

200-hour Basic Jailer Academy

Whether seeking the education to obtain an entry level position as a County Jailer or Correctional Officer in the State of Wisconsin, or are already employed by a County agency, Western's Basic Jail Academy offers students high-quality training through classroom and scenario-based instruction.



WESTERN PUBLIC SAFETY TRAINING FACILITY

11177 County Road A | Sparta, WI 54656

CONTACT INFORMATION

Law Enforcement Coordinator: Melissa Elliott

Administrative Assistant: Sheila Schendel

Phone: 608-789-4747 | Fax: 608-269-4073

Email: elliottm@westernnc.edu or schendels@westernnc.edu

Date:

Monday-Friday
April 24-May 26, 2023

Time:

8:00am – 4:30pm

Where:

Western Public Safety
Training Facility, Sparta

Cost:

\$940.00 (tuition is set by WI
DOJ)

Registration

Deadline:

Friday, April 14, 2023

Application

Information:

Email

schendels@westernnc.edu for
registration forms

Western Technical College is an equal opportunity/access employer and educator.

Western Technical
College
THE *e*SSENTIAL EXPERIENCE

JAIL ACADEMY – SPRING 2023

April 24-May 26, 2023

Student Name: _____
Please Print Legibly (First) (Last) (M.I.)

Best Email to Contact Student: _____

Sponsoring Sheriff's Office: _____

Sponsored Required Forms Checklist

NOTE The following forms are enclosed and should be completed and returned to Sheila Schendel	Completed	
	Yes	No
1. Jail Academy Student Registration Form		
2. Third Party Authorization Form		
3. Agency Sponsored Letter		
4. DJ-LE 310 – Student Authorization for Release of Information.		
5. Copy of the Recruit's Training History Report (Located on Acadis)		
6. Western's Acknowledgment of Risks/Acceptance of Responsibility Agreement and Release		
7. Jailer Academy Rules & Regulations		
8. Jailer Officer Code of Ethics		

Student Registration Form – Basic Jail Academy

WE WILL NEED THE FOLLOWING INFORMATION TO REGISTER YOU IN THIS CLASS. Only one (1) class per form. Duplicate as needed. Please print legibly. Return completed forms to schendels@westernnc.edu or fax to 608-269-4073. Thank you!

PERSONAL INFORMATION

Please Note: SSN is needed for students that have not taken Western classes & will need a student account created.

Social Security # (See Above) _____ DOB: _____

Last Name _____ First Name _____ M.I. _____

Home Address _____ City _____ State _____ Zip _____

Telephone (include area code) _____ County: _____

Email _____

Agency/Employer _____

IF YOU ARE A NEW STUDENT AT WESTERN, this information is collected to enhance programming efforts at Western

Are you Hispanic or Latino, that is, a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race? ☐ Yes ☐ No

Select any groups that apply: ☐ American Indian ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White

High School Last Attended: _____ City _____ State _____ Year of Graduation _____

Highest grade completed: _____

Did either of your parents complete a four year college degree or beyond? ☐ Yes ☐ No

PAYMENT INFORMATION

Please check type of payment: ☐ Self-pay ☐ Department

If your department is responsible for payment, please fill out the attached Authorization for Payment form and return with the student registration(s). This is necessary for **Billing Purposes**. Payment should accompany the completed registration form for persons paying for their own registration.

CLASS INFORMATION

Class #: 47-504-445.20 Section #: 0100 Course Title: Basic Jailer Academy

Start Date April 24-May 26, 2023 Location Public Safety Training Center – Sparta Campus Time 8:00am to 4:30pm Semester Spring 2023

Class Fee \$940.00 per person Total Hours: 200-hours



AUTHORIZATION FOR PAYMENT

I hereby authorize the following **(please PRINT)**:

Sponsored Name

Date of Birth

Class Being Sponsored: X **Basic Jailer Academy – Spring 2023**

Place a checkmark in front of the expenses your department is authorizing:

