessment. This course is available on the Academy's website.

Standards of Successful Completion

Written Examinations

During the basic course, students are required to take various written examinations and physical skills tests. To complete the basic course, the student must achieve a minimum score of 70% on all written examinations except the Use of Force Examination, which requires an 80% score or higher. All students are allowed to review their exams. Students who fail to meet the minimum standard can retake it after reviewing the exam. Excluding the cumulative exam, if the student fails the exam a second time, they must return to a future basic course, attend all the training topics represented on the failed examination, retake the examination, and achieve the minimum standard. Students who fail three written examinations, excluding the DUI (POB) or cumulative exam, will be dismissed from basic training and required to repeat the entire basic course. If the student fails the cumulative exam twice, they must return to the Academy within 90 days, retake the examination, and achieve the minimum standard.

Physical Skills Testing

Students must also pass various physical skills evaluations to complete the basic course. These evaluations include:

Firearms

- Students must score a minimum of 80% on the WLEA handgun qualification. Peace Officer Basic students must also score at least 80% on the WLEA rifle qualification.
- If a student fails to score a minimum of 80% on the WLEA handgun or rifle qualification, they will be afforded a second opportunity to shoot the qualification. If they meet the minimum standard on the second attempt, they must shoot the qualification a third time and meet the minimum standard to pass.
- If a student fails to pass the initial firearms testing (Phase I) they will be offered a second opportunity to do so in Phase II testing.

- If the student fails Phase II, the student will be sent to the field to be tested by a WLEA-certified instructor not from the same agency as the student within 60 days of graduation or;
- Return to the Academy and be tested by WLEA staff at the Academy within 90 days of graduation.

Custody & Control

- Students must pass the open skills testing component of custody & control to graduate.
- If a student fails custody & control open skills testing, they will be afforded another attempt (Phase II) before the end of the basic course. If the student fails in Phase II, the Academy will consult with the student's agency and determine the most appropriate option for Phase III testing. Those options include:
 - Be tested in the field by a WLEA-certified instructor not from the same agency as the student within 60 days of graduation or;
 - Be tested by WLEA staff at the Academy within 90 days of graduation or;
 - Be tested by WLEA staff at the Academy before graduation.

Use of Force Practical

- Students must achieve balanced responses on 8 out of 10 use-of-force simulation scenarios that comprise the use-of-force practical evaluation. If the student fails to meet that standard, the student will be required to retest on a set of different scenarios (Phase II) and achieve balanced responses in 4 out of 5 scenarios.
- Students who fail to meet the minimum standards in Phase II testing must return to a future basic course and repeat all the curriculum associated with the use of force and retest.

Emergency Vehicle Operation

- Students complete a basic skills course, and their target completion time is based on course norms determined over time.
- If a student fails to complete the course within the minimum time set, it is noted on the student's final evaluation with a recommendation to the agency to provide continued vehicle training to the student.

Training Methodology

The Academy utilizes an evidence-based, integrated, outcome-oriented training methodology to ensure students have the best opportunity to perform in the core competencies during their training here. This methodology requires various delivery and evaluation methods, interleaving of topics, and student-centered learning techniques, enabling the Academy to utilize time more efficiently and devote more hours and staff towards practical application activities rather than students sitting in lecture halls.

This approach allows students to learn curriculum segments at their own pace with more interaction with the material. It also promotes a culture of initiative, self-discipline, and accountability that we believe is directly related to their law enforcement positions. We find that some students spend more/less time than others in their interaction with learning materials and study time.

Training Schedule and Hours

Students are expected to complete the assigned independent learning activities but are not required to spend a set amount of time on any given topic. On average, basic students spend approximately 60% of the curriculum time allotted to complete independent learning assignments. There are also several opportunities during the basic course where students are engaged in practical activities and have "downtime," meaning they are not directly engaged in active practicals. It would not be unreasonable for agencies to expect students to

use this downtime to work on independent learning assignments. Again, this expectation represents the law enforcement culture of working independently and self-initiated activity.

The Academy can provide log-in credentials and tutorials to any agency training coordinator or supervisor of a basic student to log into the Academy's Blackboard learning management system to view their officer/student activities and review the time spent on independent learning activities. Since this time investment can be different for each person, this capability can provide the agency oversight and verification of time spent on training activities when viewing timesheets and requests for overtime – should that be a factor for the agency. Overtime accrual can be reduced by students allocating efforts to complete independent learning assignments when they have **downtime during practical activities**. The Academy is willing to review training calendars with agency staff to highlight downtime students can take advantage of when available.

The tables below reflect the potential hours per week during basic training. The column "Organized Training" shows the number of hours of organized training activities. These activities require students to be at a particular place for a particular amount of time. The column "Independent Learning Curriculum" shows the full curriculum hours allotted each week for independent learning activities. The "Independent Learning Actual Average" column shows students' average time on independent learning activities. The next column shows the potential hours if the student spends the full time allotted for the curriculum hours or shortfalls each week. The final column displays the time that week that is typically spent on the curriculum hours by students. The over/under times are based on a 43-hour work week for Peace Officers and Detention Officers and a 40-hour work week for Communication Officers. The 43/40-hour week was chosen as an example as it would be the most impactful to agencies.

2024 Basic Training Anticipated Overtime (Figure 1)

2024 PEACE OFFICER BASIC COURSE					
	Organized Training	Independent Learning Curriculum Hours	*Over/Under full IL & Org curriculum hours	Independent Learning Hrs Actual Average	*Over/Under using Actual Averages
Week 1	19.00	43.00	19.00	25.80	4.80
Week 2	25.00	19.50	1.50	11.60	-6.40
Week 3	31.50	17.50	6.00	10.50	-1.00
Week 4	38.00	19.00	14.00	11.40	6.40
Week 5	35.00	19.50	11.50	11.70	3.70
Week 6	34.50	16.50	8.00	9.90	1.40
Week 7	33.00	18.00	8.00	10.80	0.80
Week 8	29.50	22.00	8.50	13.20	-0.30
Week 9	41.50	8.50	7.00	5.10	3.60
Week 10	40.00	12.00	9.00	7.20	4.20
Week 11	43.00	10.50	10.50	6.30	6.30
Week 12	28.00	1.00	-14.00	0.60	-14.40
Total	398.00	207.00	103.00	124.10	31.20

* Considers a 43 hours work week

2024 DETENTION OFFICER BASIC COURSE					
	Organized Training	Independent Learning Curriculum Hours	*Over/Under full IL & Org curriculum hours	Independent Learning Hrs Actual Average	*Over/Under using Actual Averages
Week 1	18.00	27.00	2.00	16.20	-8.80
Week 2	19.50	39.00	15.50	23.40	-0.10
Week 3	36.50	9.00	2.50	5.40	-1.10
Week 4	32.00	4.00	-7.00	2.40	-8.60
Week 5	21.50	26.00	4.50	15.60	-5.90
Week 6	11.50	37.50	6.00	22.50	-9.00
Week 7	26.50	2.00	-14.50	1.20	-15.30
Total	165.50	144.50	30.5	86.70	0.00

* Considers a 43 hours work week

2024 PUBLIC SAFETY COMMUNICATION OFFICER BASIC COURSE					
	Organized Training	Independent Learning Curriculum Hours	+Over/Under full IL& Org curriculum hours	Independent Learning Actual Average	+Over/Under using Actual Averages
Week 1	38.00	6.00	4.00	3.60	1.60
Week 2	27.00	14.00	1.00	8.40	-5.00
Total	65.00	21.00	5.00	12.00	1.60

+ Considers a 40 hour work week