



**Division of State Patrol
Policy and Procedure**

Number 12-4

Subject INSTRUCTOR CERTIFICATION	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to use certified instructors in the development and presentation of relevant training. Instructors and programs will meet the requirements of the Wisconsin Department of Justice, Bureau of Training and Standards Bureau (T&S), and be certified by the Law Enforcement Standards Board (LESB).

II. BACKGROUND

The Bureau of Training and Standards Bureau has established standards for the certification of training facilities and instructors of basic law enforcement training programs, as well as the officers who receive the training. The certification system focuses upon the basic course objectives and requires that instructors be familiar with those course objectives. Certain blocks of the instruction are designed as specialty skills areas while others are general areas.

III. OBJECTIVES

The quality of instruction and the certification of the Wisconsin State Patrol Academy (WSPA) training programs will be maintained through the development and certification of personnel interested in providing law enforcement training.

IV. GENERAL PROVISIONS

A. WSPA instructors who have demonstrated the ability to provide meaningful, quality training through experience will continue to do so.

- B. All instructors who instruct basic law enforcement training at the WSPA will be certified by the LESB.
 - 1. Instructors will teach only in those special skills areas for which they are certified. General skills instructors will teach those areas in which they have established an educational foundation through research and developed lesson plans.
 - 2. Applicants for instructor certification may be allowed to teach under the auspices of a currently certified instructor, as allowed by T&S.
 - 3. Instructors exempt from certification will be allowed to instruct in their specialty areas.

- C. Instructor development and certification will be administered at the WSPA for State Patrol personnel.
 - 1. Instructors must have completed an instructor development course through the Academy or a comparable program at another qualified institution prior to attending any LESB certified instructor course listed in IV. C. 2.
 - 2. Instructors for special skills areas must have completed a state certified instructor development program for that skill; i.e. Defensive and Arrest Tactics, Emergency Vehicle Operations, Police Firearms Instructor Training, Vehicle Contacts Training and Professional Communication Skills Training.
 - 3. Instructors for General Skills will provide supporting documentation for their area of expertise; complete a form requesting certification through LESB and forward a copy to the WSPA.
 - 4. Copies of the certification to instruct will be forwarded to the WSPA to be maintained on record.

V. PROCEDURE

- A. Employees who intend to instruct must request certification through LESB in order to instruct any Training and Standards approved curriculum.
 - 1. Determine whether the certification should be General or Specific Skills. See LES 4.02 and 4.03 for requirements and definitions.
 - 2. Complete a Request for Instructor Certification form (DJ-LE-317) and attach supporting documentation as needed.
 - 3. Mail the original to the Director, Bureau of Training and Standards, Box 7070, Madison, WI 53707-7070.
 - 4. Maintain a personal copy of the application for certification and forward a file copy to the WSPA for record.

5. Receive your certification from Training and Standards and mail a copy to the WSPA.
- B. Employees who instruct for the WSPA and are certified by DOJ T&S to teach must request re-certification through LESB.
1. Employees must maintain their own training records related to instructor certification; this will not be the responsibility of the WSPA.
 2. When applicable, complete a Request for Instructor re-certification form (DE-LE-318) and attach supporting documentation as needed.
 3. Mail the original form to the Director, Bureau of Training and Standards, Box 7070, Madison, WI 54707-7070.
 4. Obtain a letter of recommendation from the WSPA Commander.
 5. Maintain a personal copy of the application for re-certification.
- C. Wisconsin State Patrol Academy:
1. Provide consultation to potential instructors seeking certification and assistance to instructors seeking re-certification.
 2. Maintain records of instructors who have filed applications for certification and those who have received certification.
 3. Conduct Instructor Development training programs for general and specific skills as needed.
 4. Ensure that all instructors for basic enforcement training programs have been certified, have requested appropriate certification, or are exempt from LESB certification.

VI. REFERENCES

Department of Justice, Law Enforcement Standards Board Administrative Codes
LES 3, Training and Standards
LES 4, Certifications
LES 6, Decertifications