 Tuition: *(Department is responsible if the sponsored student does not successfully complete the LE Academy):* \$940.00

 CPR Items: CPR Student Manual & Rescue Mask *(Approximate cost but subject to change):* \$35.00

Billing Information:

Agency/Company Name

Print Authorized Name

PO/Street Address

** Authorized Signature**

City

State Zip

Telephone Number

Tax Exempt (Yes or No) and Tax Exempt #

Email Address



Dear Sponsoring Law Enforcement Agency:

The Wisconsin Department of Justice (WisDOJ) reimburses approved tuition expenses for the Basic Jailer Academy. Direct payment is made on behalf of employed students to Western Technical College by the DOJ. Reimbursement is made after successful completion of training. Payment will not be authorized for students who do not complete the entire training due to any reason (failure, drop out, fired etc.). Also, payment will not be approved if the DJ-LE-303 form was not submitted to WisDOJ prior to the training.

If WisDOJ determines that the employed student is not eligible for the tuition reimbursement, the entire cost of the Basic Jailer Academy will be the financial responsibility of the employing agency.

Under certain guidelines WisDOJ will also reimburse for other expenses such as travel and lodging. It is the agency's responsibility to submit the proper forms to WisDOJ and the funds are directly paid to the agency. The forms can be found on WILENET. If you have any questions regarding reimbursements you may contact Diane Schroder at WisDOJ T&S Bureau (608) 266-8803.

Sheriff Must Complete and Sign This Section

Sponsoring Department Name: _____

Sponsored Student Name: _____

Departmental Street Address: _____

City: _____ State: _____ Zip: _____

I further understand that as the student's sponsoring department, we will be billed for the complete student cost if a student does not meet all the completion requirements for the course.

Sheriff Signature _____ Date _____



STUDENT AUTHORIZATION FOR RELEASE OF INFORMATION

(For official use only, not to be released to unauthorized persons)

I, _____, authorize
(Student Name)

WESTERN TECHNICAL COLLEGE, (referred to
(Training School Name)

hereafter as “the Training School”) to release to the Wisconsin Department of Justice, Training and Standards Bureau and/or its employees (collectively referred to hereafter as “the Bureau”) any and all academic records or information in the possession of the Training School (technical college or employer-based academy) related to my attendance, performance, achievement and all other aspects of my participation in any training courses and/or programs including, but not limited to, the academic records listed on the reverse side of this form, for the purpose of validating that the Training School and its students meet eligibility and certification standards established by the State of Wisconsin Law Enforcement Standards Board.

I also authorize the Bureau to disclose any or all of the information described in the preceding paragraph to any training school certified by the Law Enforcement Standards Board. Furthermore, in the event that I am employed by or have applied for employment with one or more law enforcement, jail and/or secure juvenile detention employers, I authorize the training school and/or the Bureau to disclose any or all of the information described in the preceding paragraph to such employers. I understand that this authorization will remain in effect until I rescind it by submitting a letter to the director of the Bureau and the director of the Training School specifying that I no longer wish to authorize access to my academic records or information.

Date

Signature - Full Name

**MINIMUM ACADEMIC RECORDS MAINTAINED ON
STUDENTS IN PREPARATORY LAW ENFORCEMENT, JAIL AND
SECURE JUVENILE DETENTION OFFICER TRAINING PROGRAMS, AND
STUDENTS IN INSTRUCTOR DEVELOPMENT AND TOPIC SPECIFIC
INSTRUCTOR COURSES**

