



Certification Page Regular and Emergency Rules

1. General Information

a. Agency/Board Name <i>See attached list for references</i>			
b. Agency/Board Address		c. Agency/Board City	d. Agency/Board Zip Code
e. Name of Contact Person		f. Contact Telephone Number	
g. Contact Email Address			h. Adoption Date:
i. Program(s) <i>See attached list for references</i>			

2. Rule Type and Information

a. These rules are: **Emergency Rules** *(After completing all of Section 2, proceed to Section 5 below)* **Regular Rules**

b. Choose all that apply: **New Rules*** **Amended Rules** **Repealed Rules**
** "New" rules means the first set of regular rules to be promulgated by the Agency after the Legislature adopted a new statutory provision or significantly amended an existing statute.*

If "New," provide the Enrolled Act number and year enacted:

c. Provide the Chapter Number, and Short Title of Each Chapter being Created/Amended/Repealed <i>(if more than 5 chapters are being created/amended/repealed, please use the Additional Rule Information form and attach it to this certification)</i>	Chapter Number:	Short Title:
	Chapter Number:	Short Title:
	Chapter Number:	Short Title:
	Chapter Number:	Short Title:
	Chapter Number:	Short Title:

d. The Statement of Reasons is attached to this certification.

e. If applicable, describe the emergency which requires promulgation of these rules without providing notice or an opportunity for a public hearing:

3. State Government Notice of Intended Rulemaking

a. Date on which the Notice of Intent containing all of the information required by W.S. 16-3-103(a) was filed with the **Secretary of State**:

b. Date on which the Notice of Intent and proposed rules in strike and underscore format were provided to the **Legislative Service Office**:

c. Date on which the Notice of Intent and proposed rules in strike and underscore format were provided to the **Attorney General**:

4. Public Notice of Intended Rulemaking

a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. Yes No N/A

b. A public hearing was held on the proposed rules. Yes No

If "Yes:"	Date:	Time:	City:	Location:
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5. Final Filing of Rules

a. Date on which the Certification Page with original signatures and final rules were sent to the **Attorney General's Office for the Governor's signature:**

b. Date on which final rules were sent to the **Legislative Service Office:**

c. Date on which a PDF of the final rules was electronically sent to the **Secretary of State:**

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

<i>Signature of Authorized Individual</i>	
<i>Printed Name of Signatory</i>	
<i>Signatory Title</i>	
<i>Date of Signature</i>	

7. Governor's Certification

I have reviewed these rules and determined that they:

1. Are within the scope of the statutory authority delegated to the adopting agency;
2. Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
3. Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

<i>Governor's Signature</i>	
<i>Date of Signature</i>	

Distribution List:

Attorney General

1. Statement of Reasons;
2. Original Certification Page;
3. Summary of Comments (regular rules);
4. Hard copy of rules: clean and strike/underscore; and
5. Memo to Governor documenting emergency (emergency rules).

LSO

1. Statement of Reasons;
2. Copy of Certification Page;
3. Summary of Comments (regular rules);
4. Hard copy of rules: clean and strike/underscore;
5. Electronic copy of rules: clean and strike/underscore; and
6. Memo to Governor documenting emergency (emergency rules).

SOS

1. PDF of clean copy of rules; and
2. Hard copy of Certification Page as delivered by the AG.



Additional Rule Information

1. General Information		
a. Agency/Board Name <i>See attached list for references</i> Wyoming Peace Officer Standards and Training Commission		
b. Agency/Board Address 1710 Pacific Ave	c. Agency/Board City Cheyenne	d. Agency/Board Zip Code 82002
e. Name of Contact Person Jeff Schulz	f. Contact Telephone Number 307-777-6619	
g. Contact Email Address Jeff.Schulz@wyo.gov		
h. Program(s) <i>See attached list for references</i> General Agency Board or Commission Rules		
2. Rule Information, Cont.		
a. Provide the Chapter Number and Short Title of Each Chapter being Created/Amended/Repealed		
Chapter Number: 6	Short Title: Minimum Standards for Employment as Correctional Officers	
Chapter Number: 7	Short Title: Certification and Training Standards for Correctional Officers	
Chapter Number: 8	Short Title: Denial, Suspension, or Revocation of Certification	
Chapter Number: 9	Short Title: Practice and Procedure for Denial, Suspension, or Revocation of Certification	
Chapter Number: 10	Short Title: Minimum Standards for Schools and Training Programs	
Chapter Number: 11	Short Title: Minimum Standards for Instructors	
Chapter Number: 12	Short Title: Peace Officer Retirement and Disability Credentials	
Chapter Number: 13	Short Title: Forms	
Chapter Number:	Short Title:	
Chapter Number:	Short Title:	
Chapter Number:	Short Title:	
Chapter Number:	Short Title:	
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Chapter Number:	Short Title:	



Matthew H. Mead
Governor

Peace Officer Standards & Training Commission

1710 Pacific Ave., Cheyenne, WY 82002 (307-777-7718) Fax (307-638-9706)
<http://attorneygeneral.state.wy.us/post.htm>

Jeff R. Schulz
Director

Gregory A. Phillips
Attorney General

Statement of Reasons

The Peace Officer Standards and Training Commission proposes to amend its rules to define high school diploma or equivalent achievement; establish provisions for appointing applicants per W.S. 9-1-711; refine wording of hiring standards; make grammatical corrections; refine wording of the requirements for certification of a pre-service graduate; remove the necessity of applying for reserve certification; modify wording to reference W.S. 9-3-432 and W.S. 15-5-301; modify the approval process for instructors; modify explanations of existing POST forms; modify wording of eligibility for retirement/disability credentials; and defined new POST forms.

CHAPTER 1

GENERAL PROVISIONS

Section 1. Statutory Authority. Pursuant to W.S. 9-1-701 through 9-1-711 the Wyoming Peace Officer Standards and Training Commission is required to adopt rules and standards which shall be in accordance with provisions of the Wyoming Administrative Procedure Act (W.S. 16-3-101 to 16-3-115).

Section 2. Purpose. The purpose of the Peace Officer Standards and Training Commission is to raise and maintain the level of competence within the law enforcement community by:

- (a) Establishing minimum standards for employment and retention of peace officer personnel;
- (b) Establishing minimum standards for the training and education of peace officer personnel;
- (c) Establishing minimum standards for employment, training, and education of dispatchers;
- (d) Establishing course requirements and continuing education requirements for correctional officer training;
- (e) Cooperating with the Board of Coroners Standards in establishing course requirements and continuing education requirements for coroners;
- (f) Promoting the planning and development of a systematic career development program for peace officer professionals by providing and encouraging advanced or specialized training, education, and certification;
- (g) Planning and promoting the development and improvement of a comprehensive program of education and training in the administration of criminal justice;
- (h) Conducting and stimulating research and planning, by public and private agencies, designed to improve education and training in the administration of criminal justice;
- (i) Reviewing and evaluating the recruitment, selection, education, and training of peace officer personnel and recommending improvements;
- (j) Maintaining liaison among local, state, and federal agencies with respect to peace officer and dispatcher education and training, and;
- (k) Authorizing the issuance of an identification card to retired and disabled peace officers.
- (l) Granting, suspending, or revoking certification of peace officers, correctional officers, detention officers, or dispatchers

Section 3. Definitions.

(a) "Accredited college" means a junior college, college, or university accredited as such by the Department of Education of the state in which the junior college, college, or university is located, a recognized national accrediting body, the state university in the state in which the junior college or university is located, or the Commission;

(b) “Commission” means the Wyoming Peace Officer’s Standards and Training Commission, or employees thereof acting on its behalf;

(c) “Detention officer” means a person who is employed by a county or municipality on a full-time basis to care for, supervise, and control persons detained in a jail or holding facility;

(d) “Detention officer training” means training received from an approved school or local detention officer training program authorized by the Commission to train detention officers;

(e) “Department” means a police department, sheriff’s department, highway patrol, state division of criminal investigation, game and fish department, campus police, or any other law enforcement unit;

(f) “Director” means the executive director of the Commission;

(g) “Inactive” means a status assigned to a peace officer, detention officer or dispatcher who has been certified by the State of Wyoming but is no longer employed by a municipal, county, the State of Wyoming, or political subdivision in Wyoming.

(h) “Law enforcement unit” means a public agency having police power and charged with enforcing state criminal statutes or municipal ordinances;

(i) “Peace officer” means a person as defined by W.S. 7-2-101;

(j) “Peace officer training” means training received from an approved school or local peace officer training program authorized by the Commission to train peace officers;

(k) “Permanent appointment” means an appointment having permanent full-time status as a peace officer in a law enforcement agency as described in these rules;

(l) “Part-time or reserve peace officer” means any person having peace officer authority acting less than full time in the service of any county, municipality, or state agency, whether compensated or not;

(m) “School” means any school, college, university, academy, or local training program which offers law enforcement, detention officer, dispatcher or correctional officer training. This term includes within its meaning a combination of courses, curriculum, instructors, and facilities;

(n) “Temporary appointment” means an appointment as a peace officer, detention officer, dispatcher or correctional officer in a position which has a time limitation placed upon it or is not of a continuing nature;

(o) “Dispatcher” means a person who is employed by a state, county, or municipal law enforcement agency, fire service or licensed ambulance service on a full or part-time basis, to answer and dispatch calls for emergency and non-emergency situations via designated law enforcement and emergency telecommunications equipment;

(p) “The Act” means the Wyoming Peace Officer Standards and Training Act, W.S. 9-1-701 through 9-1-711.

(q) “Certified correctional officer” means a person who is employed by the Wyoming Department of Corrections on a full-time basis to care for, supervise, control and maintain custody of persons confined in Wyoming Department of Corrections institutions and who has completed all requirements for certification as a correctional officer under the act;

(r) “Correctional officer” means a person who is employed by the Wyoming Department of Corrections on a full-time basis to care for, supervise, and maintain custody of persons confined in Wyoming Department of Corrections institutions;

(s) “Correctional officer training” means an approved Wyoming Department of Corrections pre-service academy or other correctional officer training program authorized by the commission to train correctional officers for the state;

(t) “Part-time correctional officer” means a person employed by the Wyoming Department of Corrections on a part-time basis to care for, supervise and maintain custody of persons confined in Wyoming Department of Corrections institutions; and

(u) “High school diploma or equivalent achievement” means a diploma from a high school which is accredited by any State; a general equivalency diploma; a home school diploma which evidences successful completion of a home school curriculum which has been accredited by any nationally recognized accrediting organization; a home school diploma *plus* matriculation in a college which is accredited by any nationally recognized accrediting organization; or a degree issued by an institution of higher learning which is accredited by any nationally recognized accrediting association. For the purpose of this definition “nationally recognized accrediting organization” means an association which has been recognized by the Secretary of the United States Department of Education or the Council for Higher Education Accreditation.

CHAPTER 2

MINIMUM STANDARDS FOR EMPLOYMENT AS PEACE OFFICERS, DETENTION OFFICERS, AND DISPATCHERS

Section 1. General Provisions Peace Officers and Detention Officers.

(a) Every applicant for employment as a peace officer or a detention officer within the State of Wyoming shall satisfy the following requirements before being employed unless exempt under subsection (d):

- (i) Be a United States citizen;
- (ii) Be an adult;
- (iii) Submit a fingerprinting and a search of local, state, and national fingerprint files to determine whether the applicant has a criminal record (copies of responses shall be sent to P.O.S.T.);
- (iv) Not have been convicted of any crime for which the applicant could have been punished by imprisonment in a federal or a state penitentiary;
- (v) Hold a high school diploma or equivalent achievement as defined in Chapter 1 Section 3 (proof shall be sent to P.O.S.T.);
- (vi) Be of good moral character. The hiring agency shall complete a background investigation;
- (vii) Be free of any physical, emotional, or mental condition which might adversely affect the applicant's performance as a peace officer and/or detention officer. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist; and
- (viii) Successfully pass an oral interview by the hiring agency.

(b) Every agency which appoints a peace officer or detention officer in or for the State of Wyoming shall submit to the Commission an Employment Form within fifteen (15) days of the appointment. If the applicant meets the minimum employment standards, the Commission shall issue an appropriate certification or notify the employing agency of the current certification held by the officer within fifteen (15) days of receiving the Employment Form.

(c) A background investigation, including, but not limited to, the following shall be completed by the hiring agency before an applicant may be appointed as a peace officer or detention officer:

- (i) Check current drug and alcohol abuse;
- (ii) Interview with applicant's spouse;
- (iii) Check personal references;
- (iv) Check employment history;
- (v) Check school records;
- (vi) Check military records;

(vii) Check DCI & FBI fingerprint files to determine if applicant has a criminal record. (The check shall be made in every state where the applicant has resided);

(viii) Check driving record;

(ix) Check present and past employer references. (This should include a check with the applicant's immediate supervisor and peers.);

(x) Check credit history; and

(xi) Check Wyoming POST files and any other prior certification history files of other certifying or licensing agencies. (The check shall be made in every state where the applicant has been employed.)

(d) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming; and

(iii) The agency submits to the Commission an Additional Agency Employment Form within fifteen (15) days of the appointment of a peace officer or detention officer in or for the State of Wyoming.

(e) No person shall be employed or continued to be employed as a peace officer while receiving benefits for total or partial disability pursuant to W.S. 9-3-422, 9-3-612, or 15-5-308.

(f) The requirements set forth above shall be deemed minimum employment requirements and shall not preclude an employing agency from establishing additional employment requirements.

Section 2. General Provisions for Dispatchers

(a) Every applicant for employment as a dispatcher within the State of Wyoming shall satisfy the following requirements before being employed unless exempt under subsection (d):

(i) Be a United States citizen;

(ii) Be an adult;

(iii) Submit to fingerprinting and a search of local, state and national fingerprint files to determine whether the applicant has a criminal record (copies of responses shall be sent to P.O.S.T.);

(iv) Not have been convicted of any crime for which the applicant could have been punished by imprisonment in a federal or a state penitentiary;

(v) Hold a high school diploma or equivalent achievement as defined in Chapter 1 Section 3 (proof shall be sent to P.O.S.T.);

(vi) Be of good moral character. The hiring agency shall complete a background investigation;

(vii) Be free of any physical, emotional or mental condition which might adversely affect the applicant's performance as a dispatcher. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist; and

(viii) Successfully pass an oral interview by the hiring agency.

(b) Every agency which appoints a dispatcher in or for the State of Wyoming shall submit to the Commission an Employment form within fifteen (15) days of the appointment. If the applicant meets the minimum employment standards, the Commission shall issue an appropriate certification or notify the employing agency of the current certification held by the dispatcher within fifteen (15) days of receiving the Employment Form.

(c) A background investigation including, but not limited to, the following shall be completed by the hiring agency before an applicant may be appointed as a dispatcher:

- (i) Check current drug and alcohol abuse;
- (ii) Interview with applicant's spouse;
- (iii) Check personal references;
- (iv) Check employment history;
- (v) Check school records;
- (vi) Check military records;
- (vii) Check DCI & FBI fingerprint files to determine if applicant has a criminal record. (The check shall be made in every state where the applicant has resided);
- (viii) Check driving record;
- (ix) Check present and past employer references. (This should include a check with the applicant's immediate supervisor and peers.);
- (x) Check credit history; and
- (xi) Check Wyoming POST files and any other prior certification history files of other certifying or licensing agencies. (The check shall be made in every state where the applicant has been employed.

