

General Information

Enrollment

Enrollment offered to local law enforcement agencies is on a first-come, first-served basis. Please read the requirements for attendance at specialized training programs.

Many programs have curriculum designed and developed to serve personnel with specified levels of training and experience. Feel free to call if you have any questions concerning any training programs.

A Program Enrollment Application Form has been included in this catalog for your convenience. This form may be photocopied.

Dress Code

Law enforcement is a proud and highly visible profession. The Academy staff, as well as the students, are continually being evaluated by visitors, both uniformed and civilian. In order to reflect the pride of our profession and enhance the image of law enforcement, all students are required to adhere to a prescribed dress code. Unless otherwise directed, all students are to wear their departmental uniform. For those specialized training programs where civilian clothing may be allowed, suitable attire will be required. Suitable civilian attire would include Dockers, corduroys, dress slacks, sweaters, turtle-necks, or other collared shirts. Such items as faded jeans, T-shirts, tank tops, shorts, gym clothes, and inappropriately lettered, stamped, painted or embroidered apparel will not be considered appropriate. Your cooperation in maintaining a professional image during your stay at the Academy will be greatly appreciated. If you have any questions, please feel free to contact the Academy administrative office.

ADA Accommodation

If your student is covered under the Americans with Disabilities Act, please notify Mr. Robert Stein at 608-269-2500 ext 3120 to establish reasonable accommodations.

A Smoke Free Academy

The Academy is a smoke free building. Smoking is not allowed inside the buildings of the Academy complex.

Funding

Tuition/Fees:

Program tuition is calculated based upon established rates for Academy classroom and dormitory use, and material fees. Please contact us with any questions.

Academy facilities are available at special rates for programs conducted by agencies other than the Wisconsin State Patrol Academy. For information about our facility, including classroom availability, sizes, and fees, please contact us.

Funding:

Certain training programs listed in the catalog have been certified for full or partial funding by the Office of Transportation Safety or the Department of Justice, Training and Standards Bureau. The Training and Standards Bureau reimburses for tuition through the Law Enforcement Training Fund. If special program funding provisions should be altered in any way, at any time, enrolling agencies will be notified immediately.

Payment Procedure:

An invoice will arrive at your department after the completion of the class.

If you are an out-of-state student, payment is required prior to or on the first day of class. If no payment is received your reservation in the program may be cancelled.

New Instructor Information

Effective January of 2000, a new administrative rule relating to certification of instructors (LES 4) was promulgated. It requires only those persons who instruct the law enforcement, jail or juvenile detention preparatory course, conduct an instructor course for a preparatory subject, or employ Board-approved training guides be certified by the Law Enforcement Standards Board (LESB). Instructors teaching subjects not contained in the 520-hour preparatory curriculum shall not be certified. Persons holding a current, professional state license in the general area covered by the license will be authorized by the Board to instruct basic training without certification.

New Applicants for Instructor Certification Must:

1. Complete a teaching methods course approved by the LESB.
2. Complete specialized instructor training as designated by the Board. (For example, all DAAT, EVOC, Firearms, Vehicle Contacts, and POSC applicants must complete the instructor pre-requisite course prior to application.)
3. Hold a current Technical College System Instructor Certification; -or- Hold an associate degree or 60 college credits and have 3 years occupational experience as a certified law enforcement officer to instruct any portion of the board-approved law enforcement and tribal law enforcement preparatory curriculum, instructor course or training guides;

-or-

Hold a high school degree or its equivalent and have 3 years occupational experience as a certified jail officer, to instruct any portion of the board-approved Jail preparatory curriculum, instructor course or training guides;

-or-

Hold a high school degree or its equivalent and have 3 years occupational experience as a certified juvenile detention officer to instruct any portion of the board-approved secure detention officer to instruct any portion of the board-approved secure detention preparatory curriculum, instructor course or training guides;

-or-

Hold an associate degree or 60 college credits and have 3 years occupational experience as an administrator or specialist in a field directly related to the subject for which certification is requested to instruct the board-approved law, tribal law enforcement, jail and secure detention preparatory course, instructor course or training guides.

4. Submit an Application for Instructor Certification to the Training & Standards Bureau. Questions or concerns regarding the new standards should be directed to Wisconsin Training & Standards Bureau.

Registration/ Cancellation Policy

Registration Procedure:

Each training program described in the Wisconsin State Patrol Academy training catalog has a maximum class size. Reservations will be accepted only from department training officers or authorized supervisory personnel. A completed student enrollment form must be submitted to the Academy either by emailing registrar.statepatrol@dot.wi.gov or FAX to 608-269-5681 for each student interested in the courses offered. Reservations are made on a first-come, first-served basis. Reservations will be accepted on a waiting list for programs, which have reached the maximum enrollment number.

Cancellation Procedure:

It is the responsibility of the department training officer or person named in the authorizing signature block, to notify the State Patrol Academy of a cancellation of a course reservation or enrollment as soon as possible. Our Policy of limited enrollments make it necessary to assess a \$50.00 Administrative Fee for withdrawals or cancellations received within five (5) days of the program start date. Substitutions are always accepted. To substitute or cancel a reservation or enrollment, contact the Registrar at (608) 269-2500 or email registrar.statepatrol@dot.wi.gov.

No shows will be charged one-day's tuition for the program enrolled in or \$50.00, whichever is greater.

Unusual or extenuating circumstances may result in non-assessment of the cancellation fee, provided written and supporting documentation to the Academy's Director of Training is received prior to the start of the affected program.

Contact Information

For information or questions:

Phone: (608) 269-2500

E-mail: registrar.statepatrol@dot.wi.gov

Fax: (608) 269-5681

Wisconsin State Patrol Academy

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