

Criminal Justice



WELCOME
to the
Criminal Justice
Online Program Overview

Health and Public Safety Division Overview Information

Criminal Justice Program

Congratulations on your decision to pursue a degree with the Criminal Justice Program! It is an excellent profession to pursue...one worth the hard work that the educational process requires. As part of the admission process for the program, you are required to read through the material presented on this website. Please be aware that you must read ALL of the material, complete the Intent to Enroll Form and return it to Western Technical College when you report for your mandatory orientation.

*The admission requirements are subject to change without notice. This website will be updated, at minimum in September and February of each year.

Purpose of overview.

- Explain admission process for the program
- Provide specific program information
- Help to confirm your decision to enter the program
- Provide you with forms necessary for completing the admission process. These forms are located using the links provided and/or at the end of this orientation and can be printed.

Criminal Justice Officers

Those sworn to protect citizens and uphold the law play an important role in our society. They provide help in an emergency and help keep our communities safe. It goes without saying that the choice of careers within the field is as diverse as the people who choose them.

Careers

Correctional Officer
Deputy Sheriff
DNR Ranger
Police Officer
Security Officer
Loss Prevention Specialist

Accreditation

Our programs are accredited by the Wisconsin Department of Justice, Law Enforcement Training and Standards Bureau, Law Enforcement Standards Board.

Criminal Justice Fact Sheet

What does a Criminal Justice Practitioner Do?

- The modern society we live in requires protective services of several occupational areas; law enforcement, corrections and private security.
- The law enforcement officer, at all levels of employment, will be responsible for enforcing applicable ordinances and state or federal criminal codes. Officers will investigate crimes, deal with civil disobedience, control and direct motor vehicle traffic, investigate traffic accidents and provide public service to the community.
- The jail officer will provide supervision and control of those persons that are incarcerated in county correctional facilities. A jail officer is commonly a civilian employee and is not a sworn law enforcement officer.
- The security officer (loss prevention) is employed by the private individual or business sector of our society. These officers provide similar services in these sectors as would a law enforcement officer. Private security officers often require the same job knowledge as a law enforcement officer.

What does it take to become employed in a Criminal Justice Career?

- A Criminal Justice career requires knowledgeable and dedicated personnel. It requires those that can keep pace with rapid technical and social changes evolving in our modern society. The ability to deal with job stress related issues is critically important to a protective services officer.
- Those persons seeking employment in law enforcement or correctional officer capacity will find that they are frequently required to possess a post secondary educational background. Many states are currently requiring a college degree.

What program(s) does Western provide to meet this requirement?

- The Criminal Justice Program at Western is a two year Associate of Applied Science Degree. The degree program allows the student to choose from several educational options that could provide “certifiability” as a law enforcement officer, jail officer and advanced skills for private security (loss prevention) personnel.

What happens after I graduate?

- Depending on which educational option the student chose, the student will be eligible for certification for employment in county correctional facilities and/or as a law enforcement officer in the State of Wisconsin. Generally, a student completing the Western program will be qualified to seek entry level positions in criminal justice careers. Salaries vary according to the area of the state in which you work. Criminal justice agencies normally offer excellent benefit packages in addition to reasonable salaries.

The Admission Process (How do I get into the Program?)

Review the **Intent to Enroll** form to identify and complete the admission requirements for your program. To access form click on this link: [Intent to Enroll Form](#).

Step I – Application to the College.

1. To begin your application to the college you must complete and submit the Wisconsin Technical College System application form. If you are interested in more than one program, you must complete an application for each program. A one-time \$30.00 application fee (made payable to Western) must be submitted with the application. Applications are available at Western in Room 160 of the Welcome Center on La Crosse Campus or any Regional Learning Centers located in Black River Falls, Independence, Mauston, Tomah, or Viroqua; or you can access the form or apply online:

To access an application form to download and complete click on this link: [Application for Admission Form](#).

To submit your application online click on this link: [Online Admission Form](#).

2. Submit **official transcripts** from high school and, if applicable, college. If submitting college transcripts, it is possible that you may have taken courses that can be applied towards your chosen program. To have your transcript evaluated for transfer of credit, complete and submit the form found at this link: [Request for Transfer Credit Form](#).
3. **Placement tests** (COMPASS, ASSET, or ACT) You are required to take a placement test and meet the minimum scores unless the following applies:
 - If you have a bachelors or masters degree, you are not required to take placement tests.
 - If you have successfully completed (C grade or better) college level Written Communication or Beginning Composition, you are not required to take the Writing placement test.
 - If you have successfully completed (C grade or better) Introduction to College Math, you are not required to take the Math placement test.

