

## Chapter LES 3

## TRAINING STANDARDS

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**LES 3.01 Minimum standards for recruit training. (1)** Minimum standards for recruit training for law enforcement officers shall require that:

(a) The minimum amount of preparatory training which must be successfully completed by a recruit before that recruit may be certified as eligible for permanent appointment shall be a total of 240 hours. The subjects and the minimum time during which they are to be covered in this preparatory training shall be determined by the board after due consideration of recommendations made by the advisory curriculum committee identified in s. LES 3.02. The curriculum so decided upon may be changed by the board as the need becomes apparent due to technological changes affecting law enforcement, current problems involving the public welfare or additional recommendations made by the advisory curriculum committee. The 240 hour preparatory training curriculum approved by the board is identified in s. LES 3.03 (1) to (11). A 320 hour competency-based curriculum which has been developed to eventually replace the conventional 240 hour course and in which new officers are encouraged to be enrolled is identified in s. LES 3.04 (1) to (11).

(b) Trainees must obtain passing grades in written examinations in all subjects, and qualifying scores in the use of firearms. The passing grades and qualifying scores shall be in accordance with the standards of the certified school attended.

(c) Each trainee must successfully complete this training within the original probationary period. Under justifiable circumstances, this period may be extended for a period not to exceed one year, but the total period during which a person may serve as a full-time law enforcement officer on a probationary or temporary basis without successfully completing this training shall not exceed 2 years. Part-time officers must successfully complete at least one 40 hour block of instruction from the 240 hour preparatory course during each subsequent 12 month period following their initial employment and successfully complete the entire course in not more than 6 years. The total period during which a person may serve as a part-time law enforcement officer on a probationary or temporary basis without successfully completing this training shall not exceed 6 years. For purposes of this section, a part-time law enforcement officer is a law enforcement officer who routinely works not more than one-half of the normal annual work hours of a full-time employe of the employing agency or unit of government.

(d) The law enforcement code of ethics, as set forth below, shall be administered as an oath to all trainees during the preparatory course.

1. AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve humanity; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.

2. I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

3. I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

4. I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession....law enforcement.

(2) Minimum standards for jail officer recruit training shall be as follows:

(a) A minimum of 80 hours of preparatory training shall be successfully completed by a jail officer recruit before that recruit may be certified as eligible for permanent appointment. The subjects and minimum number of hours for each subject to be covered in this preparatory training shall be determined by the board. The curriculum as established may be changed by the board as the need becomes apparent due to technological changes affecting jail administration, current problems involving the public welfare or additional recommendations made by the advisory curriculum committee identified in s. LES 3.02.

(b) Recruits shall obtain passing grades in examinations in all subjects. The passing grades shall be in accordance with the standards of the certified school attended.

(c) Each recruit shall successfully complete this training within his or her original probationary period. Under jus-

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tifiable circumstances this period may be extended for a period not to exceed one year.

(3) It should be noted that the foregoing represents the minimum amount of training required. Additional preparatory training is strongly recommended where the employing authority is in a position to require it.

History: Cr. Register, September, 1970, No. 177, eff. 10-1-70; am. (1) (a) Register, October, 1973, No. 214, eff. 11-1-73; am. (1) (c), Register, August, 1976, No. 248, eff. 9-1-76; am. (1) (intro.), (a) and (c), renum. (2) to be (3), cr. (2), Register, October, 1984, No. 346, eff. 11-1-84; correction in (1) (c) made under s. 13.93 (2m) (b) 5, Stats., Register, October, 1984, No. 346; correction in (1) (d) made under s. 13.93 (2m) (b) 5, Stats., Register, August, 1993, No. 452.

**LES 3.02 Advisory curriculum committee.** (1) The board shall appoint a 13 person advisory curriculum committee consisting of 6 chiefs of police and 6 sheriffs to be appointed on a geographic basis of not more than one chief of police and one sheriff from any one of the 8 state administrative districts together with the director of training of the Wisconsin state patrol. This committee will act in an advisory capacity in the establishment of the curriculum requirements.

(2) Membership of chiefs of police and sheriffs on this committee shall be for a period extending from January 1 of an odd numbered year to December 31 of the next even numbered year. The first 12 appointments are to run from the date of appointment to 12/31/1972. However, no member shall serve beyond the time when he or she ceases to hold the office or employment by reason of which he or she was initially eligible for appointment.