- Student rosters including enrolled student names and social security numbers.
- Attendance records.
- Student withdrawal/termination from training.
- Any incomplete or failed program.
- Documentation of any disciplinary or other problems and sanctions imposed.
- Staff evaluations of student performance.
- Disability accommodation requests and approval documentation.
- Exams and examination results, including scenarios and scenario evaluation results.
- Performance assessment tasks and performance assessment task results.
- Completed skills competency checklists for specific skills subjects.
- Board-approved student transcripts (DJ-LE-302, DJ-LE-307, DJ-LE-308, and DJ-LE-309).
- Signed copy of the Law Enforcement Code of Ethics or Jail Officer Code of Ethics.
- Signed form attesting that the school's written rules, penalties and grievance procedures have been distributed, read and understood.
- Signed form attesting that the school's grading policy has been distributed, read and understood.
- Verification of a valid driver's license.
- Completed copy of the *Application for Enrollment in Basic Law Enforcement, Jail and/or Secure Juvenile Detention Officer Training (DJ-LE-327)*.
- Record of oral interview, including questions asked, notes taken by interviewers, and applicant responses.
- Results of criminal history records check.
- Completed *Physician's Assessment* form (DJ-LE-332), providing authorization by a licensed physician, physician assistant, or nurse practitioner for student participation in preparatory training.
- Verification that the student has a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories.
- Official college transcript showing attainment of at least 60 fully-accredited associate degree level college credits or higher.
- Completed copy of the *Birth Certificate Verification* form (DJ-LE-322), or a certified copy of the student's birth certificate.
- Completed copy of the *Criminal Justice/Corrections Associate Degree Certification Track Student Declaration* form (DJ-LE-328).
- Completed copy of the *Criminal Justice/Law Enforcement Associate Degree Certification Track Student Declaration* form (DJ-LE-329).
- Completed copy of the *32-hour Criminal Justice Instructor Development Course Application* form (DJ-LE-335), and all additional documents requested on the form for admittance into the Criminal Justice Instructor Development Course (CJ-IDC).
- Completed copy of the *Instructor Training Course Application form for LESB-Approved Topic Specific Instructor Courses* (DJ-LE-336), and all additional documents requested on the form for admittance into a topic-specific instructor course.

**Copy of the Recruit's
'Professional Training History Report'**

Obtained from Acadis

<https://lesbportal.doj.state.wi.us/AcadisViewer/login.aspx>

**Enrolling Jail Officer must email the training history report
directly from their own Acadis account.**

Please email the report to schendels@westernnc.edu

*****Jailers should know their Acadis account login username and password
because the two phase exams are accessed from their Acadis account.***

ACKNOWLEDGMENT OF RISKS / ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE

This Acknowledgment of Risks / Acceptance of Responsibility Agreement and Release ("Agreement and Release") is executed by _____ ("Student") and is issued to WESTERN TECHNICAL COLLEGE.

(Please Print Name Clearly)

Name of Program/Training: **Basic Jailer Academy**

Date(s): **April 24-May 26, 2023**

PLEASE READ CAREFULLY

Student's desire to participate in the Jail Academy

Student acknowledges that he/she is participating in **courses for the Jail Academy**. Student expressly acknowledges that he/she has freely and voluntarily decided to participate in this Jail Academy. Student acknowledges receiving the following written materials regarding the Jail Academy in which Student intends to participate:

Description of Program Risks

- **Basic Jail Officer Training** **47-504-445.20 - 0100**

Health and Safety

Student understands and acknowledges that:

Student has consulted with a medical doctor with regard to any personal medical needs. Further, Student represents that he/she has no health-related reasons or problems which preclude or restrict his/her participation in the Jail Academy.

Student is aware of all applicable personal medical needs, and has arranged, through comprehensive health and medical insurance, to meet any and all needs for payment of medical costs while he/she participates in the Jail Academy.

Student understands and acknowledges that the College may, but is not obligated to take any actions it considers to be warranted under the circumstances regarding the Student's health and safety. Further Student agrees to pay all expenses relating thereto and releases Western Technical College from any liability for any actions taken.

Acceptable conduct by Student

Student is aware of the behavior expected while participating in the Jail Academy. There is certain behavior that is unacceptable and could lead to possible disruption or discontinuation of Student's participation in the Jail Academy, including, but not limited to loud, boisterous, offensive or otherwise inappropriate conduct, the improper use of alcohol or other drugs affecting student's participation in the Jail Academy, as well as, carrying any firearms or other weapons while participating in the Jail Academy. Student shall abide by all policies, rules and regulations established by Western Technical College and the Jail Academy. Student shall also abide by the rules, policies and procedures of any practicum placement. Student assures Western Technical College that he/she shall act in an appropriate manner at all times. If Western Technical College finds it necessary to expel Student from participation in the Jail Academy, he/she will not receive any refund of fees.