Testing is available in La Crosse at the Western Technical College Campus Assessment Center or at the Regional Learning Centers in Black River Falls, Independence, Mauston, Tomah or Viroqua. For more information on placement tests, visit this link: [Assessment Services](#). If you take a placement test at another location, you must request that your scores be sent to Western.

Program Requirement for Placement Testing

	COMPASS	ACT	ASSET
Writing	75+	19+	45+
Reading	84+	20+	44+
Math	47+ (pre-alg)	17+	41+ (Numeric)

Remediation courses are available if you do not meet the placement scores for the program. All remediation coursework must be completed prior to being accepted to the program. Students must test after remediation.

Step II – Application to the Criminal Justice Program.

1. **Complete this Online Program Overview:** You are doing this right now and are almost done. You must complete the [Intent to Enroll](#) form when you are prepared to begin your program of choice. Review the form to identify and complete the admission requirements specific to your program. You may send the completed requirements as they are fulfilled to Enrollment Services located at the Welcome Center on the La Crosse campus. Please maintain and fill in the Intent to Enroll form as every requirement is submitted or attach the completed requirement/s to the form and bring with you to your scheduled meeting (see next paragraph).

When all admission requirements are fulfilled, call Enrollment Services at 608-785-9553 to schedule an appointment to review your paperwork with an enrollment services advisor. **Bring the Intent to Enroll form to your appointment with any un-submitted documentation.** At this appointment, the enrollment services advisor will finalize the admission process and provide you with an estimated start date. At this time you will sign the second page of the Intent to Enroll verifying that you have completed the requirements to enter the program and have been assigned an estimated start date.

Intent to Enroll applications are reviewed for acceptance into the program on June 15, October 15, and February 15. All submissions and meeting with Enrollment Services advisors must occur prior to these dates to be considered for acceptance into the program.

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll form and schedule another appointment. Students are unable to request a pass on their assigned date. They will be assigned a later start date upon resubmission of the Intent to Enroll form.

2. Meet **reading requirement** as noted in Step I item 3.
3. Meet **math requirement** as noted in Step I item 3.
4. Meet **writing requirement** as noted in Step I item 3.
5. Read Essential Functions for your program. Essential Functions are a listing of the physical, cognitive, and mental abilities that you will need in order to complete the program. You must read the Essential Functions and complete the appropriate section on page two of the Intent to Enroll form. If you have a documented disability, there may be accommodations that can be made to assist in your successful completion of the program. Please contact Disability Services at Western (608-785-9875) if you are in need of more information. The Essential Functions information is available at this link:

[Essential Functions Form](#). A change in your ability to perform any of the essential functions must be reported to Gary Trulson, Associate Dean, Health and Public Safety (608-789-4765) or to your instructor immediately.

6. Complete the **Background Information Disclosure** form. The State of Wisconsin requires that individuals who will be working with vulnerable adults and/or children undergo a criminal background check. You must complete the form and submit the \$20 fee (made payable to Western Technical College) in order to meet this admission requirement. Western does not accept background checks conducted by third parties (i.e. your employer). You are required to disclose all past experiences with the law. Any arrests or new charges must be reported to Gary Trulson (608 -789-4765), Associate Dean of Health and Public Safety within five (5) working days. Failure to do so may result in program dismissal. In addition, if you have resided outside of Wisconsin in the past 3 years, you will be informed of how to obtain an out of state background check at your own expense.

Although the form itself refers to crimes, criminal convictions, and pending criminal charges, the information that comes back from the background check does include all contacts with law enforcement whether or not a criminal conviction occurred. Therefore, include contacts such as non-criminal traffic matters, arrests, charges for which you were acquitted, and charges that were pled down to an ordinance violation or forfeiture. This form is found at <http://dhs.wisconsin.gov/Forms/F8/F82064.pdf> .

If your background check reveals past experience with the law, this information will be referred to program staff for review and to determine if further action is required. See Frequently Asked Questions for more information on the impact of a positive background check #1.