(d) An agency may appoint an applicant to a certified position without further investigation if:

- (i) The agency has received certification from the Wyoming Peace Officers Standards and Training Commission that the applicant holds current certification for the position; and
- (ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming; and
- (iii) The agency submits to the Commission an Additional Agency Employment Form within fifteen (15) days of the appointment of a dispatcher in or for the State of Wyoming.

(e) No person shall be employed or continue to be employed as a dispatcher while receiving benefits for total or partial disability pursuant to W.S. 9-3-422.

(f) The requirements set forth above shall be deemed minimum employment requirements and shall not preclude an employing agency from establishing additional employment requirements.

Section 3. Certification Requirements.

(a) Any person appointed as a full-time peace officer and/or detention officer for any law enforcement unit in or for the State of Wyoming shall forfeit his/her position unless within one (1) year from the date of appointment the officer has been awarded a certificate by the Commission attesting to

the satisfactory completion of a Commission approved peace officer and/or detention officer basic training program.

(b) Any person appointed as a dispatcher on a full or part-time basis for any law enforcement unit in or for the State of Wyoming shall forfeit his/her position unless within two (2) years from the date of appointment the person has been awarded a certificate by the Commission attesting to the satisfactory completion of a Commission approved dispatcher basic training program.

(c) Any person who is appointed as a part-time or reserve peace officer and/or a reserve detention officer for any law enforcement unit in or for the State of Wyoming shall forfeit his/her position unless within two (2) years from the date of appointment the officer has been awarded a certificate by the Commission attesting to the satisfactory completion of a Commission approved peace officer and/or detention officer basic training program.

CHAPTER 3

CERTIFICATION AND TRAINING STANDARDS FOR PEACE OFFICERS

Section 1. Temporary Certification.

- (a) To qualify for temporary certification peace officers shall meet the provisions of Chapter 2, Section 1.

Section 2. Reserve Certification.

- 1. (a) To qualify for reserve certification an officer shall meet the provisions of Chapter 2, Section 1.
- (b) No person shall receive a reserve certification unless within two (2) years from the date of employment such person has completed a Commission approved peace officer basic training program and holds an appointment as a peace officer by a Wyoming law enforcement unit.
- (c) A reserve officer certification awarded to an individual complying with this section shall be valid for a period of two (2) years from date of issuance.
- (d) Officers awarded reserve certification shall meet continuing training requirements of twenty (20) hours every two (2) years to maintain their reserve certification. Verification of the required training shall be provided to the Commission within two (2) years of the date of reserve certification, and every two (2) years thereafter.
- (e) Failure of a reserve officer to complete the requirements of this section shall result in the denial of recertification by the Commission.

Section 3. Peace Officer Basic Certification.

- (a) To qualify for basic certification an officer shall meet the provisions of Chapter 2, Section 1.
- (b) An officer shall be a permanent full-time employee of a law enforcement unit in the state of Wyoming.
- (c) No person shall receive a basic certification unless such person has completed a Commission approved peace officer basic training program.
- (d) All full-time Wyoming peace officers shall have one (1) year from the date of employment to complete a Commission approved peace officer basic training program.
 - (i) The full basic course curriculum and number of training hours shall be approved yearly by the Commission.
 - (ii) The mini basic course curriculum and number of training hours shall be approved yearly by the Commission.

(e) Basic certification of permanent employees shall be valid for two (2) years from date of issuance.

(f) Renewal of certification shall be subject to satisfactory completion of advanced certification training requirements.

(g) Failure of an officer to complete the requirements of this section shall result in the denial of basic certification by the Commission.

Section 4. Advanced Peace Officer Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a peace officer in any law enforcement unit in the State of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional eighty (80) hours of Commission approved training, and following one (1) year of additional experience as a peace officer, the officer shall receive certification as an advanced officer.

(c) The advanced training requirements in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any peace officer to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Peace Officer Certification.

(a) Professional certification shall be awarded to an officer who meets any of the following requirements:

(i) Has been awarded advanced certification, has completed an additional eighty (80) hours of Commission approved training, and has acquired three (3) additional years of experience as a peace officer;

(ii) Has been awarded an associate's degree, has been awarded advanced certification, has completed an additional forty (40) hours of Commission approved training, and has two (2) additional years of experience as a peace officer; or

(iii) Has been awarded a baccalaureate degree or beyond, has been awarded advanced certification, and has completed one (1) year additional experience as a peace officer.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) A peace officers awarded professional certification shall complete forty (40) hours of continuing training every two (2) years. Verification of required training shall be provided to the Commission within two (2) years following the date of professional certification, and every two (2) years thereafter.

(d) Failure of any officer to complete the requirements of professional training as provided by this section shall result in the denial of re-certification.

Section 6. Extension of Time Requirements for Training.

The Commission may grant an extension of time for completion of continuing training required by these rules upon a presentation of evidence by the department that an officer is unable to complete the required training within the time prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment with an Additional Wyoming Law Enforcement Agency.

(a) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming.

(iii) The employing agency shall submit an Additional Agency Employment Form to the Commission within fifteen (15) days of the appointment.

Section 8. Employment of a Currently or Previously Certified Peace Officer.

(a) Currently certified Wyoming officers

(i) Currently certified officers who do not meet the requirements of POST Rules Chapter 3, Section 7 may be employed provided the employing agency completes all the requirements set forth in Chapter 2, Section 1; and

(ii) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(b) Officers previously certified in Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those officers who do not have current certification and have been out of law enforcement less than three (3) years may be certified provided the applicant satisfies the provisions of Chapter 2, Section 1.

(iii) Those officers who have been out of law enforcement for more than three (3) years but less than five (5) years may be certified provided the applicant satisfies the provision of Chapter 2, Section 1, and:

(A) Passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(B) Successfully completes the Wyoming Criminal Law and Procedures Course provided by the Wyoming Law Enforcement Academy for peace officer basic;

(C) Proves firearms proficiency by passing the WLEA firearms qualification course required for the peace officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified as a WLEA firearms instructor, and fired on WLEA qualification targets;

(D) Provides proof of current CPR certification; and

(E) Successfully completes a Commission approved domestic violence course.

(iv) Officers who have been out of law enforcement for five (5) years or more and have had less than five (5) continuous years service as a full time peace officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full peace officer basic course to become certified.

(v) Officers who have been out of law enforcement five (5) years, but less than ten (10) years, and had been employed for five (5) or more continuous years as a full-time peace officer may attend the POST approved mini peace officer basic in lieu of the full peace officer basic course. Upon successful completion of the mini peace officer basic, the peace officer challenge process, and compliance with provision of Chapter 2, Section 1, the officer will be granted peace officer certification. Approval to attend the mini peace officer basic shall only be granted by the Commission.

(c) Officers certified/trained in states other than Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those applicant officers who have previously established certification or completed basic training in states other than Wyoming may petition the Commission for certification only upon the following conditions:

(A) The applicant officer has been out of law enforcement less than five (5) years;

(B) The applicant officer can provide documentation of successful completion of a peace officer basic program that is, in the Commission's opinion, comparable to the Wyoming peace officer basic offered during the same period;

(C) The applicant officer satisfies the provisions of Chapter 2, Section 1;

(D) The applicant officer passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(E) The applicant officer successfully completes the Wyoming Criminal Law and Procedures Course provided by the Wyoming Law Enforcement Academy for peace officer basic;

(F) The applicant officer successfully completes a Commission approved domestic violence course;

(G) The applicant officer proves firearms proficiency by passing the WLEA firearms qualification course required for the peace officer basic. The POST firearms proficiency

challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified as a WLEA firearms instructor, and fired on WLEA qualification targets; and

(H) The applicant officer provides proof of current CPR certification.

(iii) Officers who have been out of law enforcement for five (5) continuous years as a full-time peace officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full peace officer basic course to become certified.

(iv) Officers who have been out of law enforcement five (5) years, but less than ten (10) years, and had been employed for five (5) continuous years or more as a full-time peace officer may attend the POST approved mini peace officer basic in lieu of the full peace officer basic course. Upon successful completion of the mini peace officer basic, the peace officer challenge process, and compliance with the provisions of Chapter 2, Section 1, the officer shall be granted peace officer certification. Approval to attend the mini peace officer basic shall be granted by the Commission.

Section 9. Pre-service Graduate Requirements for Peace Officer Certification.

(a) A pre-service graduate who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency within two (2) years from date of graduation.

(b) A pre-service graduate who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency more than two (2) years but less than five (5) years from the date of graduation upon successful completion of the peace officer challenge process.

(c) A pre-service graduate whose fifth anniversary since graduation has passed shall successfully complete the current peace officer basic course.

Section 10. Credit for Wyoming Highway Patrol Academy.

Graduates of the Wyoming Highway Patrol Academy shall be granted a number of hours toward advanced and professional certification which shall be determined by the Commission.

Section 11. Credit for Accredited College Semester Hours.

(a) Job-related semester credits will be equivalent to ten (10) Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

CHAPTER 4

CERTIFICATION AND TRAINING STANDARDS FOR DETENTION OFFICERS

Section 1. Temporary Certification.

(a) To qualify for a temporary certification detention officers shall meet the provisions of Chapter 2, Section 1.

Section 2. Reserve Certification.

(a) To qualify for reserve certification a detention officer shall meet the provisions of Chapter 2, Section 1.

(b) No person shall receive a reserve certification unless within two (2) years from the date of employment such person has completed a Commission approved detention officer basic training program and holds an appointment as a detention officer by a Wyoming law enforcement unit.

(c) A reserve detention officer certification awarded to an individual complying with this section shall be valid for a period of two (2) years from date of issuance.

(d) Detention officers awarded reserve certification shall meet continuing training requirements of twenty (20) hours every two (2) years to maintain their reserve certification. Verification of the required training shall be provided to the Commission within two (2) years of the date of reserve certification and every two (2) years thereafter.

(e) Failure of any reserve detention officer to complete the requirements of this section shall result in the denial of recertification.

Section 3. Detention Officer Basic Certification.

(a) To qualify for basic certification a detention officer shall meet the provisions of Chapter 2, Section 1.

(b) A detention officer shall be a permanent full-time employee of a law enforcement unit in the state of Wyoming.

(c) No person shall receive a basic certification unless such person has completed a Commission approved detention officer basic training program.

(d) All full-time Wyoming detention officers shall have one (1) year from the date of employment to complete a Commission approved detention officer basic training program.

(i) The full basic course curriculum and number of training hours shall be approved yearly by the Commission.

(ii) The mini basic course curriculum and number of training hours shall be approved yearly by the Commission.

(e) Failure of any full-time detention officer to complete the requirements of this section shall result in the denial of certification.

Section 4. Advanced Detention Officer Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a detention officer in any law enforcement unit in the state of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional twenty (20) hours of commission approved training, and following one (1) year of additional experience as a detention officer, the detention officer shall receive certification as an advanced detention officer.

(c) The advanced training requirements in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any detention officer to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Detention Officer Certification.

(a) Professional certification shall be awarded to a detention officer who meets any of the following requirements:

(i) Has been awarded advanced certification, has completed an additional forty (40) hours of Commission approved training, and has acquired three (3) additional years of experience as a detention officer;

(ii) Has been awarded an associate's degree, has been awarded advanced certification, has completed an additional twenty (20) hours of Commission approved training, and has two (2) additional years of experience as a detention officer; or

(iii) Has been awarded a baccalaureate degree or beyond, has been awarded advanced certification, and has completed one (1) year additional experience as a detention officer.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) Detention officers awarded professional certification shall complete twenty (20) hours of continuing training every two (2) years. Verification of required training shall be provided to the Commission within two (2) years following the date of professional certification, and every two (2) years thereafter.

(d) Failure of any detention officer to complete the requirements of professional training as provided by this section shall result in the denial of recertification.

Section 6. Extension of Time Requirements for Training.

The Commission may grant an extension of time for completion of continuing training required by these rules upon a presentation of evidence by the department that a detention officer is unable to complete the required training within the time prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment with an Additional Agency

(a) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming.

(iii) The employing agency shall submit an Additional Agency Employment Form within fifteen (15) days of the appointment.

Section 8. Employment of Currently or Previously Certified Detention Officers.

(a) Currently certified Wyoming detention officers

(i) Those currently certified detention officers who do not meet the requirements of POST Rules Chapter 4, Section 7 may be employed provided the employing agency completes all the requirements set forth in Chapter 2, Section 1; and

(ii) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(b) Detention officers previously certified in Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those applicant detention officers who were previously certified and have been employed as a detention officer within the past three (3) years may be certified provided the applicant satisfies the provisions of Chapter 2, Section 1.

(iii) Those applicant detention officers who were previously certified and last employed as detention officers more than three (3) years but less than five (5) years ago may be certified provided the applicant satisfies the provisions of Chapter 2, Section 1, and

(A) Passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(B) Successfully completes the Wyoming Criminal Law and Procedures Course provided by the Wyoming Law Enforcement Academy for detention basic;

(C) Proves firearms proficiency by passing the WLEA firearms qualification course required for detention basic. The POST firearms proficiency challenge test shall be conducted by a POST certified instructor from another agency, qualified as a WLEA firearms instructor, and fired on WLEA qualification targets; and

(D) Provides proof of current CPR certification.

(iv) Applicant detention officers who were employed as detention officers five (5) years or more ago and have had less than five (5) continuous years as a full-time detention officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full detention basic course to become certified.

(v) Applicant detention officers who were employed as detention officers five (5) years, but less than ten (10) years ago, and who had been employed for five (5) or more continuous years as a full-time detention officer may attend the POST approved mini detention basic in lieu of the full detention basic course. Upon successful completion of the mini detention basic, the detention challenge process, and compliance with the provision of Chapter 2, Section 1, the applicant detention officer shall be granted detention certification. Approval to attend the mini detention basic shall only be granted by the Director.

(c) Officers certified/trained in states other than Wyoming.

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those applicant detention officers who have previously established certification or completed basic training in states other than Wyoming may petition the Commission for certification only upon the following conditions:

(A) The applicant detention officer has been employed as a detention officer within the past five (5) years;

(B) The applicant detention officer can provide documentation of the successful completion of a detention officer basic program that is, in the Commission's opinion, comparable to the Wyoming detention officer basic offered during the same time period;

(C) The applicant detention officer satisfies the provisions of Chapter 2, Section 1;

(D) The applicant detention officer passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(E) The applicant detention officer successfully completes the Wyoming criminal law and procedures course provided by the Wyoming Law Enforcement Academy for Detention basic;

(F) The applicant detention officer proves firearms proficiency by passing the WLEA firearms qualification course required for detention basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified as a WLEA firearms instructor, and fired on WLEA qualification targets; and

(G) The applicant detention officer provides proof of current CPR certification.

(iii) Applicant detention officers who were last employed as detention officers more than five (5) years ago and have had less than five (5) continuous years as a full-time detention officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full detention basic course to become certified;

(iv) Applicant detention officers who have been unemployed as detention officers for five (5) years, but less than ten (10) years, and had been employed for five (5) or more continuous years as a full-time detention officer may attend the POST approved mini detention basic in lieu of the full detention basic course. Upon successful completion of the mini detention basic, the detention challenge process, and compliance with the provisions of Chapter 2, Section 1, the detention officer shall be granted detention certification. Approval to attend the mini detention basic shall only be granted by the Director.