(3) The committee shall elect its own officers.

History: Cr. Register, September, 1970, No. 177, eff. 10-1-70; correction in (1) and (2), made under s. 13.93 (2m) (b) 5, Stats., Register, October, 1984, No. 346.

**LES 3.03 Curriculum.** (1) The introduction shall consist of each of the following subjects for a total of at least 8 hours.

- (a) Orientation
- (b) Notetaking, Study Methods, and Tests
- (c) History and Philosophy of Law Enforcement
- (d) Wisconsin Law Enforcement Standards Act
- (e) Professional Ethics and Police Image
- (f) Wisconsin Criminal Justice System
- (g) Jurisdiction and Coordination of Law Enforcement Agencies

(2) Fundamentals of human behavior shall consist of each of the following subjects for a total of at least 22 hours.

- (a) Human Relations
- (b) Racial and Ethnical Differences
- (c) Effective Verbal Communications
- (d) How to Recognize and Handle Emotionally Disturbed People
- (e) State Mental Health Act (Chapter 51)

Register, August, 1993, No. 452

1. Custody and Care of Mentally Ill
2. Prevention and Control of Alcoholism
3. Rehabilitation of Drug Addicts
4. Social Agencies Services

(f) Crisis Intervention Techniques

(g) Domestic Abuse (Law and Policy)

(3) Juvenile procedures shall consist of each of the following subjects for a total of at least 12 hours.

- (a) Children's Code
- (b) Factors in Delinquency
- (c) Police and Juveniles
- (d) Apprehension, Detention, Referral, Supervision, and Institutionalization of Juveniles

(4) Police proficiencies shall consist of each of the following subjects for a total of at least 55 hours.

- (a) First Aid: Standard [see LES 3.03 (11)]
- (b) Mechanics of Arrest
- (c) Firearms
- (d) Report Writing
- (e) Crowd Control

(5) Legal principles shall consist of each of the following subjects for a total of at least 16 hours.

- (a) Constitutional Rights
- (b) Statutory Authority and Responsibility of Peace Officers
- (c) Laws of Arrest, Search, and Seizure
- (d) Lawful Use of Force (Physical and Firearms)
- (e) Criminal Code, Criminal Procedure, and Rules of Evidence

(6) Investigation and apprehension shall consist of each of the following subjects for a total of at least 36 hours.

- (a) Preliminary Investigation
- (b) Crime Scene Notetaking and Sketching
- (c) Photography
- (d) Crime Scene Searches
- (e) Articles of Evidence
- (f) Fingerprints
- (g) Collection, Identification, and Preservation of Evidence
- (h) Forgery and Worthless Checks
- (i) Interviewing Techniques
- (j) Statements and Confessions
- (k) Auto Theft

(l) Investigation of Crimes Against Property and Recovery of Stolen Property (Burglary and Theft)

(m) Investigation of Crimes Against the Person (Aggravated Assault, Rape, and Robbery)

(n) Death Investigations (Homicide and Suicide)

(o) Field Problem (Investigation of a Major Crime)

(p) Courtroom Demeanor and Testimony

(7) Traffic supervision shall consist of each of the following subjects for a total of at least 34 hours.

(a) Police Traffic Supervision — What and Why

(b) Relevant Sections of the Wisconsin Motor Vehicle Laws

(c) Elements of Proof — Selected Hazardous Violations

(d) Uniform Traffic Citation

(e) O.M.V.W.I. Cases and Tests

(f) Lawful Use of Emergency Vehicles, Pursuit Driving Techniques and Stopping Violators

(g) Traffic Direction and Control

(h) Traffic Accident Investigation (Includes Measurements and Diagrams)

(i) Hit and Run Accident Report

(j) Uniform Traffic Accident Report

(k) Field Problem — Investigation of a Traffic Accident

(l) Court Case Preparation

(8) Patrol procedures shall consist of each of the following subjects for a total of at least 26 hours.