7. Print, complete and submit the **Request For and Consent to Release Information** form found on the last page of this on-line orientation (Page 12). This information is utilized in meeting two of the requirements of the State of Wisconsin, Department of Justice, Training and Standards Bureau for state certifiability as a corrections and/or law enforcement officer.
8. Students entering the program will need to schedule and successfully complete the **National Criminal Justice Officer Selection Inventory (NCJOSI)**. Here are some facts regarding this pre-admission exam:
 - **How much does the exam cost and are refunds given?**
The test costs **\$45.00** and there are **no refunds**. This fee must be paid in full prior to testing date or you will not be able to take the exam.
 - **How do I register for the CJ exam?**
You can register in person in the Assessment Office -- Room 200 of the Academic Resource Center (400 7th Street N. La Crosse, WI) or by calling (608) 785-9566 to register for the exam. The **\$45.00 Non-refundable fee** will be charged to your student account at the time you register for the exam. You will receive a bill in the

mail which will need to be paid within 14 days. When registering, you will need to know your **student ID number** and your **social security number**.

- **Who should take the CJ pre-admission exam?**
The Criminal Justice pre-admission exam is required for all students who have taken the COMPASS test and obtained the required scores for admission into the Criminal Justice program. You must have completed your compass prior to taking this test. People who have a 4 year degree are not required to take this exam.
- **What should I bring to the exam session?**
 - Photo ID – no exceptions
 - Must know your social security number
 - **NO CALCULATORS ARE ALLOWED** (scratch paper and pencil will be provided)
- **Where and when is the CJ EXAM to be administered at Western Technical College and when can I register/sign-up to take it?**

A list of upcoming test dates and registration/sign-up dates can be found at this link: [NCJOSI Testing Schedule](#). **PLEASE NOTE: it is important that you arrive at least 10 minutes prior to exam time. The testing session starts promptly and students cannot be admitted once the session starts.**

- **General Information: Overview of the CJ Exam**
The **NCJOSI** exam consists of two sections. The cognitive section, which includes problem-solving, reading comprehension, mathematics and writing, and the second section consist of various attitudes and personality characteristics.
- **Can I prepare for the exam?**
If you wish you may want to purchase the study materials listed below.
- **Need more practice? Save \$5.00 on additional study materials with the discount code below.**
NEW ONLINE PRACTICE TEST AVAILABLE
A practice exam is now available at www.publicsafetyrecruitment.com
Enter your practice exam discount code: **WTC09**
Questions? Call 1-800-343-HIRE

ALSO AVAILABLE

NEW Enhanced edition!! Not only does this study guide provide you with a better understanding of the nature and format of questions that will appear on the National Criminal Justice Officer Selection Inventory (NCJOSI) but it **contains a COMPLETE 100 question practice examination** to help you prepare for taking the test!
Enter you study guide discount code: **WesTech09**

The study guide has been developed to introduce you to the “**National Criminal Justice Officer Selection Inventory**” (NCJOSI). The exam consists of a series of multiple-choice questions to test important cognitive abilities and personality attributes that are necessary for effective job performance as a criminal justice practitioner.

○ **What if I have a disability?**

If you have a disability as defined by the American with Disabilities Act (www.ada.gov) you may qualify for specific testing accommodations. Requests must be made 8 weeks prior to your scheduled test date. Contact Kristina Puent, Western Technical College, Disability Services Specialist at (608) 785-9875 or puentk@westernnc.edu.

○ **Who receives the test scores and how do I know if I passed?**

Both you and Western Technical College will receive a copy of your scores upon completion of the test. Each school sets its own admission standards; you must score a 70% or better on this test.

○ **Can I repeat the CJ Exam?**

Any individual wishing to retake the CJ Exam may do so at the next scheduled exam time. Please remember that registration/payment is required and there are a limited number of seats available for each test. There is only **ONE** retest option at Western.

If you have any additional questions or concerns regarding this exam please contact Gary Trulson, Associate Dean Health and Public Safety at 608-789-4765.

Acceptance to the Program

Students will be admitted to this program once the student has completed the Intent to Enroll, met the program requirements and met with an Enrollment Services advisor. Program admission is based upon a first come, first served basis. Once the program is filled, students will be admitted to the next term. If an opening occurs in an earlier term, you may be contacted.

In the event that the program is not full, applications will continue to be accepted until 3 weeks prior to the start of the program. Applicants who meet all admission requirements will be accepted on a first come, first serve basis until the program is full.