Section 9. Pre-service Graduate Requirements for Detention Officer Certification.

(a) A pre-service graduate who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency within two (2) years from date of graduation.

(b) A pre-service graduate who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency more than two (2) years but less than five (5) years from the date of graduation upon successful completion of the detention officer challenge process.

(c) A pre-service graduate whose fifth anniversary since graduation has passed shall successfully complete the current detention officer basic course.

Section 10. Certification of correctional officer as detention officer

(a) Currently certified Wyoming Correctional Officers

(i) Applicant correctional officers who hold current Wyoming correctional officer certification seeking detention officer certification must complete the following:

(A) The applicant detention officer successfully completes the POST approved mini detention basic in lieu of the full detention basic course;

(B) The applicant officer successfully completes the POST approved detention basic firearms course;

(C) The applicant officer proves firearms proficiency by passing the WLEA firearms qualification course required for detention officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified as a WLEA firearms instructor course and fired on WLEA qualification targets;

(D) The applicant officer successfully passes a written challenge examination provided by the Commission (the examination may only be taken twice); and

(E) The applicant officer provides proof of current CPR certification.

(b) Previously certified Correctional Officers

(i) Correctional officers not holding a current Wyoming certification, who have previously established certification or completed a correctional officer basic training course and have been employed as a correctional officer within the past 5 years must satisfy the provisions of Chapter 2, Section 1, and complete the following:

(A) The applicant detention officer successfully completes the POST approved mini detention basic in lieu of the full detention basic course;

(B) The applicant detention officer successfully completes the POST approved detention basic firearms course;

(C) The applicant detention officer proves firearms proficiency by passing the WLEA firearms qualification course required for detention officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified as a WLEA firearms instructor course and fired on WLEA qualification targets;

(D) The applicant detention officer successfully passes a written challenge examination provided by the Commission (the examination may only be taken twice); and

(E) The applicant detention officer provides proof of current CPR certification.

Section 11. Credit for College Accredited Hours.

(a) Job-related semester credits will be equivalent to ten (10) Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

(c) College hours can only be applied to continuing training requirements.

Section 12 . Detention Officers Working with Juveniles in Collocated Facilities.

(a) Detention officers who work with both juvenile and adult inmates in collocated facilities shall be trained and certified to work with juveniles. The training program shall include, at a minimum, the following areas:

(i) Youth development;

(ii) Adolescent physical health;

(iii) Adolescent mental health; and

(iv) Nonviolent crises intervention.

CHAPTER 5

CERTIFICATION AND TRAINING STANDARDS FOR DISPATCHERS

Section 1. Temporary Dispatcher Certification.

(a) A dispatcher shall meet the provisions of Chapter 2, Section 2.

Section 2. Basic Dispatcher Certification.

(a) No person shall receive a basic dispatcher certification unless such person has completed a Commission approved dispatcher basic training program and is employed as a dispatcher in Wyoming.

(b) A dispatcher shall have two (2) years from the date of employment to complete a Commission approved dispatcher basic training program.

(i) The basic course curriculum and number of training hours shall be approved yearly by the Commission.

Section 3. Extension of Time Requirement for Basic Training.

The Commission may grant an extension of the two (2) year time requirement upon the written application of the dispatcher and his employer. The application shall explain the circumstances which make an extension necessary. Factors which the Commission may consider in granting or denying an extension include the illness of the dispatcher or a member of his/her immediate family or the absence of reasonable access to the basic course. The Commission shall not grant an extension exceeding two hundred ten (210) days.

Section 4. Advanced Dispatcher Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a dispatcher in any law enforcement unit in the state of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional twenty (20) hours of Commission approved training, and following one (1) year of additional experience as a dispatcher, the dispatcher shall receive certification as an advanced dispatcher.

(c) The advanced training requirement in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any dispatcher to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Dispatcher Certification.

(a) Professional certification shall be awarded to a dispatcher who meets any of the following requirements:

(i) Has been awarded advanced certification, has completed an additional forty (40) hours of Commission approved training, and has acquired three (3) additional years of experience as a dispatcher;

(ii) Has been awarded an associate's degree, has been awarded advanced certification, has completed an additional twenty (20) hours of Commission approved training, and has two (2) additional years of experience as a dispatcher; or

(iii) Has been awarded a baccalaureate degree or beyond, has been awarded advanced certification, and has completed one (1) year additional experience as a dispatcher.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) Dispatchers awarded professional certification shall complete twenty (20) hours of continuing training every two (2) years. Verification of required training shall be provided to the Commission within two (2) years following the date of professional certification and every two (2) years thereafter.

(d) Failure of any dispatcher to complete the requirements of professional training as provided by this section shall result in the denial of recertification.

Section 6. Extension of Time Requirements for Training.

The Commission may grant an extension of time for completion of continuing training required by these rules upon a presentation of evidence by the department that a dispatcher is unable to complete the required training within the time prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment with an Additional Wyoming Law Enforcement Agency.

(a) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming.

(iii) The employing agency shall submit an Additional Agency Employment Form within fifteen (15) days of the appointment.

Section 8. Employment of a Currently or Previously Certified Dispatcher.

(a) Currently certified Wyoming dispatchers

(i) Those currently certified dispatchers who do not meet the requirements of POST Rules Chapter 5, Section 7 may be employed provided the employing agency completes all the requirements set forth in Chapter 2, Section 2; and

(ii) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(b) Previously certified Wyoming dispatchers

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those applicant dispatchers who do not have current certification and have been employed as a dispatcher within the past three (3) years may be recertified, provided the applicant satisfies the provisions of Chapter 2, Section 2;

(iii) Those applicant dispatchers who were last employed as dispatchers more than three (3) years but less than five (5) years ago may be recertified provided the applicant satisfies the provisions of Chapter 2, Section 2 and passes a written challenge examination provided the Commission (the examination may only be taken twice).

(iv) Applicant dispatchers last employed as a dispatcher more than five (5) years ago shall attend the current Commission approved dispatcher basic training course.

(c) Dispatchers certified/trained in states other than Wyoming

(i) Those applicant dispatchers who have previously established certification or completed basic training in states other than Wyoming may petition the Commission for certification only upon the following conditions:

(A) The applicant dispatcher has been employed as a dispatcher within the last five (5) years;

(B) The applicant dispatcher can provide documentation of successful completion of a dispatcher basic program that is, in the Commission's opinion, comparable to the Wyoming dispatcher basic offered during the same time period;

(C) The applicant dispatcher satisfies the provisions of Chapter 2, Section 2; and

(D) The applicant dispatcher passes a written challenge examination provided by the Commission (the examination may only be taken twice).

Section 9. Pre-Service Graduate Requirements for Dispatcher Certification.

(a) A pre-service graduate who meets the provisions of Chapter 2, Section 2 may be employed and certified if employed by a Wyoming law enforcement agency within two (2) years from date of graduation.

(b) A pre-service graduate who meets the provisions of Chapter 2, Section 2 may be employed and certified if employed by a Wyoming law enforcement agency more than two (2) years but less than five (5) years from the date of graduation upon successful completion of the challenge process.

(c) A pre-service graduate whose fifth anniversary since graduation has passed shall successfully complete the current dispatcher basic course.

Section 10. Credit for College Accredited Hours.

(a) Job-related semester credits will be equivalent to ten (10) Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

(c) College hours can only be applied to continuing training requirements.

CHAPTER 6

MINIMUM STANDARDS FOR EMPLOYMENT AS CORRECTIONAL OFFICERS

Section 1. General Provisions.

(a) Within fifteen (15) days after the appointment, termination, resignation, or death of any correctional officer or certified correctional officer, written notice thereof shall be given to the Commission by his/her employing agency (W.S. 9-1-710(a)).

(b) A state agency or any other person authorized by law to appoint correctional officers in the state shall not appoint any person as a correctional officer on or after July 1, 2005, who does not meet the following qualifications. The person shall:

(i) Be a United States citizen;

(ii) Be an adult;

(iii) Submit to fingerprinting and a search of local, state, and national fingerprint files to determine whether the applicant has a criminal record (copies of responses shall be sent to P.O.S.T.);

(iv) Not have been convicted of any crime for which the applicant could have been punished by imprisonment in a federal or a state penitentiary, unless the conviction has been reversed or annulled or he/she has been pardoned;

(v) Hold a high school diploma or equivalent achievement (proof shall be sent to P.O.S.T.);

(A) "High school diploma or equivalent achievement" is defined as a diploma from a high school which is accredited by any State; a general equivalency diploma; a home school diploma which evidences successful completion of a home school curriculum which has been accredited by any nationally recognized accrediting organization; a home school diploma *plus* matriculation in a college which is accredited by any nationally recognized accrediting organization; or a degree issued by an institution of higher learning which is accredited by any nationally recognized accrediting association. For the purpose of this definition, "nationally recognized accrediting organization" means an association which has been recognized by the Secretary of the United States Department of Education or the Council for Higher Education Accreditation.

(vi) Be of good moral character as determined by a background investigation. The hiring agency shall complete a background investigation, as prescribed by the Commission, of any new applicant for employment as a correctional officer before the applicant may be employed or begin training as a correctional officer.

(vii) Be free of any physical, emotional, or mental condition which might adversely affect the applicant's performance as a correctional officer. Physical condition shall be evaluated by a person licensed to practice medicine and by application of a standardized

physical fitness performance test as specified by the hiring agency. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist; and

(viii) Successfully pass an oral interview examination and other pre-employment examinations specified by the hiring agency.

(c) A background investigation, which includes the following, shall be completed by the hiring agency before an applicant may be employed as a correctional officer.

(i) Check current drug and alcohol abuse;

(ii) Interview with applicant's spouse;

(iii) Check personal references;

(iv) Check employment history;

(v) Check school records;

(vi) Check military records;

(vii) Check DCI & FBI fingerprint files to determine if applicant has a criminal record. (The check shall be made in every state where the applicant has resided).

(viii) Check driving record;

(ix) Check present and past employer reference. (This should include a check with the applicant's immediate supervisor and peers.)

(x) Check credit history; and

(xi) Wyoming POST files and any other prior certification history.

(d) A person shall not receive an original appointment as a certified correctional officer or hold an appointment on a permanent basis as a certified correctional officer unless the person has been awarded a certificate by the director attesting to his satisfactory completion of an approved correctional officer basic training program and has demonstrated the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission.

(e) The Wyoming Department of Corrections may establish qualifications and standards for hiring and training that exceed the minimum standards set by the Commission.

CHAPTER 7

CERTIFICATION AND TRAINING STANDARDS FOR CORRECTIONAL OFFICERS

Section 1. Temporary Certification.

(a) To qualify for temporary certification correctional officers shall meet the provisions of Chapter 6, Section 1.

Section 2. Reserve Certification.

(a) To qualify for reserve certification a reserve correctional officer shall meet the provisions of Chapter 6, Section 1.

(b) No person shall receive a reserve certification unless within two (2) years from the date of appointment he/she has completed a Commission approved correctional officer basic training program and has demonstrated the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission.

(c) A reserve correctional officer certification awarded to an individual complying with this section shall be valid for a period of two (2) years from date of issuance.

(d) Correctional officers awarded reserve certification shall meet continuing training requirements of twenty (20) hours every two (2) years to maintain their reserve certification. Verification of the required training shall be provided to the Commission within two (2) years of the date of the reserve certification and every two (2) years thereafter.

(e) Failure of any reserve correctional officer to complete the requirements of this section shall result in the denial of recertification.

Section 3. Correctional Officer Basic Certification.

(a) A correctional officer shall meet the provisions of Chapter 6, Section 1.

(b) A correctional officer shall be a permanent full-time employee of the Wyoming Department of Corrections.

(c) No person shall receive a basic correctional officer certification unless such person has completed a Commission approved correctional officer basic training program.

(d) A person shall not be appointed as a correctional officer on a permanent basis on or after July 1, 2006, unless within one (1) year from the date of his/her original appointment he/she is awarded a certification by the director attesting that he/she satisfactorily completed a Commission approved correctional officer basic training program and has demonstrated the

core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission.

(i) The full correctional officer basic course curriculum and number of training hours shall be approved yearly by the Commission.

(ii) The correctional officer mini basic course curriculum and number of training hours shall be approved yearly by the Commission.

(e) The Commission may extend the one (1) year time requirement of this section upon the written application of the correctional officer and his employer. The application shall explain the circumstances which make the extension necessary. Factors which the Commission may consider in granting or denying the extension include the illness of a correctional officer or a member of his immediate family or the absence of reasonable access to the basic course. The Commission shall not grant an extension exceeding one hundred eighty (180) days.

(f) Failure of an officer to complete the requirements of this section shall result in the denial of certification by the Commission.

Section 4. Advanced Correctional Officer Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a correctional officer in any law enforcement unit in the state of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional twenty (20) hours of Commission approved training, and following one (1) year of additional experience as a correctional officer, the officer shall receive certification as an advanced correctional officer.

(c) The advanced training requirements in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any correctional officer to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Correctional Officer Certification.

(a) Professional certification shall be awarded to a correctional officer who meets any of the following requirements:

(i) Has been awarded advanced correctional officer certification, has completed an additional forty (40) hours of Commission approved training, and has acquired three (3) additional years of experience as a correctional officer;

(ii) Has been awarded an associate's college degree, has been awarded advanced correctional officer certification, has completed an additional twenty (20) hours of Commission approved training, and has two (2) additional years of experience as a correctional officer; or

(iii) Has been awarded a baccalaureate college degree, has been awarded advanced correctional officer certification, and has completed one (1) year additional experience as a correctional officer.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) Correctional officers awarded professional certification shall complete twenty (20) hours of continuing training every two (2) years. Verification of required training shall be provided to the Commission within two (2) years following the date of professional correctional officer certification, and every two (2) years thereafter.

(d) Failure of any correctional officer to complete the requirements of professional training as provided by this section shall result in the denial of recertification.

Section 6. Extension Of Time Requirements For Training.

The Commission may grant an extension of time for completion of continuing training required by these rules upon a presentation of evidence by the department that a correctional officer is unable to complete the required training within the time prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment of a Currently or Previously Certified Correctional Officer.

The Commission may, upon recommendation of the employing agency, waive the basic correctional officer training program and certify those applicants who can pass a written examination provided by the Commission and an oral interview attesting to the applicant's ability and core competencies in corrections. The applicant shall prove that he satisfactorily completed a basic correctional officer training program which in the Commission's opinion is comparable to that required by this section before waiver is granted.

(a) Currently certified Wyoming correctional officers

(i) Currently certified correctional officers may be employed provided the employing agency completes all the requirements set forth in Chapter 6, Section 1(c): and

(ii) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(b) Correctional officers previously certified in Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those applicant correctional officers who do not have current certification as a correctional officer and have been out of corrections less than three (3) years may be certified provided the applicant satisfies the provisions of Chapter 6, Section 1.