Waiver of Western Technical College's Liability and Indemnification of Western Technical College for Risks and Dangers

As a condition precedent to Student's participation in the Jail Academy, Student agrees to exercise reasonable care at all times with respect to the safety of Student's own person and personal property, and with respect to the safety of other Students and their personal property. Student understands, however, that there are certain dangers, hazards, and risks inherent in the activities included in the Jail Academy. Student acknowledges that participation in the Jail Academy may involve the risk of damage to property, bodily injury, and, in some cases, even death. Neither Western Technical College, nor the Jail Academy's Educational Coordinator, assumes any responsibility for such personal injuries or property

ACKNOWLEDGMENT OF RISKS / ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE

damage. Student further acknowledges that he/she is at least (18) years of age, and is competent to sign this document. If Student is a minor under the age of eighteen (18) years of age, the parent and/or guardian acknowledges they are competent to sign this document on behalf of the Student.

Accordingly, Student, for him/herself and the Student's spouse (if applicable), heirs, assigns, related individuals and related entities, does hereby waive, release, absolve, discharge and agree to hold harmless Western Technical College and its Board of Trustees, directors, officers, employees, teachers, agents and insurers, and the Jail Academy's Coordinator (collectively, the "Released Parties"), from and against any and all rights, claims, demands, causes of action, obligations, suits, liens, damages, or liabilities of any kind and character whatsoever, whether known or unknown, suspected or claimed, which the Student shall, or may have, in the future against the Released Parties arising out of, based on, related to, or connected with, the Student's enrollment and participation in the Jail Academy. Student also agrees to indemnify and hold the Released Parties harmless from the payment of any and all judgments, settlements, costs, disbursements and attorneys' fees that are associated with the Released Parties having to defend or investigate any claim, action or proceeding of any type whatsoever arising out of the Student's enrollment or participation in the Jail Academy, including, but not limited to, claims for breach of contract, negligence, strict liability, or otherwise. This indemnification obligation and Agreement and Release does not, however, absolve the Released Parties from any liabilities, damages, costs, disbursements and attorneys' fees incurred due to its intentional or reckless conduct.

Student understands that if any fact with respect to which this Agreement and Release is executed is found hereafter to be other than or different from any fact now believed by Student to be true, Student expressly accepts and assumes the risk of such a possible difference and agrees that this Agreement and Release shall be and remains effective notwithstanding such difference in facts.

Governing Law: Forum

Student agrees that this Agreement and Release shall be construed in accordance with the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this Agreement and Release. The terms and provisions of this Agreement and Release shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement and Release, the validity of the remaining portions shall not be affected.

Other Provisions

The Released Parties are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Released Parties will cause them to assume no responsibility for any injury, damage or medical expense which might arise out of, or in connection with, such emergency medical treatment.

It is the Student's express intent that this Agreement and Release shall bind the members of the Student's family and spouse (if applicable); and if the Student is deceased, it shall be deemed as a release, waiver, discharge, and covenant not to sue the Released Parties by the Student's family and spouse (if applicable), for any matter arising out of Student's participation in the Jail Academy.

By signing this document, Student acknowledges and represents that he/she is fully informed of the contents of this Agreement and Release. By reading it before signing it, and by signing this document as the Student's own free act, Student confirms that no oral representations, statements or inducements, apart from those made herein, have been made.

SIGNATURE PAGE

This sheet should be removed, completed, and returned with your application.

This form will be entered into the student's permanent file.

This Agreement and Release requires you to give up substantial legal rights.

Please read and understand this document before you sign it.

I have read, received a copy, and understand the Acknowledgment of Risks / Acceptance of Responsibility Agreement and Release.

