

**Wyoming Law Enforcement Academy**  
*Professionalism through Education*



**PRE-SERVICE  
INFORMATION  
GUIDE**

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## TABLE OF CONTENTS

Courses Available for Pre-Service Students .....	1
Statutory Authority .....	2
Training Services .....	3
College Credits .....	3
WLEA Campus .....	4
WLEA Locale .....	6
Peace Officer & Detention Officer General Requirements .....	7
Public Safety Communications General Requirements.....	7
Financial Information .....	8
Financial Aid Information .....	9
Pre-Service Personnel Equipment Policy .....	10
Peace Officer Basic Course Description.....	11
Peace Officer Basic Course Completion Requirements .....	13
Detention Officer Basic Course Description .....	16
Detention Officer Basic Course Completion Requirements.....	18
Public Safety Communications Basic Course Description .....	21
Public Safety Communications Basic Course Requirements .....	22
Graduation and Awards .....	23
Job Placement Assistance .....	23
Rules and Regulations .....	24
Class Schedule .....	31
WLEA Pre-Service Program Drug Policy .....	32

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## 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 Oath 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.

## **COURSES AVAILABLE FOR PRE-SERVICE STUDENTS**

**PEACE OFFICER BASIC** - Wyoming Peace Officer Standards and Training Commission requires this 14 week course for persons entering the law enforcement profession.

The strenuous curriculum focuses on the foundation of knowledge an inexperienced peace officer must know to survive and work effectively and acceptably.

Upon successful completion of this course, a student will be eligible for certification at the Basic level by Wyoming's P.O.S.T. Commission.

**DETENTION OFFICER BASIC** - This course will provide the knowledge and skills necessary to function effectively and competently as a detention officer in a Wyoming detention center. Attention is given to theoretical discussions and their practical applications to all pertinent areas of detention work.

Upon successful completion of this 8 week course, a student will be eligible for certification as a Detention Officer by Wyoming's P.O.S.T. Commission.

**PUBLIC SAFETY COMMUNICATIONS BASIC** - This course of instruction is designed for those persons within a law enforcement agency that have dispatching duties and responsibilities. The concept of "awareness training" is closely integrated with specific courses dealing with the procedural aspects of communications.

Upon successful completion of this 2 week training, a student will be eligible for certification as a Public Safety Communications person by Wyoming P.O.S.T. Commission and State NCIC Teletype Certification.

**The tuition and fees for all courses available for Pre-Service students include the following:**

**Room** - Accommodations are arranged for two students per room

**Board** - Three nutritionally sound meals each day Monday through Friday noon

**Equipment** - Including uniforms for daily wear and physical training (except for Public Safety Communications Basic), writing paper, notebooks, and all equipment necessary for the proper completion of all physical skill areas and practical application classes.

## STATUTORY AUTHORITY

The Wyoming Law Enforcement Academy is the only training center available for the peace officers, detention officers, public safety communication personnel and coroners in the State of Wyoming. Its primary function is to provide sufficient training for the law enforcement agencies throughout the state which come under the provisions of the Peace Officer Standards and Training Act (W.S. 9-3-1901 through 1907). The Academy provides training services to law enforcement personnel of the county sheriff's departments, municipal police departments, Wyoming Highway Patrol, campus police, Wyoming Game and Fish Department, and Wyoming State Parks. In addition to the basic courses, the Academy offers a wide variety of specialized training courses dealing with all facets relative to law enforcement.

## GOALS AND OBJECTIVES

The Wyoming Law Enforcement Academy exists to upgrade the professionalization of law enforcement in the State of Wyoming by providing the most current state-of-the-art training available. This agency 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.

## 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 officer basic 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 (3) Peace Officer Basic Courses; three (3) Detention Officer Basic Courses and two (2) Public Safety Communications Basic Courses. These courses are statutorily mandated and meet State of Wyoming Peace Officer Standards and Training Commission (POST) certification requirements.

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 state approved for VA benefits.

Additionally, WLEA presents 40 to 50 special and advanced courses each year to 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.