(iii) Those applicant correctional officers who do not have current certification as a correctional officers and have been out of corrections for more than three (3) years but less than five (5) years may be certified provided the applicant satisfies the provisions of Chapter 6, Section 1, and

(A) Passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(B) Successfully completes the Wyoming criminal law and procedures course for correctional basic;

(C) Provides proof of current CPR certification; and

(D) Demonstrates the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission

(iv) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years or more and have had less than five (5) continuous years as a full-time correctional officer shall satisfy the provisions of Chapter 6, Section 1, successfully complete a full correctional basic course, and demonstrate the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission to become certified.

(v) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years, but were employed as a correction officer less than ten (10) years ago, and had been employed for five (5) or more continuous years as a full-time correctional officer may attend the P.O.S.T. approved mini correctional basic in lieu of the full correctional basic course. Upon successful completion of the mini correctional basic, the correctional challenge process, demonstration of the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission, and compliance with the provisions of Chapter 6, Section 1, the officer shall be granted correctional officer certification. Approval to attend the mini correctional basic may only be granted by the Commission.

(c) Correctional officers certified/trained in states other than Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Applicant correctional officers who have previously established correctional officer certification or completed basic training in states other than Wyoming may petition the Commission for correctional officer certification only upon the following conditions:

(A) The applicant correctional officer has been employed as a correctional officer within the last five (5) years;

(B) The applicant correctional officer can provide documentation of the successful completion of a correctional officer basic program that is, in the Commission's

opinion, comparable to the Wyoming correctional officer basic offered during the same time period;

(C) The applicant correctional officer satisfies the provisions of Chapter 6, Section 1;

(D) The applicant correctional officer passes a written correctional officer challenge examination provided by the Commission (the examination may only be taken twice);

(E) The applicant correctional officer successfully completes the Wyoming criminal law and procedures course for correctional basic;

(F) The applicant correctional officer provides proof of current CPR certification: and

(G) The applicant correctional officer demonstrates the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission

(iii) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years or more and have had less than five (5) continuous years as a full-time correctional officer shall satisfy the provisions of Chapter 6, Section 1, successfully complete a full correctional basic course, and demonstrate the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission to become certified.

(iv) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years, but were employed as a correction officer less than ten (10) years ago, and had been employed for five (5) or more continuous years as a full-time correctional officer may attend the P.O.S.T. approved mini correctional basic in lieu of the full correctional basic course. Upon successful completion of the mini correctional basic, the correctional challenge process, demonstration of the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission, and compliance with the provisions of Chapter 6, Section 1, the officer shall be granted correctional officer certification. Approval to attend the mini correctional basic may only be granted by the Commission.

Section 8. Credit For Accredited College Hours.

(a) Job-related semester credits will be equivalent to ten (10) Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

(c) College hours can only be applied to continuing training requirements.

CHAPTER 8

DENIAL, SUSPENSION OR REVOCATION OF CERTIFICATION

Section 1. General Provisions.

(a) The Commission believes that self-regulation by law enforcement agencies in disciplinary matters is highly important in maintaining public confidence in law enforcement.

(b) The Commission itself is not a disciplinary body. It becomes involved with incidents of alleged police misconduct only in order to determine whether or not sanctions against an officer's certification should be applied.

Section 2. Mandatory Grounds for the Denial, Suspension or Revocation of Peace Officer, Detention Officer, Dispatcher, or Correctional Officer Certification.

(a) A conviction of a felony offense;

(b) A certified copy of an order from a court to withhold, suspend, or otherwise restrict a certificate issued by the Commission pursuant to W.S. 9-1-704(k) or W.S. 9-1-710(k).

Section 3. Other Grounds for the Denial, Suspension, or Revocation of Peace Officer, Detention Officer, Dispatcher, or Correctional Officer Certification.

(a) Willful falsification of information to obtain or maintain certification;

(b) A physical or mental condition which substantially limits the officer's ability to perform the essential duties of a peace officer, detention officer, dispatcher, or correctional officer or poses a direct threat to the health and safety of the public or fellow officers;

(c) Addiction to or the unlawful use, possession, or distribution of controlled substances or other drugs;

(d) Unauthorized use of or being under the influence of alcoholic beverages while on duty, the excessive use of alcoholic beverages, or a conviction for driving while under the influence of alcohol;

(e) The commission of a criminal offense;

(f) Substantial failure to comply with the Act or these rules;

(g) Other conduct or a pattern of conduct which tends to significantly undermine public confidence in the law enforcement profession, including, but not limited to, sexual harassment, discriminatory conduct, and falsifying reports;

(h) Failure to meet the minimum standards for employment for peace officers, detention officers, and dispatchers under Chapter 2 or failure to meet the minimum standards for employment for correctional officers under Chapter 6 of these rules; or

- (i) Failure to meet the minimum training requirements provided in these rules.

CHAPTER 9

PRACTICE AND PROCEDURE FOR DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATION

Section 1. Denial of Certification.

(a) Any person who is denied certification by the director may contest the denial to the Commission pursuant to the Wyoming Administrative Procedure Act and these rules.

(b) A request for hearing must be in writing and filed with the Commission within thirty (30) days of the date of the director's written notice denying certification.

(c) An application denial hearing via formal contested case conducted pursuant to the Wyoming Administrative Procedure Act following applicable provision of the formal hearing procedures established later in this chapter.

(d) The hearing is to be conducted in the presence of a quorum of the Commission with a hearing officer presiding.

(e) The applicant has the burden of proving that he/she meets all requirements for the certification requested.

Section 2. Suspension or Revocation of Certification.

(a) Complaints

(i) Any complaint made against a peace officer, detention officer, dispatcher, or correctional officer holding a certification granted by the Commission alleging a violation of the Act or the rules and regulations of the Commission shall be in writing and shall provide at least the following information:

(A) Name, address and place of employment of the person believed to have violated the Act or the rules and regulations of the Commission;

(B) A detailed description of the alleged violation, including dates, times and locations;

(C) The name and address of other witnesses, if any; and

(D) The signature, address, and telephone number of the person making the complaint.

(ii) A complaint, in the form prescribed above, may also be made by the director based on his own knowledge or information and belief.

Section 3. Investigations.

(a) The director shall investigate all complaints.

(b) Following review and investigation of an informal complaint, the director may take any appropriate action, including, but not limited to, the following:

- (i) Forward the informal complaint to the Commission for formal disciplinary proceedings;
- (ii) Send a written letter of warning to the subject of the informal complaint, explaining the allegation of violation and requesting an explanation or statement of intent to cure the violation;
- (iii) Accept the voluntary surrender of a certificate issued by the Commission;
- (iv) Deny recertification; or
- (v) Close the investigation of the informal complaint and take no further action.

Section 4. Commencement of Formal Proceedings for Suspension or Revocation of Certification.

(a) Formal proceedings may be commenced only after the filing of an informal complaint as prescribed above, alleging a violation of the Act or the rules and regulations of the Commission.

(b) Formal proceedings for the suspension or revocation of certification shall be commenced by a written notice issued by the Commission, served in person or by certified mail.

(c) The notice shall contain at least:

- (i) The name and address of the respondent;
- (ii) A statement, in plain language, of the nature of the complaint and the matters asserted;
- (iii) The particular sections of the statutes or rules alleged to have been violated;
- (iv) Notification that a hearing may be held if requested in writing and the legal authority for the hearing; and

(v) The failure to make written response to the complaint or submit a written request for a hearing within twenty (20) days of the date of the notice may result in an adverse decision being rendered by default.

(d) Service on the respondent shall be deemed complete and effective if the notice is sent by certified mail and regular mail to the respondent at the last known address or last address provided to the Commission by the respondent.

Section 5. Docket.

(a) When formal proceedings are initiated and notice has been given to the respondent, the case shall be assigned a docket number by the director.

(b) The director shall establish a separate file for each docketed case, in which shall be systematically placed all papers, pleadings, motions, documents, transcripts, evidence, and exhibits pertaining thereto, and all such items shall have noted thereon the docket number assigned and the date of filing.

(c) The director shall arrange for a hearing officer to conduct the hearing and proceedings in connection therewith.

Section 6. Default.

The Commission may enter an order based on the allegations of a complaint in any case where the respondent has not responded within twenty (20) days of the date of notification of the complaint, or in any case in which the respondent or the respondent's representative does not appear at a scheduled hearing of which the respondent had notice.

Section 7. Motions.

(a) All motions made to the Commission shall be in writing and filed with the Commission not less than ten (10) days prior to the date set for the hearing.

(b) The commission may, within its discretion and for good cause shown, allow the late filing of any motion.

Section 8. Discovery.

(a) In all formal proceedings before the Commission, discovery shall be allowed in accordance with the Wyoming Administrative Procedure Act.

(b) Requests for discovery from the Commission shall be made in writing and directed to the director.

Section 9. Subpoenas.

(a) Issuance and enforcement of subpoenas shall be governed by the Wyoming Administrative Procedure Act.

(b) Subpoenas may be issued by the hearing officer designated by the Commission to hear the case, upon receipt of the written application therefore by any party to the case.

(c) The party requesting the issuance of a subpoena shall bear all costs related to the subpoena.

Section 10. Witnesses.

(a) All persons testifying at any hearing before the Commission shall be administered a standardized oath.

(b) No testimony will be received from a witness except under oath or affirmation.

(c) The party calling the witness shall bear the costs associated with the witness.

Section 11. Legal Representation.

(a) A party may represent him/her self or be represented by an attorney licensed to practice law in the State of Wyoming or who is associated at the hearing with one or more attorneys licensed to practice law in the State of Wyoming.

(b) In any case before the commission, an appearance in person or the filing of an answer shall constitute an appearance of record by an attorney.

(c) A written request for withdrawal from representation may be made by the attorney to the Commission.

(d) The director may request the office of the Attorney General to provide such personnel as may be necessary to present and prosecute the case before the Commission.

(e) The Commission may request the office of the Attorney General provide personnel to advise it.

Section 12. Record of Proceedings.

When the denial, suspension or revocation of certification is the subject of a hearing, it shall be regarded as a contested case and the proceedings, including all testimony, shall be reported verbatim by a court reporter or by other methods deemed sufficient by the Commission. Such other methods may include the use of audio recorders.

Section 13. Order of Procedure.

The order of procedure at any hearing before the Commission shall be as follows:

(a) The hearing officer shall announce that the hearing is convened giving the docket number and title of the matter, the issues to be considered, the notice given, and shall note for the record all subpoenas issued and all appearances of record, including respondent and counsel;

(b) Opening statement may be made by each of the parties. The time allowed may be limited by the hearing officer;

(c) The director or his counsel shall thereupon proceed to present the evidence in support of the complaint. Witnesses may be cross-examined by the respondent or the respondent's counsel and questioned by the Commission. All exhibits offered on behalf of the complainant shall be marked by letters of the alphabet beginning with "A";

(d) The respondent shall be heard in the same manner as the evidence, witnesses, and exhibits were heard and presented in support of the complaint, and may be cross-examined by the director or his counsel and questioned by the Commission. The respondent's exhibits shall be marked separately so as to identify the respondent, commencing with the number "1";

(e) Rebuttal evidence may be allowed within the discretion of the presiding officer;

(f) Closing statements may be made by the director or his counsel and by the respondent or the respondent's counsel at the conclusion of the presentation of evidence. The time allowed for closing statements may be limited at the discretion of the hearing officer. Rebuttal statements may be made at the discretion of the hearing officer.

(g) After all proceedings have been concluded, the hearing officer shall dismiss and excuse all witnesses, and declare the hearing closed. Any party who wishes to present written briefs of law to the Commission may do so within the time set by the presiding officer. The presiding officer may request written briefs of law for the Commission. The presiding officer shall inform the respondent that the Commission shall take the case under advisement and that a decision shall be announced within a reasonable time after proper consideration by the Commission of all the matters presented at the hearing.

Section 14. Decision and order.

(a) Following the hearing, the Commission shall make and enter a written decision and order containing findings of facts and conclusions of law, stated separately.

(b) The decision and order shall be sent by certified mail to the respondent and the respondent's attorney of record.

(c) This rule does not preclude the Commission from giving preliminary, non-binding notice to the parties prior to the filing of the Commission's written decision and order.

(d) All decisions of the Commission shall be effective as of the time of the filing of the written decision and order.

Section 15. Surrender of Certificate.

In the event a certificate is revoked or suspended, the certificate shall be surrendered to the Commission.

Section 16. Appeals.

(a) Appeals from decisions of the Commission are governed by the Wyoming Administrative Procedure Act and the Wyoming Rules of Appellate Procedure.

(b) Costs of transcripts and any reasonable costs assessed by the Commission regarding the record on appeal shall be borne by the party making the appeal.

CHAPTER 10

MINIMUM STANDARDS FOR SCHOOLS AND TRAINING PROGRAMS

Section 1. Certification of Schools. With the approval of the Commission, the director may, pursuant to W.S. 9-1-703(b)(ii), certify those schools or academies deemed adequate to effectively teach one or more of the prescribed courses identified by the Commission. The identity of each school so certified shall be periodically published and distributed by the Commission.

(a) Approval of a school may be made on the basis of an on-site inspection conducted by the director or representative of the Commission, with or without advance notice to the school.

(b) A request for approval of a school shall be made in writing to the Commission by the school or academy director.

(c) Any inspection of a school or academy shall be conducted within thirty (30) days of receipt of the request by the director.

(d) Approval of a school offering a one-time law enforcement special training course shall be issued for a period of time not to exceed one (1) year.

(e) Certification may be revoked by the Commission, pursuant to W.S. 9-1-703(b)(ii), whenever a school is deemed inadequate or no longer presents certified courses. In such event, the sponsoring school and the head of each department whose trainees participate in the school shall be notified by the Commission. The school may be recertified when the Commission deems that the deficiencies have been corrected.

Section 2. Submission of Training Plans.

(a) The supervisor of each law enforcement unit may submit to the Commission a proposed plan setting forth recommended changes in the basic training curriculum. The proposed plan may be used by the Commission in drafting or revising certification and accreditation requirements. The decision of the Commission to adopt or reject any proposed plan shall be final and shall not be subject to review.

(b) Any college, state, or local law enforcement unit desiring to establish a Commission-mandated training program shall make written application to the director.

Section 3. Certification of Commission-Mandated Training Programs.

(a) Training programs shall be certified by the director. There shall be four general areas to be considered by the director before certifying any program:

(i) Curricula. A training curricula for a mandated course with an approved number of hours of scheduled classroom instruction is required. All training programs offering law enforcement training shall satisfy the qualifications and standards promulgated by the Commission:

(ii) Instructor(s). Instructors in approved law enforcement training shall meet the minimum qualifications as to training and experience provided by Chapter 11 of these rules;

(iii) Training Aids. Training aids for law enforcement training should be provided to supplement classroom instruction; and

(iv) Facilities. The general requirements for training facilities include, where applicable, adequate space for offices, storage, classrooms, and dormitories; adequate lighting for training areas; adequate classroom acoustics; adequate restrooms; compliance with local and state fire and safety regulations; adequate space for training in defensive tactics; firearms range availability; and emergency vehicle operation training equipment and facilities.

(b) Copies of the approved course curriculum of Commission-mandated courses may be obtained from the director.