(a) Objectives of Police Patrol

(b) Observation and Perception

(c) Police Communication Devices

(d) Foot and Car Patrol

(e) Aggressive Patrol as a Crime Prevention Measure

(f) Police Patrol Problem Solving (Selected Misdemeanors, Keeping the Peace, Natural Disasters and Emergency Situations, Regional Problems)

(g) Crimes in Progress

(h) Self Protection Awareness

(i) Explosives and Incendiary Devices

(j) Misconduct in Public Office

(k) Enforcement of Liquor Laws

(l) Gambling and Prostitution

(m) Narcotics and Drug Abuse

(9) Administrative procedures shall consist of each of the following subjects for a total of at least 25 hours.

(a) Written Tests (Students participate in tests)

(b) Reviews (Students participate in reviews)

(c) Electives (Students participate in instruction in subjects determined by training coordinators)

(10) The conclusion to training shall consist of each of the following subjects for a total of at least 6 hours.

(a) Role of Police in the Community

(b) Panel Discussion and Review — How to Apply Training to the Job

(11) A board certified preparatory training school may conduct the United States department of transportation, national highway traffic safety administration 40-hour crash injury management emergency medical services course instead of the standard 14-hour first aid course in sub. (4). If a certified school expands preparatory training beyond 240 hours to conduct the crash injury management course, it shall include each of the following subjects for a total of 14 hours in its 280 hour curriculum.

(a) How to be Supervised

(b) Child Abuse

(c) State Identification System

(d) Death Notification

(e) Six Hours of Elective Subjects

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**LES 3.04 Competency-based instruction curriculum.** Students enrolled in competency-based instruction shall achieve performance objectives approved by the board for the following tasks:

(1) **DEMONSTRATE DEFENSIVE TACTICS.** (a) Design and implement physical fitness programs

(b) Recognize and cope with job stress

(c) Use defensive and arrest tactics.

(2) **DEMONSTRATE CARE AND USE OF FIREARMS.** (a) Identify legal requirements and department policies for using firearms

(b) Implement department's firearm-holster policy

(c) Load and unload firearms

(d) Clean service handguns

(e) Fire service handgun

(f) Fire shotgun

(g) Follow procedures after firearms combat

(3) **DEMONSTRATE MEANS OF COMMUNICATION.** (a) Prepare reports and field notes

(b) Receive information requests and inquiries from citizens by telephone

(c) Transmit and receive radio messages

(d) Use field identification system to identify suspects

(4) **IDENTIFY COMMUNITY RELATIONS POLICIES.** (a) Use inoffensive language

(b) Use knowledge of ethical law enforcement conduct

(c) Use knowledge of community make-up

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(d) Use knowledge of negative citizen attitudes about law enforcement officers

**(5) PERFORM EMERGENCY MEDICAL SERVICES.** (a) Conduct "First Responder" emergency medical procedures

Note: "First Responder" is a uniform emergency medical assistance program developed by the U.S. department of transportation.

(b) Secure injured person's property

**(6) CONDUCT INTERVIEWS.** (a) Direct or inform citizens

(b) Interview adult suspects

(c) Interview juvenile suspects

(d) Interview adult victims and witnesses

(e) Interview juvenile victims and witnesses

(f) Receive criminal confessions

(g) Use lineup and picture identification procedures

(h) Deliver emergency messages to citizens

(i) Conduct press relations at scenes of incidents

**(7) DEMONSTRATE ARREST PROCEDURES.** (a) Search within legal limits

(b) Obtain search warrants

(c) Make felony arrests

(d) Make misdemeanor arrests

(e) Take juveniles into custody

(f) Detain persons who may be emotionally disturbed

**(8) OPERATE PATROL VEHICLES.** (a) Test patrol car for malfunctions or missing equipment

(b) Use pursuit guidelines

(c) Use emergency vehicle driving techniques

(d) Respond to crimes in progress

(e) Use patrol vehicle red lights, siren and loud speaker

(f) Establish road blocks

(g) Use patrol car accident procedures

(h) Use patrol car to protect scenes of accidents or incidents

**(9) PERFORM PATROL OPERATIONS.** (a) Detect traffic law violators

(b) Stop traffic law violators

(c) Conduct high risk vehicle stop

(d) Issue traffic law violation citations

(e) Give balance-coordination tests to persons suspected of driving while intoxicated

(f) Give preliminary breath tests to persons suspected of driving while intoxicated