## COLLEGE CREDITS

The Wyoming Law Enforcement Academy, in cooperation with Eastern Wyoming College, is offering college credits for basic courses. Opportunity will be given at the start of each class to sign up for the course through Eastern Wyoming College. **There is no charge to the student to obtain these college credits.**

The Peace Officer Basic Course consists of 8 E.W.C. courses and offers 18 semester credit hours. The Detention Officer Basic Course consists of 6 E.W.C. courses and offers 14 semester credit hours. These credits are applicable to Associate and Baccalaureate degrees. They may be transferred, upon written request, to other institutions.

## **WLEA CAMPUS**

The Wyoming Law Enforcement Academy is a 97,000 square foot facility, situated on 55 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 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 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. A computer lab located across from the lecture halls provides students with access to computers for note-taking, research, computer-based testing, and internet access for use after class hours. 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 operation (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. 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, situated in east central Wyoming. Douglas serves as the Converse County seat. It's population is 5,675 with an overall county population of 12, 868. 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, racquetball courts, and an Olympic size swimming pool.

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 mountain men, black powder rifle enthusiasts, and cavalry 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 built 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, waterskiing, and swimming. The 78 miles of shoreline include boat ramps, camping facilities, and a complete marina.

## **GENERAL REQUIREMENTS TO ATTEND A PEACE OFFICER OR DETENTION OFFICER BASIC TRAINING COURSE**

Anyone interested in attending a Peace Officer or Detention Officer Basic course must meet the following requirements:

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 screening.
6. Be free of any physical, emotional or mental conditions which might adversely affect his/her performance of duty as a peace officer or a detention officer as determined by a medical examination and a psychological test.
7. Pass a physical fitness assessment.
8. A minimum score, in each section, of 70% on the Police Officer Selection Test.

## **GENERAL REQUIREMENTS TO ATTEND A PUBLIC SAFETY COMMUNICATIONS BASIC TRAINING COURSE**

Anyone interested in attending a Public Safety Communications Basic course must meet the following requirements:

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

## PRE-SERVICE FINANCIAL INFORMATION

The pre-service program authorizes the Academy to train persons not employed by a law enforcement agency, thus providing law enforcement agencies with a pool of trained applicants.

### PEACE OFFICER BASIC

**Program Fees\*\*:** Program fees for the Basic Peace Officer Course are as follows:

**\$ 400.00** – Application fee (must accompany application/  
non-refundable)  
**\$4200.00** – Course fee\*  
**\$4600.00 – Total**

**\*NOTE:** Upon approval to attend the Basic Course, a **\$375.00** uniform and course materials fee is payable in order to reserve a position and order uniforms and course materials. While considered part of the overall course fee, this amount is non-refundable to those applicants subsequently withdrawing their application or otherwise choosing to not attend.

**Payment Schedule:** **\$2,400.00** is due the first day of the course. The balance is due by the midpoint of the course (Friday of the 5th week). *Students who do not pay the second payment as scheduled will not be permitted to continue with the course.*

### DETENTION OFFICER BASIC

**Program Fees\*\*:** Program fees for the Basic Detention Officer Course are as follows:

**\$ 400.00** – Application fee (must accompany application/  
non-refundable)  
**\$1920.00** – Course fee\*  
**\$2320.00 – Total**

**\*NOTE:** Upon approval to attend the Basic Course, a **\$320.00** uniform and course materials fee is payable in order to reserve a position and order uniforms and course materials. While considered part of the overall course fee, this amount is non-refundable to those applicants subsequently withdrawing their application or otherwise choosing to not attend.

**Payment Schedule:** **\$1000.00** is due the first day of the course. The balance is due by the midpoint of the course (Friday of the 3<sup>rd</sup> week). *Students who do not pay the second payment as scheduled will not be permitted to continue with the course.*

**\*\* In the event a student fails to complete a block of instruction there will be an additional re-testing fee.**

## **PUBLIC SAFETY COMMUNICATIONS BASIC**

**Application Fee:** A \$400.00 application fee is required for Public Safety Communication Basic students. This fee must accompany the application and is non-refundable. No application will be processed until this fee is received.