(c) Certification of training programs in the state of Wyoming shall be made on the basis of on-site inspections conducted by the director, unless effective certification can be accomplished without on-site inspection.

(d) The director shall annually certify, as appropriate, the training programs of schools, colleges, or academies providing a basic course of law enforcement training similar to the currently approved basic provided by the Wyoming Law Enforcement Academy.

(e) Approval or disapproval of a Commission-mandated training program will be furnished in writing by the director to the administrator of the unit requesting certification within thirty (30) days of receipt of the request by the director. Any disapproval shall include reasonable explanations of deficiency.

Section 4. Accreditation of In-Service Training Programs.

(a) A request for accreditation of in-service training courses shall be completed and submitted to the director not less than twenty (20) days prior to the start of the scheduled training. The director shall act on the request within five (5) working days after receipt of the request.

(b) Requirements of ~~the~~ in-service training programs, which shall be included in the request for accreditation, are:

(i) Subject matter shall be related to the duties of the peace officer, detention officer, correctional officer, dispatcher, coroner or deputy coroner;

(ii) Accreditation requests for training shall include an outline of the course, which includes a breakdown of hours of instruction for the course;

(iii) Accreditation requests for training shall provide courses which meet or exceed one (1) hour of training; and

(iv) Instructors shall be identified pursuant to these Rules.

(c) Accreditation will not be granted for roll-call training, field training programs, or exclusive use of tapes, video tapes, and training films unless prior approval is granted by the director.

(d) The program shall provide for a written attendance record. Students enrolled in the training course shall attend a minimum of ninety percent (90%) of the course in order to receive accreditation.

(e) A Notice of Course Completion Form, provided by the director, shall be completed for each class, signed by the course coordinator, and mailed to the director within five (5) working days of completion of the course. Training hours cannot be validated until the Notice of Course completion has been received.

(f) Firearms Training. Firearms training shall be provided by a person who possesses credentials as a firearms instructor. Firearm contests, competition and weapons testing shall not be accredited training. One hour of training shall be granted for departmental qualification training, not to exceed four hours annually.

(g) LETN, video training, internet training, law enforcement teleconferencing, and correspondence courses

(i) All training via this media must be tested;

(ii) Certification of the different training programs will be left to the discretion of the director;

(iii) Training via this media shall be reported to the commission on a monthly basis;

(iv) Peace officers can acquire up to one half of the mandated training hours;

(v) Detention officers can acquire up to one half of the mandated training hours;

(vi) Dispatchers can acquire up to one half of the mandated training hours;

(vii) Correctional officers can acquire up to one half of the mandated training hours;

(h) This section is subject to the provisions of these Rules which govern certification of training programs.

Section 5. Lateral Transfer. Credit for training hours received in other states may be granted by the director, provided:

(a) Certificates of successful completion showing the number of training hours received are sent to the director. If certificates do not show hours attended, a course outline showing training hours shall be sent with the certificate before credit will be granted.

CHAPTER 11

MINIMUM STANDARDS FOR INSTRUCTORS

Section 1. Certification of Instructors.

(a) Any person serving as a training officer in a law enforcement agency or an accredited criminal justice training course of program in or for the State of Wyoming shall first be certified or recognized as an instructor by the director.

(b) The director shall certify or recognize instructors, pursuant to W.S. 9-1-703(b)(iii). An instructor will be certified or recognized on the basis of documented qualifications as set out in this chapter and shown on the applicant's application for certification or request for in-service training.

(c) The director may deny, or the Commission may suspend or revoke an instructor's certification when the instructor:

- (i) Does not meet any of the requirements or qualifications for certification;
- (ii) Has failed to keep abreast of the changes in the law in his areas of expertise;
- (iii) Has demonstrated instructional incompetence; or
- (vi) Is in violation of the rules.

Section 2. General Instructor Certification.

(a) To qualify for general instructional assignments, an applicant shall satisfactorily demonstrate to the director a combination of education and experience in criminal justice, as well as proficiency in the instructional process. At a minimum, the applicant shall satisfy the following requirements for general instructor certification:

(i) Is a high school graduate, or has passed the General Education Development Test (GED) indicating high school equivalency, and has acquired five (5) years of practical experience as a peace officer or as an administrator or specialist in a field relevant or related to the criminal justice system; or

(ii) Has been awarded an associate's degree from an accredited college and has acquired two (2) years of practical experience as a peace officer or an administrator or specialist in a field relevant or related to the criminal justice system; or

(iii) Has been awarded a baccalaureate degree and has acquired one (1) year of practical experience as a peace officer or an administrator or specialist in a field relevant or related to the criminal justice system; and

(iv) Will be employed as an instructor on a full-time basis or instruct a minimum of eighty (80) hours per year; and

(v) Has completed an instructor training course or equivalent training approved by the Commission.

(b) Certification as a general instructor shall remain effective for two (2) years from the date of issuance. The instructor shall apply for recertification at or before the end of the two (2) year period.

(c) Those instructors who have been certified as general instructors shall be deemed qualified to instruct at schools or academies which have been certified by the Commission to provide Commission-mandated courses.

Section 3. Professional Lecturer.

(a) The director may certify as a professional lecturer a person in a formally recognized profession (e.g., medicine, law, psychology) who, by virtue of formal academic graduate degrees and professional experience, has developed special expertise in a subject area material to criminal justice training or educational programs.

(b) To be eligible for certification, an applicant shall:

(i) Be properly licensed or certified by the legally recognized licensing agency for the designated profession to actively engage in the specified profession;

(ii) Have acquired a minimum of one (1) year of practical experience in the designated profession and area of expertise; and

(iii) Have obtained the endorsement of the director of a Commission-recognized academy or school or the administrator, or representative thereof, of a department conducting in-service training, who must:

(A) Recommend the applicant's certification as a professional lecturer;

(B) Describe the applicant's expected participation, topic areas, duties, and responsibilities in criminal justice training conducted by the academy, school, or department;

(C) Describe the attributes showing the applicant to be a beneficial contributor to the delivery or presentation of a criminal justice training; and

(D) Specify the professional subject area and training course or courses in which certification is requested.

(c) Certification as a professional lecturer shall remain effective for two (2) years from the date of issuance. The lecturer shall apply for recertification at or before the end of the two (2) year period.

(d) A certified professional lecturer may participate in repetitions of the same training course or courses for which certification is granted so long as there have not been changes therein which have altered the topic areas, duties, and responsibilities of the lecturer.

Section 4. Practitioner Lecturer.

(a) The director may certify as a practitioner lecturer those persons who, in the opinion of the director, have developed specific motor skills and abilities by virtue of special training, practical experience, and demonstrated expertise.

(b) To qualify for certification as a practitioner lecturer in a topic area, the applicant shall:

(i) Show the specialized training or experience of the applicant in the specific topic of skill for which certification is sought by:

(A) Documenting the completion of supplemental training in the specific topic area from an organized, recognized, and generally acknowledged institution, agency, or company which frequently presents such training programs in the ordinary course of its business or activities;

(B) Showing evidence of a minimum of three (3) years of practical, progressive experience in the specific topic area, including prior instruction assignments in the skill area for which the applicant is seeking certification; and

(C) The Commission strongly recommends that practitioner lecturers attend and complete an approved instructor training course since their specialized training ordinarily would not provide information concerning psychology, methodology, fundamentals of instruction, and communication skills needed to impart knowledge in a consistent manner.

(ii) Obtain the endorsement and recommendation of the applicant's administrator which:

(A) Specifically designates the applicant's area of expertise; and

(B) States the topic areas and criminal justice training courses in which the applicant is expected to participate.

(c) Certification as a practitioner lecturer shall remain effective for a period of two (2) years from the date of issuance. The practitioner lecturer shall apply for recertification at or before the end of the two (2) year period of certification.

(d) To qualify for practitioner lecturer recertification, the applicant shall provide documentation of sixteen (16) teaching hours per year.

Section 5. Guest Participant.

(a) The director may approve persons to participate in the presentation or delivery of a criminal justice training course as a guest participant. Categories of a person who may be approved as a guest participant include, but are not limited to, private citizens, victims of crime, actors, prisoners, probationers, parolees, ex-offenders, and juvenile offenders.

(b) To apply for approval as a guest participant, the applicant's administrator shall specify the person's topic area, duties and responsibilities, the attributes qualifying the applicant as a guest participant in a specified training course, and the means by which the school director or department administrator will supervise the person's participation in the course.

(c) Approval as a guest participant remains effective only for the duration of the specific training course or program in which the guest participant is utilized. Approval shall be obtained each time the person's participation is sought, even if the subsequent participation is a repeat of the program for which approval was originally granted. The approval may be initiated by telephone or written communication to the director; however, a written authorization shall be issued by the director prior to the person's participation in any accredited training program.

(d) If a guest participant is scheduled to participate for more than two (2) hours in any training session, a lesson outline shall be submitted to the director.

CHAPTER 12

PEACE OFFICERS RETIREMENT AND DISABILITY CREDENTIALS

Section 1. Issuance of a Retirement or Disability Identification Card to a Retired or Disabled Peace Officer.

(a) A retired or disabled peace officer may make application to POST for an identification card pursuant to W.S. 9-1-709.

(i) The applicant shall submit the application form for a retired peace officer identification card to the Commission.

(ii) The director shall issue a letter of authorization to the applicant upon verification from the employing agency that prior to his/her retirement the applicant was:

(A) Employed by a law enforcement agency in this state and certified as a peace officer in good standing; and

(B) Qualifies for retirement benefits under W.S. 9-3-432, W.S. 15-5-301, the retirement plan of the employing agency, or suffered injury in the line of duty as a peace officer within the state which resulted in total or partial disability

(iii) The applicant shall present the letter of authorization from the director and the required fee to the department of transportation licensing office, who shall then prepare and issue an identification card.

(b) Identification cards issued under this section shall not expire.

(c) The Commission shall keep records of peace officers receiving identification cards and may confirm the authenticity of the card to any person.

(d) Upon submission by the applicant of a verified statement to the Commission that an identification card has been lost, destroyed or mutilated, the person to whom it was issued may obtain a new identification card upon furnishing the same documentary evidence required for issuance of an original identification card.

CHAPTER 13

FORMS

Section 1. General Provisions. The commission shall be responsible for the content and format of all forms used in connection with these rules. Additionally, the commission may adopt forms as necessary to meet the requirements created by these rules.

Section 2. Employment Forms. The application by a peace officer, detention officer, correctional officer, or dispatcher for certification shall be made by completing the Employment Form, provided by the Commission. (This form shall be submitted to the Commission within fifteen (15) days of appointment.) W.S. 9-1-704(a) and W.S. 9-1-710(a)

Section 3. Personnel Change-In-Status Form. Changes in employment status by a peace officer, correctional officer, detention officer, or dispatcher shall be made by completing applicable parts of the Personnel Change-In-Status Form. (This form shall be submitted to the Commission within fifteen (15) days of change in status.) W.S. 9-1-704(a) and W.S. 9-1-710(a) This form should also be used to report name changes.

Section 4. Additional Agency Employment Form. This form may be submitted for an applicant who holds a valid Wyoming certification as a peace officer, detention officer, or dispatcher, AND who is being appointed to a certified position in another agency, AND who is employed in good standing by another law enforcement unit in Wyoming.

Section 5. Notice of Certification Action. Notice of Certification Action will be sent to newly appointed peace officers, detention officers, correctional officers, and dispatchers when the Commission issues a temporary number to them.

Section 6. Firearms Proficiency Test. This form shall be used for all peace officers and detention officers who are challenging the Wyoming peace officer basic course or the Wyoming detention officer basic course.

Section 7. Notice of Course Completion. Completion of any commission certified training program or course which is attended by peace officers, detention officers, correctional officers, or dispatchers shall be documented by the course coordinator by completing and submitting to the Commission a Notice of Course Completion Form.

Section 8. Request for Accreditation of In-Service Training Course. A request for Accreditation of In-Service Training Course shall be completed and submitted to the e Commission at least twenty (20) working days prior to the start of the scheduled training.

Section 9. Basic Training Academy Certification Request Form. A Basic Training Academy Certification Request Form shall be completed and submitted to the Commission at least thirty (30) working days prior to the start of the scheduled training.

Section 10 . Application for Instructor Certification. An Application for Instructor Certification Form shall be completed by an instructor and submitted for Commission approval.

Section 11. Informal Complaint. An Informal Complaint Form shall be sent to the Commission by any person seeking de-certification action against any peace officer, detention officer, dispatcher, or correctional officer.

Section 12. Retiree peace Officer Identification Card. A Retiree Peace Officer Identification Card shall be issued to retired peace officers upon approval of their department administrator at the time of their retirement.

CHAPTER 1

GENERAL PROVISIONS

Section 1. Statutory Authority. Pursuant to W.S. 9-1-701 through 9-1-710 ~~1~~ the Wyoming Peace Officer's Standards and Training Commission is required to adopt rules and standards which shall be in accordance with provisions of the Wyoming Administrative Procedure Act (W.S. 16-3-101 to 16-3-115).

Section 2. Purpose. The purpose of the Peace Officer's Standards and Training Commission is to raise and maintain the level of competence within the law enforcement community by:

- (a) Establishing minimum standards for employment and retention of peace officer personnel;
- (b) Establishing minimum standards for the training, and education of peace officer personnel;
- (c) Establishing minimum standards for employment, training and education of dispatchers;
- (d) Establishing course requirements and continuing education requirements for correctional officer training;
- (e) Cooperating with the Board of Coroners Standards in establishing course requirements and continuing education requirements for coroners;
- (f) Promoting the planning and development of a systematic career development program for peace officer professionals by providing and encouraging advanced or specialized training, education, and certification;
- (g) Planning and promoting the development and improvement of a comprehensive program of education and training in the administration of criminal justice;
- (h) Conducting and stimulating research and planning, by public and private agencies, designed to improve education and training in the administration of criminal justice;
- (i) Reviewing and evaluating the recruitment, selection, education, and training of peace officer personnel and recommending improvements;
- (j) Maintaining liaison among local, state, and federal agencies with respect to peace officer and dispatcher education and training, and;
- (k) Authorizing the issuance of an identification card to retired and disabled peace officers.
- (l) **Granting, suspending or revoking certification of peace officers, correctional officers, detention officers or dispatchers**

Section 3. Definitions.

(a) "Accredited college" means a junior college, college, or university accredited as such by the Department of Education of the state in which the junior college, college, or university is located, a recognized national accrediting body, the state university in the state in which the junior college or university is located, or the Commission;

(b) “Commission” means the Wyoming Peace Officer’s Standards and Training Commission, or employees **acting** thereof on its behalf;

(c) “Detention officer” means a person who is employed by a county or municipality on a full-time basis to care for, supervise, and control persons detained in a jail or holding facility;

(d) “Detention officer training” means **training received from** an approved school or local detention officer training program authorized by the Commission to train detention officers;

(e) “Department” ~~shall mean~~ **means** a police department, sheriff’s department, highway patrol, state division of criminal investigation, game and fish department, campus police, or any other law enforcement unit;

(f) “Director” means the executive director of the Commission;

(g) “Inactive” means a status assigned to a peace officer, detention officer, or dispatcher who has been certified by the State of Wyoming but is no longer employed by a municipal, county, **the State of Wyoming**, or political subdivision in Wyoming.