(g) Process intoxicated suspects after arrest

(h) Direct traffic

(i) Use patrol driving and walking techniques

(j) Identify suspicious auto and pedestrian activity

(k) Conduct business and residential checks

(l) Gather and report information on organized criminal activities

(m) Enforce liquor laws

(n) Enforce gambling laws

(o) Enforce narcotics laws

(p) Enforce prostitution laws

(q) Inform citizens of crime prevention techniques

(r) Use informants

**(10) RESPOND TO CALLS FOR LAW ENFORCEMENT ASSISTANCE.** (a) Conduct preliminary investigations

(b) Identify, collect and preserve evidence

(c) Conduct searches

(d) Make decisions

(e) Respond to injured persons

(f) Respond to domestic abuse

(g) Respond to loss or destruction of property

(h) Respond to persons

(i) Respond to groups

(j) Respond to emergencies

**(11) PREPARE CASES FOR TRIAL AND TESTIFY IN COURT.** (a) Prepare for judicial proceedings

(b) Testify in court

History: Cr. Register, October, 1984, No. 346, eff. 11-1-84; r. and recr. (1) (c), Register, August, 1993, No. 452, eff. 11-29-93.

**LES 3.05 Waiver of training requirements for recertification.** (1) After receiving the recommendations of the director of the bureau, the board will determine waivers of training.

(2) Newly employed law enforcement officers who were either grandfathered into the board's program or who have already been certified by the board or newly employed jail officers who have already been certified by the board, who have been out of law enforcement or jail employment in Wisconsin for a period of 2 years or less and left voluntarily with a good record may be recertified without additional training.

(3) Newly employed law enforcement officers who were either grandfathered into the board's program or who have already been certified by the board or newly employed jail officers who have already been certified by the board and who have been out of law enforcement or jail employment in Wisconsin for a period of over 2 years but not more than 3 years and who left voluntarily with a good record may be recertified upon successful completion of the contingency law enforcement or jail officers training course. An equivalency examination with a grade of 70%

or above may be substituted for any portion of said course the board deems appropriate.

(4) Newly employed law enforcement officers who were either grandfathered into the board's program or who have already been certified by the board and newly employed jail officers who have already been certified by the board and who have been out of law enforcement or jail employment in Wisconsin for a period of over 3 years may be recertified upon successful completion of the basic preparatory course for law enforcement officers or successful completion of the basic preparatory course for jail officers. This rule may be varied by board action on an individual basis with appropriate recommendation from the bureau.

(5) A law enforcement or jail officer who has been certified or grandfathered into the system of another state, who left law enforcement or jail officer employment voluntarily with a good record, and who has been out of that employment for three years or less shall be required to successfully complete the contingency law enforcement or jail officer's training course. An equivalency examination with a grade of 70% or above may be substituted for any portion of said course the board deems appropriate.

(6) A law enforcement or jail officer previously certified or grandfathered by another state, who left law enforcement or jail officer employment voluntarily with a good record, and who has been out of that employment over 3 years shall be required to successfully complete the appropriate basic preparatory course for his or her specialty. The board may establish such other requirements it deems appropriate on an individual basis.

(7) The board shall consider on an individual, case-by-case basis, the waiver request of any person who has previously worked as a law enforcement or jail officer, but has not been certified or grandfathered in Wisconsin or any other state.

(8) There shall be no recognition of the status of grandfathered jail officers, and any newly employed jail officer who had previously been considered grandfathered into the board system may only be recertified upon completion of the preparatory course for jail officers.

(9) The exact curriculum for the law enforcement or jail officer's contingency program shall be designated by the board.

History: Cr. Register, February, 1991, No. 422, eff. 3-1-91.

**LES 3.06 Additional orientation.** Recommended additional recruit officer orientation by the employing agency should consist of each of the following subjects for a total of at least 120 hours:

(1) Departmental policies, rules and regulations and local ordinances

(2) Firearms (familiarization with local weaponry and additional practice to improve proficiency with sidearm)

(3) Field training (with supervisor or coach)

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; renum. from LES 3.04, Register, October, 1984, No. 346, eff. 11-1-84; renum. from LES 3.05, Register, February, 1991, No. 422, eff. 3-1-91.