**Tuition Fee:** The tuition fee for Public Safety Communication Basic students is \$500.00. Total amount for Public Safety Communication Basic Course (application fee + tuition) = \$900.00.

**Payment Schedule:** Total amount is due on the first day of the course.

### **REFUND POLICY**

If a student's training is terminated either by his/her own choice or as a result of Academy dismissal, that portion of tuition which has not been used for training will be refunded at the rate of \$60.89 per day for the Peace Officer Basic Course, \$48.69 per day for the Detention Officer Basic Course, and \$55.56 per day for the Public Safety Communication Basic.

### **FINANCIAL AID INFORMATION**

Many of our students need financial assistance in order to attend the Wyoming Law Enforcement Academy. Listed below are the financial aid programs that may be available to pre-service students depending on their qualifications.

- **VA BENEFITS**

The Wyoming Law Enforcement Academy is state approved for VA benefits. As such, State educational assistance may be available to veterans through the Wyoming National Guard.

- **WIA**

Workforce Investment Act. Depending on eligibility, assistance through this program is available through Wyoming Employment Resources Division.

- **COLLEGE PRACTICUM PROGRAM REBATE**

For those students attending the Peace Officer Basic under the Practicum Program they are given an assignment to complete a 1,000 word Reflection Paper, to be completed and sent to the Academy Director no later than two weeks from date of graduation. Upon receiving the paper the student is eligible for a \$1,000 rebate off the initial tuition fee.

## SCHOLARSHIPS

Pre-Service students who have successfully completed a peace officer or a detention officer basic course, provided at the Wyoming Law Enforcement Academy, are eligible to apply for a scholarship which is provided by the Wyoming Peace Officers Association. Scholarships are a maximum one-time award of \$1,000.00 per year, providing all requirements are met. For further information please contact the Academy or go to the WY Peace Officers Association website ([wyomingpeaceofficers.com](http://wyomingpeaceofficers.com)) under the “Scholarships” option.

## PRE-SERVICE PERSONNEL EQUIPMENT POLICY

The Wyoming Law Enforcement Academy will provide pre-service students with the equipment required for satisfactory completion of basic training. During the course of basic training, each student will be held strictly responsible for the proper upkeep, and maintenance of all equipment.

Equipment provided to pre-service students that must be returned at the end of the basic:

- Ammo - Handgun
- Ammo - Patrol Rifle
- Baton
- Belt - Inner & Outer
- Ear Protection
- Eye Protection
- Flashlight
- Gun Cleaning Equipment
- Handcuffs & Case
- Handgun
- Hat
- Holster
- Jacket
- Magazines & Pouch
- Safety Practice Rounds
- Patrol Rifle

Equipment provided to pre-service students that may be kept by the student:

- Notebooks, classroom materials, manuals
- Physical Training Clothing (3 T-Shirts, 2 pairs of sweatpants)
- Protective Mouth Guard
- Uniform (2 pairs of pants, 3 shirts, 2 ties, hat, name tag and patches)

## PEACE OFFICER BASIC COURSE DESCRIPTION

### **CRIMINAL LAW ..... 61 HOURS**

A block of instruction which is designed to orient the student officer to the methods, practices and procedures in Wyoming Criminal Law, including the classification of crimes and punishments. Also examined are the continually changing powers and constraints derived from the U.S. Constitution as they affect the peace officer's law enforcement functions.

### **PROFESSIONAL ORIENTATION .....26 HOURS**

An in-depth examination of the role of the policeman in a free society. The problems and conflicts produced by the needs of society and the freedoms of the individual are reviewed and fully discussed as they impact the peace officer's personal and professional conduct and responsibilities.

### **JURISDICTION OF COOPERATIVE AGENCIES ..... 7.5 HOURS**

Instructional units designed to familiarize the student officer with the duties, jurisdictions, and available resources of state and federal law enforcement agencies.

### **PROFESSIONAL SKILLS ..... 11.5 HOURS**

A series of instructional units designed to examine and improve the student officer's personal and interpersonal coping skills. The officer is introduced to various oral, written, and behavioral methods and techniques necessary for effective performance in a variety of interaction situations.