(h) “Law enforcement unit” means a public agency having police power and charged with enforcing state criminal statutes or municipal ordinances;

(i) “Peace officer” means a person as defined by W.S. 7-2-101;

(j) “Peace officer training” means **training received from** an approved school or local peace officer training program authorized by the Commission to train peace officers;

(k) “Permanent appointment” ~~shall mean~~ **means** an appointment having permanent full-time status as a peace officer in **a** law enforcement agency as described in these rules;

(l) “Part-time or reserve peace officer” means any person having peace officer authority acting less than full time in the service of any ~~county, municipality, or state agency,~~ **law enforcement agency** whether compensated or not;

(m) “School” ~~shall mean~~ any school, college, university, academy, or local training program which offers law enforcement, **detention officer, dispatcher, or correctional officer training**. This term includes within its meaning a combination of courses, curriculum, instructors, and facilities;

(n) “Temporary appointment” ~~shall mean~~ **means** an appointment as a peace officer, **detention officer, dispatcher or correctional officer** in a position which has **a** time limitation placed upon it or is not of a continuing nature;

(o) “Dispatcher” means a person who is employed by a state, county, or municipal law enforcement agency, fire service or licensed ambulance service on a full or part-time basis, to answer and dispatch calls for emergency and non-emergency situations via designated law enforcement and emergency telecommunications equipment; ~~and~~

(p) “The Act” means the Wyoming Peace Officers Standards and Training Act, W.S. 9-1-701 through 9-1-710 **1**.

(q) “Certified correctional officer” means a person who is employed by the Wyoming Department of Corrections on a full-time basis to care for, supervise, control and maintain custody of persons confined in Wyoming Department of Corrections institutions and who has completed all requirements for certification as a correctional officer under ~~this~~ **the** act;

(r) “Correctional officer” means a person who is employed by the Wyoming Department of Corrections on a full-time basis to care for, supervise, and maintain custody of persons confined in Wyoming Department of Corrections institutions;

(s) “Correctional officer training” means an approved Wyoming Department of Corrections pre-service academy or other correctional officer training program authorized by the e Commission to train correctional officers for the state; ~~and~~

(t) “Part-time correctional officer” means a person is employed by the Wyoming Department of Corrections on a part-time basis to care for, supervise and maintain custody of persons confined in Wyoming Department of Corrections institutions- ; and

(u) “High school diploma or equivalent achievement” means “a diploma from a high school which is accredited by any State; a general equivalency diploma; a home school diploma which evidences successful completion of a home school curriculum which has been accredited by any nationally recognized accrediting organization; a home school diploma *plus* matriculation in a college which is accredited by any nationally recognized accrediting organization; or a degree issued by an institution of higher learning which is accredited by any nationally recognized accrediting association. For the purpose of this definition “nationally recognized accrediting organization” means an association which has been recognized by the Secretary of the United States Department of Education or the Council for Higher Education Accreditation.

CHAPTER 2

MINIMUM STANDARDS FOR EMPLOYMENT AS PEACE OFFICERS, DETENTION OFFICERS, AND DISPATCHERS

Section 1. General Provisions Peace Officers and Detention Officers.

(a) Every applicant for employment as a peace officer or a detention officer within the State of Wyoming shall satisfy the following requirements before being employed unless exempt under subsection (d):

- (i) Be a United States citizen;
- (ii) Be an adult;
- (iii) Submit to fingerprinting and a search of local, state, and ~~N~~ national fingerprint files to determine whether the applicant has a criminal record (copies of responses shall be sent to P.O.S.T.);
- (iv) Not have been convicted of any crime for which the applicant could have been punished by imprisonment in a federal or a state penitentiary;
- (v) Hold a high school diploma or equivalent achievement as defined in Chapter 1, Section 3 (proof shall be sent to P.O.S.T.);
- (vi) Be of good moral character. The hiring agency shall complete a background investigation;
- (vii) Be free of any physical, emotional, or mental condition which might adversely affect the applicant's performance as a peace officer and/or detention officer. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist; and
- (viii) Successfully pass an oral interview by the hiring agency.

(b) Every ~~applicant~~ agency which ~~is appointed as~~ appoints a peace officer or detention officer in or for the State of Wyoming shall submit to the Commission an ~~Initial Employment Form or Re-entry Form~~ within fifteen (15) days of the appointment. If the applicant meets the minimum employment standards, the Commission shall issue ~~a temporary~~ an appropriate certification or notify the employing agency of the current certification held by the officer within fifteen (15) days of receiving the ~~initial Employment Form or Re-entry Form~~.

(c) A background investigation, ~~which includes~~ including, but not limited to, the following, shall be completed by the hiring agency before an applicant ~~who is not currently certified in Wyoming~~ may be ~~employed~~ appointed as a peace officer or detention officer: ÷

- (i) Check current drug and alcohol abuse;
- (ii) Interview with applicant's spouse;
- (iii) Check personal references;
- (iv) Check employment history;
- (v) Check school records;

- (vi) Check military records;
- (vii) Check DCI & FBI fingerprint files to determine if applicant has a criminal record. (The check shall be made in every state where the applicant has resided);
- (viii) Check driving record;
- (ix) Check present ~~or last~~ and past employer references. (This should include a check with the applicant's immediate supervisor and peers.);
- (x) Check credit history; and
- (xi) Check Wyoming POST files and any other prior certification history files of other certifying or licensing agencies. (The check shall be made in every state where the applicant has been employed.)

(d) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officers Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming; and

(iii) The agency submits to the Commission an Additional Agency Employment Form within fifteen (15) days of the appointment of a peace officer or detention officer in or for the State of Wyoming.

(e) No person shall be employed or continue to be employed as a peace officer or detention officer while receiving benefits for total or partial disability pursuant to W.S. 9-3-422, 9-3-612, or 15-5-308.

~~(d)~~ (f) The requirements set forth above shall be deemed minimum employment requirements and shall not preclude an employing agency from establishing additional employment requirements.

Section 2. General Provisions for Dispatchers

(a) Every applicant for employment as a dispatcher within the State of Wyoming shall satisfy the following requirements before being employed unless exempt under subsection (d):

- (i) Be a United States citizen;
- (ii) Be an adult;
- (iii) Submit to fingerprinting and a search of local, state and ~~N~~ national fingerprint files to determine whether the applicant has a criminal record (copies of responses shall be sent to P.O.S.T.);
- (iv) Not have been convicted of any crime for which the applicant could have been punished by imprisonment in a federal or a state penitentiary;
- (v) Hold a high school diploma or equivalent achievement as defined in Chapter 1, Section 3 (proof shall be sent to P.O.S.T.);

(vi) Be of good moral character. The hiring agency shall complete a background investigation;

(vii) Be free of any physical, emotional or mental condition which might adversely affect the applicant's performance as a ~~dispatcher peace officer and/or detention officer~~. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist; and

(viii) Successfully pass an oral interview by the hiring agency.

(b) Every applicant ~~agency~~ which is appointed as ~~appoints~~ a dispatcher in or for the State of Wyoming shall submit to the Commission an ~~Initial Employment form or Re-entry Form~~ within fifteen (15) days of the appointment. If the applicant meets the minimum employment standards, the Commission shall issue a ~~temporary~~ an appropriate certification or notify the employing agency of the current certification held by the dispatcher within fifteen (15) days of receiving the ~~Initial Employment Form or Re-entry Form~~.

(c) A background investigation ~~which includes~~ including, but not limited to, the following shall be completed by the hiring agency before an applicant ~~who is not currently certified in Wyoming~~ may be ~~employed~~ appointed as a dispatcher:

(i) Check current drug and alcohol abuse;

(ii) Interview with applicant's spouse;

(iii) Check personal references;

(iv) Check employment history;

(v) Check school records;

(vi) Check military records;

(vii) Check DCI & FBI fingerprint files to determine if applicant has a criminal record.

(The check shall be made in every state where the applicant has resided);

(viii) Check driving record;

(ix) Check present and past employer references check. (This should include a check with the applicant's immediate supervisor and peers.);

(x) Check credit history; and

(xi) Check Wyoming POST files and any other prior certification history files of other certifying or licensing agencies. (The check shall be made in every state where the applicant has been employed.

(d) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming; and

(iii) The agency submits to the Commission an Additional Agency Employment Form within fifteen (15) days of the appointment of a dispatcher in or for the State of Wyoming.

(e) No person should be employed or continue to be employed as a dispatcher while receiving benefits for total or partial disability pursuant to W.S. 9-3-422.

(f) The requirements set forth above shall be deemed minimum employment requirements and shall not preclude an employing agency from establishing additional employment requirements.

Section 3. Certification Requirements

(a) Any person ~~who has been~~ appointed as a full-time peace officer and/or detention officer for any law enforcement unit in or for the State of Wyoming shall forfeit ~~his/her~~ ~~their~~ position unless within one (1) year from the date of appointment, the officer has been awarded a certificate by the Commission attesting to the satisfactory completion of a Commission approved peace officer and/or detention officer basic training program.

(b) Any person appointed as a dispatcher on a full or part-time basis for any law enforcement unit in or for the State of Wyoming shall forfeit ~~his/her~~ ~~their~~ position unless within two (2) years from the date of appointment, the person has been awarded a certificate by the Commission attesting to the satisfactory completion of a Commission approved dispatcher ~~er~~ basic training program.

(c) Any person who is appointed as a part-time or reserve peace officer and/or a reserve detention officer for any law enforcement unit in or for the State of Wyoming shall forfeit their position unless within two (2) years from the date of appointment, the officer has been awarded a certificate by the Commission attesting to the satisfactory completion of a Commission approved peace officer and/or detention officer basic training program.

CHAPTER 3

CERTIFICATION AND TRAINING STANDARDS FOR PEACE OFFICERS

Section 1. Temporary Certification.

- (a) To qualify for temporary certification peace officers shall meet the provisions of Chapter 2, Section 1.

Section 2. Reserve Certification.

- (a) To qualify for reserve certification A an officer shall meet the provisions of Chapter 2, Section 1.

(b) No person shall receive a reserve certification unless within two (2) years from the date of employment such person has completed a Commission approved peace officer basic training program and holds an appointment as a peace officer by a Wyoming law enforcement unit.

(c) A reserve officer certification awarded to an individual complying with this section shall be valid for a period of two (2) years from date of issuance.

(d) Officers awarded reserve certification shall meet continuing training requirements of twenty (20) hours every two (2) years to maintain their reserve certification. Verification of the required training shall be provided to the Commission within two (2) years of the date of reserve certification, and every two (2) years thereafter.

~~(e) Written application for renewal of reserve certification signed by both the reserve officer and the department administrator shall be made to the Commission prior to the expiration of the current certification.~~

(e f) Failure of a reserve officer to complete the requirements of this section shall result in the denial of recertification by the Commission.

Section 3. Peace Officer Basic Certification.

(a) To qualify for peace officer basic certification A-an officer shall meet the provisions of Chapter 2, Section 1.

(b) An officer shall be a permanent full-time employee of a law enforcement unit in the state of Wyoming.

(c) No person shall receive a basic certification unless such person has completed a Commission approved peace officer basic training program.

(d) All full-time Wyoming peace officers shall have one (1) year from the date of employment to complete a Commission approved peace officer s basic training program.

(i) The full basic course curriculum and number of training hours shall be approved yearly by the Commission.

(ii) The mini basic course curriculum and number of training hours shall be approved yearly by the Commission.

(e) Basic certification of permanent employees shall be valid for two (2) years from date of issuance.

(f) Renewal of certification shall be subject to satisfactory completion of advanced certification training requirements.

(g) Failure of an officer to complete the requirements of this section shall result in the denial of basic certification by the Commission.

Section 4. Advanced Peace Officer Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a peace officer in any law enforcement unit in the State of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional eighty (80) hours of Commission approved training, and following one (1) year of additional experience as a peace officer, the officer shall receive certification as an advanced officer.

(c) The advanced training requirements in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any peace officer to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Peace Officer Certification.

(a) Professional certification shall be awarded to an officer who meets any of the following requirements:

(i) Has been awarded advanced certification, has completed an additional eighty (80) hours of Commission approved training, and has acquired three (3) additional years of experience as a peace officer;

(ii) Has been awarded an associate's degree, has been awarded advanced certification, has completed an additional forty (40) hours of Commission approved training, and has two (2) additional years of experience as a peace officer; or

(iii) Has been awarded a baccalaureate degree or beyond, has been awarded advanced certification, and has completed one (1) year additional experience as a peace officer.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) A P peace officer awarded professional certification shall complete forty (40) hours of continuing training every two (2) years. Verification of required training shall be provided to the Commission within two (2) years following the date of professional certification, and every two (2) years thereafter.

(d) Failure of any officer to complete the requirements of professional training as provided by this section shall result in the denial of re-certification.

Section 6. Extension of Time Requirements for Training.

The Commission may grant an extension of time ~~limit~~ for completion of continuing training required by these rules upon a presentation of evidence by the department that an officer is unable to complete the required training within the time ~~limit~~ prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment with an Additional Wyoming Law Enforcement Agency.

(a) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming.

(iii) The employing agency shall submit an Additional Agency Employment Form to the Commission within fifteen (15) days of the appointment.

Section 7 ~~8~~ . Re-entry Employment of a Currently or Previously Certified Peace Officer.

(a) Currently certified Wyoming officers

~~(i) Those officers who do and hold current Wyoming certification may be employed provided the employing agency completes the background investigation required by Chapter 2, Section 1(e);~~ Currently certified officers who do not meet the requirements of POST Rules Chapter 3, Section 7 may be employed provided the employing agency completes all the requirements set forth in Chapter 2, Section 1; and

(ii) The employing agency shall submit ~~a Re-entry~~ an Employment Form to the Commission within fifteen (15) days of appointment.

(b) Officers previously certified in Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

~~(ii)~~ (ii) Those officers who do not have current certification and have been out of law enforcement less than three (3) years may be certified provided the applicant satisfies the provisions of Chapter 2, Section 1.;

(~~iii~~ **iii**) Those officers who have been out of law enforcement for more than three (3) years but less than five (5) years may be certified provided the applicant satisfies the provision of Chapter 2, Section 1, and:

(A) Passes a written challenge examination provided by the Commission (the examination ~~may~~ only be taken twice);

(B) Successfully completes the Wyoming Criminal Law and Procedures Course provided by the Wyoming Law Enforcement Academy for peace officer basic;

(C) Proves firearms proficiency by passing the WLEA firearms qualification course required for the peace officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified ~~pursuant to the~~ **as a** WLEA firearms instructor, and fired on WLEA qualification targets;

(D) Provides proof of current CPR certification; and

(E) Successfully completes a Commission approved domestic violence course.

(~~iv~~ **iv**) Officers who have been out of law enforcement for five (5) years or more and have had less than five (5) continuous years **service as a** ~~of~~-full time peace officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full peace officer basic course to become certified.

(~~v~~ **v**) Officers who have been out of law enforcement five (5) years, but less than ten (10) years, and had been employed for five (5) or more continuous years as a full time peace officer may attend the POST approved mini peace officer basic in lieu of the full peace officer basic course. Upon successful completion of the mini peace officer basic, the peace officer challenge process, and compliance with provision of Chapter 2, Section 1, the officer will be granted peace officer certification. Approval to attend the mini peace officer basic shall only be granted by the Commission.