- ❖ It is to your advantage to complete the admission requirements as soon as possible.

Additional program information and program outcomes are listed at this link: [Criminal Justice Program Information](#).

Curriculum

The program is a four (4) semester long program in which courses are sequenced for your success. See the program course outline on the [program's webpage](#).

Advanced Standing

- Western's advanced standing enables students to receive credit for their knowledge and skills gained from other coursework. Advanced standing credits may include:
 - Transfer of credits from approved, post secondary institutions.
 - See the request for credit transfer form: [Request for Transfer Credit Form](#).

Certiability

Certiability occurs when a student meets all of the pre-service training and education requirements for law enforcement or jail officer as identified by the Wisconsin Department of Justice/ Training and Standards Board, which is good for two years upon successful completion of our program. Students pursuing these options have three years to complete the degree program once admitted and 504 numbered courses are taken. Certification occurs when a certifiable student obtains employment with a law enforcement agency during the two year time period after graduation and their agency submits the student's academic transcript and employment verification to the Law Enforcement Standards Board, and the Board approves the request.

Elective Courses Required for Certifiability

- Force Considerations/POSC
- Firearms/Tactical Response
- Emergency Vehicle Operations Course
- Vehicle Contacts
- Defense and Arrest Tactics
- Standard Field Sobriety Tests

Certiability Scenario Testing

Beginning Spring of 2012, certifiability scenario testing will be conducted for qualified students following the completion of their final semester in the program. The fee for scenario testing is \$600.

Disclaimer: Currently, the Associate Degree Program offers the potential of certifiability as law enforcement and/or jail officers. Certifiability options are at the discretion of Department of Justice (DOJ) and can be changed. These options have been made possible through the Department of Justice-Training and Standards Bureau. If the certifiability options are removed from the Associate Degree program, and if students desire certifiability options, students will need to take the Law Enforcement Academy (520 hours) or Jail Academy (160 hours). Program faculty and staff will keep students updated on this potential change.

Body Art or Piercing

In the Health and Public Safety Division, you may display no **Body Art or Piercing** that might be considered offensive. Most employment settings have policies that are generally broad, however they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty.

If you have significant visible body art and piercings, we are unable to guarantee that you will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

Frequently Asked Questions

1. What happens if there is something on my background check?

First of all, it is very important that you be honest when completing the background check form. Some facilities will automatically refuse a student who is less than truthful on the form. If your background check reveals past legal problems, this information will be referred to program staff for review and to determine if further action is required. Students cannot have an unpardoned conviction for a felony, domestic violence, or mental health adjudication, as these will preclude them from pursuing the certifiability options. Additionally, students cannot have any convictions that would be indicative of a lack of respect for the law. This information will assist you in understanding the likelihood of being able to complete the training requirements for certifiability as a law enforcement and jail officer. If you have charges on your background check, we are unable to guarantee that you will meet the acceptance requirements for the courses required for law enforcement and jail officer certifiability or meet employment eligibility of law enforcement agencies. It is your decision whether or not to enter the program based on the uncertainty of being accepted or certifiable for employment in a criminal justice field.

2. I didn't get in for next fall do I really have to wait a year to get in?

Yes and no. Not every student who is accepted to start a program will actually choose to do so. In the event that a student changes his/her mind about entering a program, we will contact individuals (based on the number that was assigned during the admission process) to enter the program. It is VERY important that Western Technical College has your most current address and phone number so that we are able to contact you. You are able to keep your contact information updated online through your MyWestern account. In the event that we are unable to contact you, we will contact the next student in line.

If you don't get in to the program this fall, you are strongly encouraged to complete your general studies prior to entering the program.

3. I didn't get in for next fall, is there anything I have to do in order to keep my application current?

Yes, students are required to repeat the criminal background check if there has been a change.

4. I've been accepted for fall semester, but for whatever reason, I can't start in the fall.

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll form and schedule another appointment. You will be assigned a later start date upon resubmission of the Intent to Enroll form.

5. I've changed my mind about entering the program and want to enter a different Health and Public Safety Division program. What do I do?

If you change your mind on which program you would like to enter, complete and submit a re-entry/change of program form to the Enrollment Services Office. This form can be found at the following link: [Re-Entry/Change of Program Form](#). The [Online Admission Form](#) can also be filled out for re-entry or a change of program.