### **INVESTIGATION ..... 39 HOURS**

A basic course of instruction designed primarily for the initial officer responding to a crime. The officer is introduced to scientific aids and examinations as they pertain to physical evidence. Also covered are general investigative techniques and their application to specific crimes. Relevant statutes and case law are brought to the attention of the officer as they relate to the appropriate investigative situations.

### **PATROL PROCEDURES ..... 144 HOURS**

A block of instruction designed to familiarize the student officer with patrol operations in the community. This lecture-practicum block embraces varied facets of patrol procedures and techniques emphasizing the legal, moral, and procedural constraints as they apply to a variety of patrol situations.

**TRAFFIC CONTROL ..... 54 HOURS**

A combination of lecture and practical exercises which introduce the student officer to traffic enforcement laws and procedures. Special emphasis is given to the most current technical skills of accident investigation and D.U.I. enforcement.

**ENFORCEMENT SKILLS ..... 99.5 HOURS**

A series of instructional units designed to give the student officer a high degree of proficiency in the critical, high liability enforcement skills. Special attention is given to the legal, proper and timely use of force and the safe operation of emergency vehicles. Theoretical discussions of the legal constraints and technical requirements are augmented by continual evaluation of the student officer's performance in stressed and non-stressed practical situations. The student officer is required to demonstrate a satisfactory level of proficiency in Custody Control in order to successfully complete the course.

**FIREARMS .....83.5 HOURS**

A comprehensive block of instruction designed to thoroughly familiarize and prepare the student officer for the safe and proficient use of the police service weapon and patrol rifle. This critical subject area is presented through the use of a series of integrated and progressive lectures and closely monitored hands-on instruction. In addition to stressing basic firearm fundamentals, the training includes shooting from varied positions at different distances, with different ammunitions at multiple and moving targets, in minimal and varied lighting conditions. The student officer is required to demonstrate a satisfactory level of proficiency with the service weapon in order to successfully complete the course.

**POLICE PHYSICAL FITNESS, HEALTH & SAFETY.....45 HOURS**

A series of classes designed to educate and make the student officer more aware of the importance of physical fitness for law enforcement. This block of instruction is scheduled throughout the Basic Course and requires the student to actively participate in the training. The course focuses on the components of a well-balanced physical fitness program; cardiovascular endurance, dynamic and absolute strength, flexibility, and body fat composition.

**ADMINISTRATIVE MATTERS .....26 HOURS**

Units of time set aside to perform the necessary administrative tasks associated with the training function. Throughout the course this time is used to monitor the knowledge and skills acquired by the officer through written examinations and review.

**TOTAL HOURS..... 598 HOURS**



## PEACE OFFICER BASIC COURSE COMPLETION REQUIREMENTS

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

- A. **Attendance:** During the Peace 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, emergency).
  - 2. Students **must** attend the Use of Force and Domestic Violence lectures. Any student failing to attend these entire sessions must return to a future Basic Course for this block of instruction.
  - 3. Students **must** attend and participate in Patrol Exercises, E.V.O., and Use of Force Practical. Any student failing to participate in these exercises must return to a future Basic Course for these practicals.
  - 4. Unexcused absences cannot be tolerated by the Academy.
    - a. Any student absent or perpetually tardy from class without the knowledge and consent of the staff may be subject to dismissal.
- B. **Testing:** Throughout the Peace Officer Basic Course, the student will be tested in the following areas:
  - 1. General examinations covering specific areas of study are given throughout the course, each requiring a minimum score of 70%.
  - 2. Use of Force examination is given following the lecture, requiring a score of 80%.
  - 3. **Retests**
    - a. 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 Academy Basic Course for that period of instruction.
    - b. If a student fails three (3) examinations over the course of his/her basic, he/she will be dismissed from the basic training and will be required to return to the next basic where they must successfully complete the entire basic course.