(c) Officers certified/trained in states other than Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(~~ii~~ **ii**) Those **applicant** officers who have previously established certification or completed basic training in states other than Wyoming may petition the Commission for certification only upon the following conditions:

(A) The applicant officer has been out of law enforcement less than five (5) years;

(B) The applicant officer can provide documentation of successful completion of a peace officer basic program that is, in the Commission's opinion, comparable to the Wyoming peace officer basic offered during the same period;

(C) The applicant officer satisfies the provisions of Chapter 2, Section 1;

(D) The applicant officer passes a written challenge examination provided by the Commission; (the examination may only be taken twice);

(E) **The applicant officer** ~~S~~ successfully completes the Wyoming Criminal Law and Procedures Course provided by the Wyoming Law Enforcement Academy for peace officer basic;

(F) The applicant ~~tion~~ officer successfully completes a Commission approved domestic violence course;

(G) ~~The applicant officer proves firearms proficiency by passing the WLEA firearms qualification course required for peace officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor qualified from another agency pursuant to the WLEA firearms instructor course and fired on WLEA qualification targets; and~~ The applicant officer proves firearms proficiency by passing the WLEA firearms qualification course required for the peace officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency, qualified as a WLEA firearms instructor, and fired on WLEA qualification targets;

(H) The applicant officer provides proof of current CPR certification.

(~~ii~~ iii) Officers who have been out of law enforcement for five (5) continuous years as a full time peace officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full peace officer basic course to become certified. ;

(~~iii~~ iv) Officers who have been out of law enforcement five (5) years, but less than ten (10) years, and had been employed for five (5) continuous years or more as a full-time peace officer may attend the POST approved mini peace officer basic in lieu of the full peace officer basic course. Upon successful completion of the mini peace officer basic, the peace officer challenge process, and compliance with the provisions of Chapter 2, Section 1, the officer shall be granted peace officer certification. Approval to attend the mini peace officer basic shall be granted by the Commission.

Section 8 9 . Pre-service Graduate Requirements for Peace Officer Certification.

~~(a) A pre-service applicant shall meet the provisions of Chapter 2, Section 1.~~

~~(b) A pre-service applicant shall pass the Commission's entry level exam.~~

~~(e a)~~ A pre-service graduate is certifiable upon employment who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency within two (2) years from date of graduation.

~~(d b)~~ A pre-service graduate is certifiable upon employment after who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency more than two (2) years but before less than five (5) years if the graduate completes from the date of graduation upon successful completion of the peace officer challenge process.

~~(e c)~~ A pre-service graduate whose fifth anniversary since graduation has passed shall successfully complete the current peace officer basic course.

~~(f) Hiring agencies may accept a pre-service graduate's psychological up to one (1) year from graduation date if the agency has received and reviewed the exam results.~~

Section 9 10 . Credit for Wyoming Highway Patrol Academy.

Graduates of the Wyoming Highway Patrol Academy shall be granted a number of hours toward advanced and professional certification which shall be determined by the Commission.

Section ~~40~~ 11 . Credit for **Accredited** College ~~Semester~~ Hours.

- (a) Job-related semester credits will be equivalent to ten (10) Commission training hours.
- (b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

CHAPTER 4

CERTIFICATION AND TRAINING STANDARDS FOR DETENTION OFFICERS

Section 1. Temporary Certification.

(a) **To qualify for temporary certification** ~~D~~ detention officers shall meet the provisions of Chapter 2, Section 1.

Section 2. Reserve Certification.

(a) **To qualify for reserve certification** ~~A~~ an officer shall meet the provisions of Chapter 2, Section 1.

(b) No person shall receive a reserve certification unless within two (2) years from the date of employment such person has completed a Commission approved detention officer basic training program and holds an appointment as a detention officer by a Wyoming law enforcement unit.

(c) A reserve **detention** officer certification awarded to an individual complying with this section shall be valid for a period of two (2) years from date of issuance.

(d) **Detention** ~~Θ~~ officers awarded reserve certification shall meet continuing training requirements of twenty (20) hours every two (2) years to maintain their reserve certification. Verification of the required training shall be provided to the Commission within two (2) years **of the dates of reserve certification and every two (2) years** thereafter.

~~(e) Written application for renewal of reserve certification signed by both the reserve officer and the department administrator shall be made to the commission prior to the expiration of the current certification.~~

~~(e f)~~ Failure of any reserve **detention** officer to complete the requirements of this section shall result in the denial of recertification.

Section 3. Detention Officer Basic Certification.

(a) **To Qualify for basic certification** ~~a~~ ~~n~~ **detention** officer shall meet the provisions of Chapter 2, Section 1.

(b) A detention officer shall be a permanent full-time employee of a law enforcement unit in the state of Wyoming.

(c) No person shall receive a basic certification unless such person has completed a Commission approved detention officer basic training program.

(d) All full-time Wyoming detention officers shall have one (1) year from the date of employment to complete a Commission approved detention officer basic training program.

(i) The full basic course curriculum and number of training hours shall be approved yearly by the Commission.

(ii) The mini basic course curriculum and number of training hours shall be approved yearly by the Commission.

(e) Failure of any full-time detention officer to complete the requirements of this section shall result in the denial of **basic** recertification.

Section 4. Advanced Detention Officer Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a detention officer in any law enforcement unit in the state of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional twenty (20) hours of **e** Commission approved training, and following one (1) year of additional experience as a detention officer, the **detention** officer shall receive certification as an advanced **detention** officer.

(c) The advanced training requirements in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any detention officer to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Detention Officer Certification.

(a) Professional certification shall be awarded to a **n** **detention** officer who meets any of the following requirements:

(i) Has been awarded advanced certification, has completed an additional forty (40) hours of **e** Commission approved training, and has acquired three (3) additional years of experience as a detention officer;

(ii) Has been awarded an associate's degree, has been awarded advanced certification, has completed an additional twenty (20) hours of **e** Commission approved training, and has two (2) additional years of experience as a detention officer; or

(iii) Has been awarded a baccalaureate degree or beyond, has been awarded advanced certification, and has completed one (1) year additional experience as a detention officer.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) Detention officers awarded professional certification shall complete twenty (20) hours of continuing training every two (2) years. Verification of required training shall be provided to the **e** Commission within two (2) years following the date of professional certification, and every two (2) years thereafter.

(d) Failure of any **detention** officer to complete the requirements of professional training as provided by this section shall result in the denial of recertification.

Section 6. Extension of Time Requirements for Training.

The Commission may grant an extension of time ~~limit~~ for completion of continuing training required by these rules upon a presentation of evidence by the department that a ~~detention~~ officer is unable to complete the required training within the time ~~limit~~ prescribed because of illness, injury, military service, special duty assigned ~~for~~ required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment with an Additional Agency

(a) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming.

(iii) The employing agency shall submit an Additional Agency Employment Form within fifteen (15) days of the appointment.

Section 7 ~~8~~ . Re-entry Employment of Currently or Previously Certified Detention Officers.

(a) Currently certified Wyoming officers

~~(i) Those officers who hold current Wyoming certification may be reemployed providing the employing agency completes the background investigation required by Chapter 2, Section 1 (C).~~ Those currently certified detention officers who do not meet the requirements of POST Rules Chapter 4, Section 7 may be employed provided the employing agency completes all the requirements set forth in Chapter 2, Section 1; and

(ii) The employing agency shall submit a ~~Re-entry~~ an Employment Form to the Commission within fifteen (15) days of appointment.

(b) ~~Detention~~ Θ officers previously certified in Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

~~(i ii)~~ Those ~~applicant~~ detention officers who were previously certified and have been employed as a detention officer within the past three (3) years may be certified provided the applicant satisfies the provisions of Chapter 2, Section 1.

~~(ii iii)~~ Those ~~applicant~~ detention officers who were previously certified and last employed as detention officers more than three (3) years but less than five (5) years ago may be certified provided the applicant satisfies the provisions of Chapter 2, Section 1, and

(A) Passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(B) Successfully completes the Wyoming Criminal Law and Procedures Course provided by the Wyoming Law Enforcement Academy for detention basic;

(C) Proves firearms proficiency by passing the WLEA firearms qualification course required for detention basic. The POST firearms proficiency challenge test shall be conducted by a POST certified instructor from another agency, qualified ~~pursuant to the~~ as a WLEA firearms instructor, ~~course~~ and fired on WLEA qualification targets; and

(D) Provides proof of current CPR certification.

(iii iv) ~~Detention~~ officers who were employed as detention officers five (5) years or more ago and have had less than five (5) continuous years as a full-time detention officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full detention basic course to become certified.

(iv y) ~~Detention~~ officers who were employed as detention officers five (5) years, but less than ten (10) years ago, and who had been employed for five (5) or more continuous years as a full-time detention officer may attend the POST approved mini detention basic in lieu of the full detention basic course. Upon ~~S~~ successful completion of the mini detention basic, the detention challenge process, and compliance with the provision of Chapter 2, Section 1, the ~~detention~~ officer shall be granted detention certification. Approval to attend the mini detention basic shall only be granted by the Director.

(c) Officers certified/trained in states other than Wyoming.

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(i ii) Those ~~applicant~~ ~~detention~~ officers who have previously established certification or completed basic training in states other than Wyoming may petition the Commission for certification only upon the following conditions:

(A) The applicant ~~detention~~ officer has been employed as a detention officer within the past five (5) years;

(B) The applicant ~~detention~~ officer can provide documentation of the successful completion of a detention officer basic program that is, in the Commission's opinion, comparable to the Wyoming detention officer basic offered during the same time period;

(C) The applicant ~~detention~~ officer satisfies the provisions of Chapter 2, Section 1;

(D) The applicant ~~detention~~ officer passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(E) The applicant ~~detention~~ officer successfully completes the Wyoming criminal law and procedures course provided by the Wyoming Law Enforcement Academy for Detention basic;

(F) The applicant ~~detention~~ officer proves firearms proficiency by passing the WLEA firearms qualification course required for detention basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor from another agency qualified ~~as a~~ ~~pursuant to the~~ WLEA firearms instructor, ~~course~~ and fired on WLEA qualification targets; and

(G) The applicant **detention** officer provides proof of current CPR certification.

(~~ii~~ **iii**) **Applicant detention** \ominus officers who were last employed as detention officers more than five (5) years ago and have had less than five (5) continuous years as a full-time detention officer shall satisfy the provisions of Chapter 2, Section 1, and successfully complete a full detention basic course to become certified;

(~~iii~~ **iv**) **Applicant detention** \ominus officers who have been unemployed as detention officers for five (5) years, but less than ten (10) years, and had been employed for five (5) or more continuous years as a full-time detention officer may attend the POST approved mini detention basic in lieu of the full detention basic course. Upon successful completion of the mini detention basic, the detention challenge process, and ~~the~~ compliance with the provisions of Chapter 2, Section 1, the detention officer shall be granted detention certification. Approval to attend the mini detention basic shall only be granted by the Director.

Section 8. 9 **Pre-service Graduate Requirements for Detention Officer Certification.**

~~(a) A pre-service applicant shall meet the provisions of Chapter 2, Section 1.~~

~~(b) A pre-service applicant shall pass the Commission's entry level exam.~~

(~~e~~ **a**) A pre-service graduate ~~is certifiable upon employment~~ **who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency** within two (2) years from date of graduation.

(~~d~~ **b**) A pre-service graduate ~~is certifiable upon employment after~~ **who meets the provisions of Chapter 2, Section 1 may be employed and certified if employed by a Wyoming law enforcement agency more than** two (2) years but ~~before~~ **less than** five (5) years ~~if the graduate completes from the date of graduation upon successful completion of the detention officer challenge process.~~

(~~e~~ **c**) A pre-service graduate whose fifth anniversary since graduation has passed shall successfully complete the current detention officer basic course.

~~(f) Hiring agencies may accept a pre-service graduate's psychological up to one (1) year from graduation date if the agency has received and reviewed the exam results.~~

Section 9 10 . **Certification of correctional officer as detention officer.**

(a) Currently **certified** Wyoming ~~certified~~ Correctional Officers

(i) **Applicant** \in correctional officers who hold current Wyoming \in correctional \ominus officer certification **seeking detention officer** certification must complete the following:

(A) The applicant detention officer successfully completes the POST approved mini detention basic in lieu of the full detention basic course;

(B) The applicant officer successfully completes the POST approved detention basic firearms course;

(C) The applicant officer proves firearms proficiency by passing the WLEA firearms qualification course required for detention officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor ~~qualified~~ from another agency, ~~qualified pursuant to the~~ as a WLEA firearms instructor, ~~course~~ and fired on WLEA qualification targets;

(D) The applicant officer successfully passes a written challenge examination provided by the Commission (the examination may only be taken twice); and

(E) The applicant officer provides proof of current CPR certification.

(b) Previously certified Correctional Officers

(i) Correctional officers not holding a current Wyoming certification, who have previously established certification or completed a correctional officer basic training course and have been employed as a correctional officer within the past 5 years must satisfy the provisions of Chapter ~~62~~, Section 1, and complete the following;

(A) The applicant ~~detention~~ officer successfully completes the POST approved mini detention basic in lieu of the full detention basic course;

(B) The applicant ~~detention~~ officer successfully completes the POST approved detention basic firearms course;

(C) The applicant ~~detention~~ officer proves firearms proficiency by passing the WLEA firearms qualification course required for detention officer basic. The POST firearms proficiency challenge test shall be conducted by a POST certified firearms instructor ~~qualified~~ from another agency, ~~qualified pursuant to the~~ as a WLEA firearms instructor, ~~course~~ and fired on WLEA qualification targets;

(D) The applicant ~~detention~~ officer successfully passes a written challenge examination provided by the Commission (the examination may only be taken twice); and

(E) The applicant ~~detention~~ officer provides proof of current CPR certification.

Section ~~40~~ 11 . Credit for Accredited College Semester Hours.

(a) Job-related semester credits will be equivalent to ten (10) Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

(c) College hours can only be applied to continuing training requirements.

Section ~~44~~ 12 . Detention Officers Working with Juveniles in Collocated Facilities.

(a) Detention officers who work with both juveniles and adult inmates in collocated facilities shall be trained and certified to work with juveniles. The training program shall include, at a minimum, the following areas:

- (i) Youth development;
- (ii) Adolescent physical health;
- (iii) Adolescent mental health; and
- (iv) Nonviolent crises intervention.

CHAPTER 5

CERTIFICATION AND TRAINING STANDARDS FOR DISPATCHERS

Section 1. Temporary Dispatcher Certification.

(a) A dispatcher shall meet the provisions of Chapter 2, Section 2.

Section 2. Basic Dispatcher Certification.

(a) No person shall receive a basic dispatcher certification unless such person has completed a Commission approved dispatcher basic training program and is employed as a dispatcher in Wyoming.

(b) A dispatcher shall have two (2) years from the date of employment to complete a Commission approved dispatcher basic training program.

(i) The basic course curriculum and number of training hours shall be approved yearly by the Commission.

Section 3. Extension of Time Requirement for Basic Training.