The good news is that if you are interested in another Health and Public Safety Division program many of the admission requirements (e.g. background check, immunization, etc.) are applicable for other programs. However, you will be required to complete an online orientation session specific for the program as well as the Intent to Enroll form. Go to [Degree Programs](#) for a listing of programs offered.

6. I've taken some courses at a different college. Do I have to retake them?

Most students receive some credit for the courses that they have taken previously. Students who have previous college coursework should complete a transfer of credit form (available from the Registrar or found at [Request for Transfer Credit Evaluation Form](#)). You will be notified if the other college credits will be placed on your Western transcripts. Students pursuing certifiability may be required to repeat course work that did not meet the requirements established by Wisconsin Department of Justice/Training and Standards Bureau.

7. What if I'm trying to decide between more than one program?

Counselors and Enrollment Services Advisors at Western are also available to discuss career planning with you. You can reach the Enrollment Services Call Center at (608) 785-9553.

8. Who do I contact if I have questions or need additional information?

For questions specific to the criminal justice program, please contact program faculty:

- Gary Trulson – Associate Dean, Public Safety Services
(608) 789-4747
trulsong@westernnc.edu
- Mike Earll, Program Head – Criminal Justice-Law Enforcement Program Instructor
(608) 789-4747
earllm@westernnc.edu
- Jeff Noe, Instructor – Criminal Justice-Law Enforcement Program Instructor
(608) 789-4747
noej@wwesternnc.edu
- Brian Joyner, Instructor – Criminal Justice-Law Enforcement Program Instructor
(608) 789-4741
joynerb@westernnc.edu

For questions related to career decisions:

Contact a counselor through Enrollment Services Call Center: (608) 785-9553.

For questions on your admission status:

Contact the Enrollment Services Advisors through email and include your name, student ID number or birth date and your specific question or by phone at 608-785-9553:

Sandy Peterson	PetersonS@westernnc.edu
Debbie Kaiser	KaiserD@westernnc.edu
Stacey Nelson	NelsonS@westernnc.edu

Last thoughts:

- You are responsible to make sure that you keep your contact information (address/phone number) current. You can keep your contact information current through your MyWestern student account or contact Enrollment Services at the Welcome Center.
- Pay close attention to the deadlines for completing admission requirements for the program.
- Students in a health or public safety program are required to have a C grade or better in the general studies and program courses. Please see the student handbook for more information on College and Division policies. The Student Handbook is available on Western's website or by clicking on this link: [Student Handbook](#)
- It is strongly recommended that you **maintain a copy** of all forms / verifications for your own personal records.

Thank you for your interest in the Criminal Justice Program at Western Technical College. We look forward to working with you!

REQUEST FOR AND CONSENT TO RELEASE INFORMATION

Following information will be used to complete Criminal History Records Check and Driver's License Check

GIVEN NAME AS PRINTED ON DRIVER'S LICENSE (Please print legibly):

(LAST) (FIRST) (MIDDLE)

ADDRESS:

(Street or Mailing Address)

(CITY) (STATE) (ZIPCODE)

SEX: ____ Male ____ Female

RACE: ____ Asian ____ Black ____ Hispanic ____ Native American ____ Unknown ____ White

DATE OF BIRTH: ____ - ____ - ____

DRIVER'S LICENSE NUMBER: ____ - ____ - ____

INVESTIGATION WAIVER

I do hereby certify by my signature below, that I do request full and complete details of any/all records that I may have with any Police Department, Sheriff's Office, or any State or Federal Law Enforcement Agency, any Court or any School which I have attended, to be furnished to Western Technical College in any matters appearing below:

- 1) Record of any medical treatment or history of treatment for nervous or mental illness
- 2) Driving record
- 3) Employment record
- 4) Record of any arrests, convictions, or incidents involving police investigations
- 5) Transcripts of scholastic record
- 6) Record of any disciplinary action

I understand any/all information provided in this investigation will remain strictly confidential to authorized personnel only.

PLEASE PRINT LEGIBLY.

Name _____ **Signature** _____

Date _____

Witness _____ **Signature** _____ **Date** _____

(NOTE: Should the applicant be a minor, the witness must be a parent or guardian.)

It is the policy of Western Technical College to comply with federal and state law prohibiting discrimination in student admissions or treatment of students or employees on the basis of race, color, creed, sex, age, national origin, marital status, handicap, and status with regard to public assistance or disability.