- C. **Firearms Training:** In order to successfully complete the firearms portion of the Basic Course, the student must:
1. **Pistol:** Achieve a minimum score of 80% on the WLEA Close Range Pistol Proficiency Course.
  2. **Patrol Rifle:** Achieve a minimum score of 80% on the WLEA Patrol Rifle Course.
  3. **Retests:** Students may retest according to the following conditions, but must achieve two (2) consecutive passing scores (80%) in order to meet proficiency requirements.
    - a. If a student fails to achieve the minimum score in Pistol or Patrol Rifle, students will be retested during the Phase II Firearms Retest scheduled during the basic course.
    - b. If a student fails to achieve the minimum score on any of the above courses, he/she will be allowed one opportunity within ninety (90) days after the completion of the Basic Course to retest and achieve the passing score.
      - 1) A student may retest with an Academy Certified Firearms instructor in the field within the first 60 days from the date of Basic graduation.
      - 2) If a student fails to meet proficiency within the initial 60 days, he/she must return to the Academy to test within the remaining 30 days.
    - c. If a student fails to achieve a passing score on these courses during this ninety (90) day retesting period, he/she will be required to return to another Basic Course and complete the entire firearms training portion of the course.

The Academy Staff will counsel and make training recommendations to any student who demonstrates serious proficiency problems during the firearms training. Possible additional training needs, at the student's cost, will be addressed on a case by case basis.

- D. **Custody and Control:** In order to successfully complete the Custody and Control portion of the Basic Course, the student must pass a proficiency test on the specified skills trained during this program.
1. If a student fails to accurately perform any "required" elements on any technique he/she will be given an opportunity to retest during the scheduled Custody & Control Phase II Retest.
  2. If a student fails to pass proficiency in any skill during any of the above testing, they 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 in the field within the first 60 days from the date of Basic graduation.
    - b. If a student fails to accurately perform any failed technique within the initial 60 days, he/she must return to the Academy to test within the remaining 30 days.
  3. If a student fails to accurately perform any technique upon retest, he/she will be required to return to another Basic Course and complete the entire Custody and Control portion of the course.

- E. **Physical Fitness:** In order to attend the Basic Course the student must meet entry standards in each of the following three areas:

1. 1 minute sit-up
2. 1 minute push-up
3. 12 minute run.

Please refer to the “Law Enforcement Academy Physical Fitness Standards and Exercise Programs” booklet or access it online at our website, [wleacademy.com](http://wleacademy.com), under “Basic Programs”, then “Physical Fitness Assessment”.

- F. **Proficiency Skills:** The student will be evaluated on all phases of hands-on training. This instruction consists of:

1. Patrol Exercises
2. Emergency Vehicle Operation
3. Use of Force
4. Weapons of Mass Destruction
5. OC Spray

The Academy Staff will note deficiencies on the final evaluation of any student who fails to demonstrate satisfactory progress during any portion of this training. This evaluation is included in each student’s permanent training record.

- G. **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.

## **DETENTION OFFICER BASIC COURSE DESCRIPTION**

### **CRIMINAL LAW .....29 HOURS**

A block of instruction which is designed to orient the student officer to the methods, practices and procedures in Wyoming Criminal Law, including the classification of crimes and punishments. It also introduces the student to the constitutionally guaranteed rights of prisoners, as well as trends and issues raised in current case law. Special attention is given to juveniles' rights, medical/legal requirements in jails and an introduction to civil liability as it relates to jail operations. An effort is made to balance the legal restraints with the practical guidelines which must be followed to insure the safe and efficient operation of a jail.

### **MEDICAL SKILLS ..... 5 HOURS**

A series of classes which gives the student a basic understanding of the importance of proper health care in a jail. In addition, they are exposed to guidelines for the recognition of the signs and symptoms of a variety of common medical disorders and receive a basic understanding of the recognition of, and the problems caused by, substance abuse in jail.

### **JAIL ADMINISTRATION SKILLS .....9 HOURS**

A group of classes which instill in the student the basic skills needed to run a jail. These courses focus on the jailer as an administrator and thus expose the students to needed resources and skills which will help them expand their jail services and properly document their activities and account for their population, inventory, and equipment.

### **JAIL POPULATION CONTROL SKILLS .....40 HOURS**

A series of classes which expose the student to the critical issues, and the skills needed to safely and efficiently control the jail population. Special attention is given to the proper evaluation of and intervention into jail crisis situations, the prevention of suicide and the state of the art concepts of emergency procedures.