Student's Printed Name

Student's Signature

Date



Basic Jail Training

Rules and Regulations

1. All officers must be on time. It is recommended all officers be in the classroom five minutes before class begins.
Start 8:00am
Lunch 12:00-12:30pm
End 4:30pm
2. Tardiness and absences will be reported to your department.
3. Excused absences cannot exceed 10% of the total number of course hours. ALL MISSED SESSIONS MUST BE MADE UP PRIOR TO THE COMPLETION OF THE COURSE.
4. Missed sessions will be made up at the discretion of the Academy Director.
5. In the event you are unable to attend class, please do the following:
 - a. Notify your department.
 - b. Notify the Sparta Campus at 608-789-4747 and leave a message with Captain Elliott or Sheila Schendel.
6. Any injury received during scheduled class hours must be reported to your instructor. You will also be required to complete the necessary paperwork.
7. Homework required by any instructor must be completed within the specified time frame.
8. Western Technical College is a tobacco-free facility and prohibits the use of smoking/chewing materials on campus property.
9. The Computer Lab is open for your use every day unless being used by another instructor. Please sign in/out on sheet in front of lab. When finished, turn off computer and monitor.
10. Department uniform will be worn the first day. Attire thereafter will be decided by the Academy Director. Loose fitting clothing is recommended for POSC.
11. No consumption of alcohol or drugs during school hours.
12. At the end of the two phases an exam will be administered and a passing score of 70% will be required. Only one (1) retest will be given for each failed exam. Failure of a second exam will result in a failure of the course.
13. You will not be required to have a parking pass while attending this course.
14. Western asks that you respect your classmates and instructors during the course. Please do not let little problems become major events. If there is a concern, question, or problem, see your instructor or Academy Director immediately.
15. Enjoy the sessions and keep an open mind.

Student Signature

Printed Name



AMERICAN JAIL ASSOCIATION

1135 Professional Court
Hagerstown, MD 21740-5853
301-790-3930
Fax 301-790-2941
aja.org

SUPPORTING INDIVIDUALS WORKING IN OUR
NATION'S JAILS

American Jail Association Code of Ethics for Jail Officers

As an officer employed in a detention/correctional capacity, I swear (or affirm) to be a good citizen and a credit to my community, State, and Nation at all times. I will abstain from questionable behavior which might bring disrepute to the agency for which I work, my family, my community, and my associates. My lifestyle will be above and beyond reproach, and I will constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, State, and community, and the policies, procedures, written and verbal orders, and regulations of the agency for which I work.

On the job I promise to:

- | | |
|--------------------|---|
| KEEP | the institution secure so as to safeguard my community and the lives of the staff, inmates, and visitors on the premises. |
| WORK | with each individual firmly and fairly without regard to rank, status, or condition. |
| MAINTAIN | a positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos. |
| REPORT | either in writing or by word of mouth to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government. |
| MANAGE | and supervise the inmates in an evenhanded and courteous manner. |
| REFRAIN | at all times from becoming personally involved in the lives of the inmates and their families. |
| TREAT | all visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations. |
| TAKE | advantage of all education and training opportunities designed to assist me to become a more competent officer. |
| COMMUNICATE | with people in or outside of the jail, whether by phone, written work, or word of mouth, in such a way so as not to reflect in a negative manner upon my agency. |
| CONTRIBUTE | to a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character. |

SUPPORT all activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nation's jails. Do my best through word and deed to present an image to the public at large of a jail professional, committed to progress for an improved and enlightened criminal justice system.

The American Jail Association's Board of Directors has approved the AJA Code of Ethics as part of an integral program to achieve a high standard of professional conduct among those officers employed in our Nation's jails.

Adopted by the American Jail Association Board of Directors on November 10, 1991.

Revised on May 19, 1993.

Re-affirmed on May 3, 2008, by the AJA Board of Directors in Sacramento, California.

I have received and read the AJA Code of Ethics. I will live up to this code throughout my career.

Printed Name

Signature

Date