### **PROFESSIONAL ORIENTATION .....18 HOURS**

A series of classes designed to acquaint the student with the skills and general issues inherent in the law enforcement profession. Special attention will be given to the student's identity within the profession and their ability to cope with job related stress. In addition, they will learn the basics of proper communication skills, both oral and written.

**PROFESSIONAL SKILLS ..... 15 HOURS**

A series of classes designed to examine and improve the student officer's personal and interpersonal coping skills. The student is introduced to various oral, written, and behavioral methods and techniques necessary for effective performance in a variety of interaction situations. In addition they will learn the basics of proper communication skills, both oral and written.

**PHYSICAL CONTROL SKILLS .....90 HOURS**

A group of classes involving a large amount of hands-on practice in addition to lectures, which give the students a basic skill in the many and varied situations requiring physical contact with prisoners. In addition to personal physical control skills, the students become proficient in search techniques and in the use of humane restraining devices in containing and transporting prisoners and will be introduced to the proper and safe handling of firearms. The student officer is required to demonstrate a satisfactory level of proficiency in Custody Control in order to successfully complete the course.

**FIREARMS ..... 39 HOURS**

A comprehensive block of instruction designed to familiarize and prepare the student officer for the safe and proficient use of the service sidearm. This critical subject area is presented through the use of a series of integrated and progressive lectures and closely monitored hands-on instruction. In addition to emphasizing safety and basic firearms fundamentals, the training includes shooting from varied positions and distances as well as drills particularly relevant to the detention officer's function. The student is required to demonstrate a satisfactory level of proficiency with the service sidearm in order to successfully complete the course.

**PHYSICAL FITNESS ..... 27 HOURS**

A series of classes designed to educate and make the student officer more aware of the importance of physical fitness for law enforcement. This block of instruction is scheduled throughout the Basic Course and requires the student to actively participate in the training. The course focuses on the components of a well-balanced physical fitness program; cardiovascular endurance, dynamic and absolute strength, flexibility, and body fat composition.

**JURISDICTION OF COOPERATIVE AGENCIES ..... 3 HOURS**

Instructional units designed to familiarize the student officer with the duties, jurisdictions, and available resources of state and federal law enforcement agencies.

**ADMINISTRATIVE MATTERS .....20 HOURS**

Units of time set aside to perform the necessary administrative tasks associated with the training function. Throughout the course this time is used to monitor the knowledge and skills acquired by the officer through written examinations and review.

**TOTAL HOURS ..... 295 HOURS**

## **DETENTION OFFICER BASIC COMPLETION REQUIREMENTS**

In order to avoid 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 are 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, 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 Use of Force Practical and Cell Search Practicals. Any student failing to participate in these exercises must return to a future Detention Officer Basic Course for these practicals.
  - 4. Unexcused absences cannot be tolerated by the Academy.
    - a. Any student absent or perpetually tardy from class without the knowledge and consent of the staff may be subject to dismissal.
  
- B. **Testing:** Throughout the Detention Officer Basic Course, the student will be tested in the following areas:
  - 1. Major examinations covering specific areas of study are given throughout the course, each requiring a minimum score of 70%.
  - 2. Use of Force examination is given following the lecture, requiring a score of 80%.
  - 3. **Retests**
    - a. 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 period of instruction.
    - b. If a student fails three (3) examinations over the course of his/her basic, he/she will be dismissed from the basic training and will be required to return to the next basic where they must successfully complete the entire basic course.

- C. **Firearms Training:** In order to successfully complete the firearms portion of the Detention Officer Basic Course, the student must:
1. **Pistol:** Achieve a minimum score of 80% on the W.L.E.A. Detention Officer Proficiency course.
  2. **Retests:** Students may retest according to the following conditions, but must achieve two (2) consecutive passing scores (80%) in order to meet proficiency requirements.
    - a. If a student fails to achieve the minimum score in the Pistol Proficiency course, students will be retested during the Phase II Firearms Retest scheduled during the basic course.
    - b. If a student fails to achieve the minimum score during the above courses, he/she will be allowed one opportunity within ninety (90) days after the completion of the Basic Course to retest and achieve the passing score.
      1. A student may retest with an Academy Certified Firearms instructor in the field within the first 60 days from the date of Basic graduation.
      2. If a student fails to meet proficiency within the initial 60 days, he/she must return to the Academy to test within the remaining 30 days.
    - c. If a student fails to achieve a passing score on these courses during this ninety (90) day retesting period, he/she will be required to return to another Basic Course and complete the entire firearms training portion of the course.

The Academy staff will counsel and make training recommendations to any student who demonstrates serious proficiency problems during the firearms training. Possible additional training needs, at the student's cost, will be addressed on a case by case basis.

- D. **Custody and Control:** In order to successfully complete the Custody and Control portion of the Basic Course, the student must pass a proficiency test on the specified skills trained during this program.
1. If a student fails to accurately perform any "required" elements on any technique he/she will be given an opportunity to retest during the scheduled Custody & Control Phase II Retest.
  2. If a student fails to pass proficiency in any skill during any of the above testing, they 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 in the field within the first 60 days from the date of Basic graduation.
    - b. If a student fails to accurately perform any failed technique within the initial 60 days, he/she must return to the Academy to test within the remaining 30 days.
  3. If a student fails to accurately perform any technique upon retest, he/she will be required to return to another Basic Course and complete the entire Custody and Control portion of the course.
- E. **Physical Fitness:** In order to attend the Basic Course, the student must meet entry standards in each of the following three areas:
1. 1 minute sit-up
  2. 1 minute push-up
  3. 12 minute run

Please refer to the "Law Enforcement Academy Physical Fitness Standards and Exercise Programs" booklet or access it online at our website, [wleacademy.com](http://wleacademy.com), under "Basic Programs", then "Physical Fitness Assessment".

F: **Proficiency Skills:** The student will be evaluated on all phases of hands-on training. This instruction consists of:

1. Fingerprinting
2. Cell Searches
3. Use of Force
4. Emergency Vehicle Operations

The Academy Staff will note deficiencies on the final evaluation of any student who fails to demonstrate satisfactory progress during any portion of this training. This evaluation is included in each student's permanent training record.

G. **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 rules and regulations prior to his/her arrival at the Academy.



# **PUBLIC SAFETY COMMUNICATION BASIC COURSE DESCRIPTION**

## **PROFESSIONAL ORIENTATION ..... 6 HOURS**

This block of instruction provides the foundation for the entire course. The student will be exposed to the principles of conduct that apply to their positions, as well as learning what they can expect from the persons they will deal with during the course of their employment. As a part of the criminal justice system, the student will learn how their position fits and how it interacts within that system.

## **LEGAL .....28 HOURS**

A block of instruction to orient the communication officer to the basic methods, and procedures in Wyoming Criminal Law and concerns relating to Civil Liability. Also, students will be trained in the WCJIN Basic Terminal Operators course providing them full access to all NCIC, NLETS, and WCJIN files/interfaces.

## **TELEPHONE PROCEDURES ..... 19 HOURS**

A series of instructional units designed to acquaint the student to recommended methods of communicating with the public. The student will have the opportunity to demonstrate their newly acquired knowledge and skills in a practical manner. Mock telephone calls are initiated while the student's performance is evaluated, reinforced, and/or corrected by the instructional staff.

## **RADIO PROCEDURES .....6 HOURS**

A combination of lecture and practical exercises which will introduce the student to radio procedures. The student will have the opportunity to demonstrate their newly acquired knowledge and skills in a practical manner. Mock radio dispatches are initiated while student's performance is evaluated, reinforced, and/or corrected by the instructional staff.

## **BEHAVIORAL TRAINING ..... 15 HOURS**

This segment of training will orient the student on methods and strategies involved in responding to highly emotional situations and the manner in which one should conduct their behavior. Managing the stress created by the nature of their position, the student will discover the coping mechanism available to allow them to function with reduced mental and physical fatigue.

## **ADMINISTRATIVE MATTERS ..... 5 HOURS**

Units of time set aside to perform the necessary administrative tasks associated with the training function.

## **TOTAL HOURS ..... 79 HOURS**

## PUBLIC SAFETY COMMUNICATION BASIC COMPLETION REQUIREMENTS

In order to avoid any confusion with regard to what a student must accomplish to graduate from the 79-hour Public Safety Communication Basic at the Wyoming Law Enforcement Academy, the following criteria are set forth for your information.

- A. **Attendance:** During the 2 week Public Safety Communication 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, emergency).
  - 2. Unexcused absences cannot be tolerated by the Academy.
    - a. Any student absent from class without the knowledge and consent of the staff may be subject to dismissal.
- B. **Testing:** The final examination covering specific areas of study requires a minimum score of 70%.
- C. **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.

## **GRADUATION AND AWARDS**

At the end of each 14 week Peace Officer and 8 week Detention Officer Basic Course, graduation ceremonies are held at the Wyoming Law Enforcement Academy gymnasium. At this time awards are presented to the officer in each class who has excelled in specific areas. The Academic Award is presented to the officer who achieves the highest cumulative score on the written examinations administered during the Basic Course. The Firearms Proficiency Award is presented to the student in each Basic Course who achieves the highest cumulative score on the Wyoming Law Enforcement Academy's Firearms Proficiency Courses during record fire. The Physical Fitness Award is awarded to the Peace Officer and Detention Officer Basic student who, during final assessment of individual physical fitness, achieves the highest cumulative score. The most prestigious award that is given in each basic class is the Honor Graduate Award. This award is presented to the one officer in each class who, in the judgment of the instructional staff of the Wyoming Law Enforcement Academy, performs in a superior manner in all phases of training and who exhibits all the essential qualities and attributes of a professional peace officer. The Honor Graduate award comes with a scholarship for future advanced training.

## **JOB PLACEMENT ASSISTANCE**

Although the Wyoming Law Enforcement Academy cannot guarantee job placement, we do assist pre-service graduates in locating employment opportunities with Wyoming law enforcement agencies.

Traditionally, the vast majority of Wyoming Law Enforcement Academy pre-service graduates are able to find law enforcement employment shortly after graduation. However, each student must recognize that their individual job placement potential may be impacted by various factors. These factors include, but are not limited to: personal background information, individual effort displayed throughout training, academic standing upon graduation, demonstrated proficiency in the physical skill areas, and proper employment interview presentation.



## Wyoming Law Enforcement Academy

1556 Riverbend Drive, Douglas, Wyoming 82633

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

[www.WLEAcademy.com](http://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 (**not 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:

6:30 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 down the hall from the Front Office.

## **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 the 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.

## **WLEA PRE-SERVICE PROGRAM DRUG POLICY**

### **CRITERIA:**

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for selection into the Pre-Service Program.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable selection into the Pre-Service Program.
- C. An applicant who has manufactured and/or sold any illegal drug for profit at any time will be found unsuitable for selection into the Pre-Service Program.
- D. An applicant who has used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the last ten years or more than five times in one's life will be found unsuitable for selection into the Pre-Service Program.
- E. An applicant who has used marijuana within the past three years or more than a total of 15 times in one's life will be found unsuitable for selection into the Pre-Service Program.
- F. An applicant who has illegally used a controlled substance through injection into the body at any time will be found unsuitable for selection into the Pre-Service Program.
- G. An applicant who has abused prescription medication within the last 3 years may be found unsuitable for selection into the Pre-Service Program.

To determine whether you meet the WLEA's drug policy, please consider the following questions:

- Have you used marijuana at all within the last three years?
- Have you used marijuana more than a total of 15 times in your life?
- Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
- Have you used any other illegal drug (including anabolic steroids after February 27, 1991) more than a total of 5 times in your life?
- Have you ever manufactured and/or sold any illegal drug for profit?
- Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
- Have you ever illegally injected a controlled substance into your body?
- Have you ever used prescription medication not prescribed to you by a physician?
- Have you ever used prescription medication in a way that it was not intended to be used?