The Commission may grant an extension of the two (2) year time requirement upon the written application of the dispatcher and his employer. The application shall explain the circumstances which make an extension necessary. Factors which the Commission may consider in granting or denying an extension include the illness of the dispatcher or a member of his/her their immediate family, or the absence of reasonable access to the basic course. The Commission shall not grant an extension exceeding two hundred and ten (210) days.

Section 4. Advanced Dispatcher Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a dispatcher in any law enforcement unit in the state of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional twenty (20) hours of e Commission approved training, and following one (1) year of additional experience as a dispatcher, the dispatcher shall receive certification as an advanced dispatcher.

(c) The advanced training requirement in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any dispatcher to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Dispatcher Certification.

(a) Professional certification shall be awarded to a dispatcher who meets any of the following requirements:

(i) Has been awarded advanced certification, has completed an additional forty (40) hours of commission approved training and has acquired three (3) additional years of experience as a dispatcher;

(ii) Has been awarded an associate's degree, has been awarded advanced certification, has completed an additional twenty (20) hours of e Commission approved training, and has two (2) additional years of experience as a dispatcher; or

(iii) Has been awarded a baccalaureate degree or beyond, has been awarded advanced certification and has completed one (1) year additional experience as a dispatcher.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) Dispatchers awarded professional certification shall complete twenty (20) hours of continuing training every two (2) years. Verification of required training shall be provided to the e Commission within two (2) years following the date of professional certification, and every two (2) years thereafter.

(d) Failure of any dispatcher to complete the requirements of professional training as provided by this section shall result in the denial of recertification.

Section 6. Extension of Time Requirements for Training.

The Commission may grant an extension of time ~~limit~~ for completion of continuing training required by these rules upon a presentation of evidence by the department that a dispatcher is unable to complete the required training within the time ~~limit~~ prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment with an Additional Wyoming Law Enforcement Agency.

(a) An agency may appoint an applicant to a certified position without further investigation if:

(i) The agency has received certification from the Wyoming Peace Officer Standards and Training Commission that the applicant holds current certification for the position; and

(ii) The agency has verified the applicant is employed in good standing by another law enforcement unit in Wyoming.

(iii) The employing agency shall submit an Additional Agency Employment Form within fifteen (15) days of the appointment.

Section 7 ~~8. Re-Entry Employment~~ of a Currently or Previously Certified Dispatcher.

(a) Currently certified Wyoming dispatchers

~~(i) Those dispatchers who hold current Wyoming certification may be re-employed provided the employing agency completes the background investigation required by Chapter 2, Section 2 (e);~~ Those currently certified dispatchers who do not meet the requirements of POST Rules Chapter 5, Section 7 may be employed provided the employing agency completes all the requirements set forth in Chapter 2, Section 2; and

(ii) The employing agency shall submit a ~~Re-entry~~ Employment Form to the Commission within fifteen (15) days of appointment.

(b) Previously certified Wyoming dispatchers

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

~~(i)~~ (ii) Those **applicant** dispatchers who do not have current certification and have been employed as a dispatcher within the past three (3) years may be recertified, provided the applicant satisfies the provisions of Chapter 2, Section 2;

~~(ii)~~ (iii) Those **applicant** dispatchers who were last employed as dispatchers more than three (3) years but less than five (5) years ago may be recertified provided the applicant satisfies the provisions of Chapter 2, Section 2; and passes a written challenge examination provided the Commission (the examination may only be taken twice).

~~(iii)~~ (iv) Applicant ~~D~~ dispatchers last employed as a dispatcher more than five (5) years ago shall attend the current Commission approved dispatcher basic training course.

(c) Dispatchers certified/trained in states other than Wyoming-

(i) Those **applicant** dispatchers who have previously established certification or completed basic training in states other than Wyoming may petition the Commission for certification only upon the following conditions:

(A) The applicant dispatcher has been employed as a dispatcher within the last five (5) years;

(B) The applicant dispatcher can provide documentation of successful completion of a dispatcher basic program that is, in the e Commission's opinion, comparable to the Wyoming ~~D~~ dispatcher basic offered during the same time period;

(C) The applicant dispatcher satisfies the provisions of Chapter 2, Section 2; and

(D) The applicant dispatcher passes a written challenge examination provided by the Commission; (the examination may only be taken twice).

Section ~~8~~ **9** . Pre-Service Graduate **Requirements for Dispatcher** Certification.

~~(a) A pre-service applicant shall meet the provision of Chapter 2, Section 2.~~

~~(b a) A pre-service graduate is certifiable upon employment~~ who meets the provisions of Chapter 2, Section 2 may be employed and certified if employed by a Wyoming law enforcement agency within two (2) years from date of graduation.

~~(e b) A pre-service graduate is certifiable upon employment after~~ who meets the provisions of Chapter 2, Section 2 may be employed and certified if employed by a Wyoming law enforcement agency more than two (2) years but before less than five (5) years ~~if the graduate completes~~ from the date of graduation upon successful completion of the challenge process.

~~(d c) A pre-service graduate whose fifth anniversary since graduation has passed shall successfully complete the current dispatcher basic course.~~

~~(e) Hiring agencies may accept a pre-service graduate's psychological exam and physical exam up to (1) year from graduation date if the agency has received and reviewed the exam results.~~

Section ~~9~~ **10** . Credit for **Accredited** College Semester Hours.

(a) Job-related semester credits will be equivalent to ten (10) e Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) e Commission training hours.

(c) College hours can only be applied to continuing training requirements.

CHAPTER 6

MINIMUM STANDARDS FOR EMPLOYMENT AS CORRECTIONAL OFFICERS

Section 1. General Provisions.

(a) Within fifteen (15) days after the appointment, termination, resignation, or death of any correctional officer or certified correctional officer, written notice thereof shall be given to the e Commission by ~~his/her~~ ~~their~~ employing agency (W.S. 9-1-710(a)).

(b) A state agency or any other person authorized by law to appoint correctional officers in the state shall not appoint any person as a correctional officer on or after July 1, 2005, who does not meet the following qualifications. ÷ t The person shall:

(i) Be a United States citizen;

(ii) Be an adult;

(iii) Submit to fingerprinting and a search of local, state, and national fingerprint files to determine whether the applicant has a criminal record (copies of responses shall be sent to P.O.S.T.);

(iv) Not have been convicted of any crime for which the applicant could have been punished by imprisonment in a federal or a state penitentiary, unless ~~his~~ ~~the~~ conviction ~~is~~ ~~has been~~ reversed or annulled or he/~~she~~ ~~receives a~~ ~~has been~~ pardoned;

(v) Hold a high school diploma or equivalent achievement (proof shall be sent to P.O.S.T.);

(A) “High school diploma or equivalent achievement” is defined as a diploma from a high school which is accredited by any State; a general equivalency diploma; a home school diploma which evidences successful completion of a home school curriculum which has been accredited by any nationally recognized accrediting organization; a home school diploma *plus* matriculation in a college which is accredited by any nationally recognized accrediting organization; or a degree issued by an institution of higher learning which is accredited by any nationally recognized accrediting association. For the purpose of this definition “nationally recognized accrediting organization” means an association which has been recognized by the Secretary of the United States Department of Education or the Council for Higher Education Accreditation.

(vi) Be of good moral character as determined by a background investigation. The hiring agency shall complete a background investigation, as prescribed by the e Commission, of any new applicant for employment as a correctional officer before the applicant may be employed or begin training as a correctional officer.

(vii) Be free of any physical, emotional, or mental condition which might adversely affect the applicant’s performance as a correctional officer. Physical condition shall be evaluated by a person licensed to practice medicine and by application of a standardized

physical fitness performance test as specified by the hiring agency. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist; and

(viii) Successfully pass an oral interview examination and other pre-employment examinations specified by the hiring agency.

(c) A background investigation, which includes the following, shall be completed by the hiring agency before an applicant ~~who is not currently certified in Wyoming~~ may be employed as a correctional officer.

(i) Check current drug and alcohol abuse;

(ii) Interview with applicant's spouse;

(iii) Check personal references;

(iv) Check employment history;

(v) Check school records;

(vi) Check military records;

(vii) Check DCI & ~~E~~ FBI fingerprint files to determine if applicant has a criminal record. (The check shall be made in every state where the applicant has resided).

(viii) Check driving record;

(ix) ~~Check P~~ present and past employer reference check. (This should include a check with the applicant's immediate supervisor and peers.)

(x) Check credit history; and

(xi) ~~Check~~ Wyoming POST files and any other prior certification history.

(d) A person shall not receive an original appointment as a certified correctional officer or hold an appointment on a permanent basis as a certified correctional officer unless the person has been awarded a certificate by the director attesting to his satisfactory completion of an approved correctional officer basic training program and has demonstrated the core competencies of a correctional officer as defined by the employing agency in cooperation with the ~~e~~ Commission.

(e) The Wyoming Department of Corrections may establish qualifications and standards for hiring and training that exceed the minimum standards set by the ~~e~~ Commission.

CHAPTER 7

CERTIFICATION AND TRAINING STANDARDS FOR CORRECTIONAL OFFICERS

Section 1. Temporary Certification.

(a) To qualify for temporary certification correctional officers shall meet the provisions of Chapter 6, Section 1.

Section 2. Reserve Certification.

(a) To qualify for reserve certification a reserve correctional officer shall meet the provisions of Chapter 6, Section 1.

(b) No person shall receive a reserve certification unless within two (2) years from the date of appointment he/she has completed a Commission approved correctional officer basic training program and has demonstrated the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission.

(c) A reserve correctional officer certification awarded to an individual complying with this section shall be valid for a period of two (2) years from date of issuance.

(d) Correctional officers awarded reserve certification shall meet continuing training requirements of twenty (20) hours every two (2) years to maintain their reserve certification. Verification of the required training shall be provided to the Commission within two (2) years of the date of the reserve certification and every two (2) years thereafter.

~~(e) Written application for renewal of reserve correctional officer certification signed by both the reserve officer and the department administrator shall be made to the Commission prior to the expiration of the current certification.~~

(e f) Failure of any reserve correctional officer to complete the requirements of this section shall result in the denial of recertification.

Section 3. Correctional Officer Basic Certification.

(a) A correctional officer shall meet the provisions of Chapter 6, Section 1.

(b) A correctional officer shall be a permanent full-time employee of the Wyoming Department of Corrections.

(c) No person shall receive a basic correctional officer certification unless such person has completed a Commission approved correctional officer basic training program.

(d) A person shall not be appointed as a correctional officer on a permanent basis on or after July 1, 2006, unless within one (1) year from the date of his/her original appointment he/she is awarded a certification by the director attesting that he/she satisfactorily completed a Commission approved correctional officer basic training program and has demonstrated the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission.

(i) The full correctional officer basic course curriculum and number of training hours shall be approved yearly by the Commission.

(ii) The correctional officer mini basic course curriculum and number of training hours shall be approved yearly by the Commission.

(e) The Commission may extend the one (1) year time requirement of this section upon the written application of the correctional officer and his employer. The application shall explain the circumstances which make the extension necessary. Factors which the Commission may consider in granting or denying the extension include the illness of a correctional officer or a member of his immediate family or the absence of reasonable access to the basic course. The Commission shall not grant an extension exceeding one hundred eighty (180) days.

(f) Failure of an officer to complete the requirements of this section shall result in the denial of certification by the Commission.

Section 4. Advanced Correctional Officer Certification.

(a) Every person who holds a permanent appointment and holds a basic certification as a correctional officer in any law enforcement unit in the state of Wyoming is required to complete additional training beyond the requirements of the basic certification.

(b) Upon satisfactory completion of an additional twenty (20) hours of Commission approved training, and following one (1) year of additional experience as a correctional officer, the officer shall receive certification as an advanced correctional officer.

(c) The advanced training requirements in this section shall be completed within two (2) years following the date of basic certification.

(d) Failure of any correctional officer to complete advanced training as provided by this section shall result in the denial of recertification.

Section 5. Professional Correctional Officer Certification.

(a) Professional certification shall be awarded to a correctional officer who meets any of the following requirements:

(i) Has been awarded advanced correctional officer certification, has completed an additional forty (40) hours of Commission approved training, and has acquired three (3) additional years of experience as a correctional officer;

(ii) Has been awarded an associate's college degree, has been awarded advanced correctional officer certification, has completed an additional twenty (20) hours of Commission approved training, and has two (2) additional years of experience as a correctional officer; or

(iii) Has been awarded a baccalaureate college degree, has been awarded advanced correctional officer certification, and has completed one (1) year additional experience as a correctional officer.

(b) The professional training requirements of this section shall be completed no later than three (3) years following the date of advanced certification.

(c) Correctional officers awarded professional certification shall complete twenty (20) hours of continuing training every two (2) years. Verification of required training shall be provided to the Commission within two (2) years following the date of professional correctional officer certification, and every two (2) years thereafter.

(d) Failure of any correctional officer to complete the requirements of professional training as provided by this section shall result in the denial of recertification.

Section 6. Extension Of Time Requirements For Training.

The Commission may grant an extension of time for completion of continuing training required by these rules upon a presentation of evidence by the department that a correctional officer is unable to complete the required training within the time prescribed because of illness, injury, military service, special duty assigned or required in the public interest of the concerned jurisdiction, or because of restriction on the availability of required training.

Section 7. Employment of a Currently or Previously Certified Correctional Officer.

The Commission may, upon recommendation of the employing agency, waive the basic correctional officer training program and certify those applicants who can pass a written examination provided by the Commission and an oral interview attesting to the applicant's

ability and core competencies in corrections. The applicant shall prove that he satisfactorily completed a basic correctional officer training program which in the Commission's opinion is comparable to that required by this section before waiver is granted.

(a) Currently certified Wyoming correctional officers

(i) Currently certified correctional officers may be employed provided the employing agency completes all the requirements set forth in Chapter 6, Section 1(c): and

(ii) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(b) Correctional officers previously certified in Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Those applicant correctional officers who do not have current certification as a correctional officer and have been out of corrections less than three (3) years may be certified provided the applicant satisfies the provisions of Chapter 6, Section 1.

(iii) Those applicant correctional officers who do not have current certification as a correctional officers and have been out of corrections for more than three (3) years but less than five (5) years may be certified provided the applicant satisfies the provisions of Chapter 6, Section 1, and

(A) Passes a written challenge examination provided by the Commission (the examination may only be taken twice);

(B) Successfully completes the Wyoming criminal law and procedures course for correctional basic;

(C) Provides proof of current CPR certification; and

(D) Demonstrates the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission

(iv) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years or more and have had less than five (5) continuous years as a full-time correctional officer shall satisfy the provisions of Chapter 6, Section 1, successfully complete a full correctional basic course, and demonstrate the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission to become certified.

(v) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years, but were employed as a correction officer less than ten (10) years ago, and had been employed for five (5) or more continuous years as a full-time correctional officer may attend the P.O.S.T. approved mini correctional basic in lieu of the full correctional basic course. Upon successful completion of the mini correctional basic, the correctional challenge process, demonstration of the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission, and

compliance with the provisions of Chapter 6, Section 1, the officer shall be granted correctional officer certification. Approval to attend the mini correctional basic may only be granted by the Commission.

(c) Correctional officers certified/trained in states other than Wyoming

(i) The employing agency shall submit an Employment Form to the Commission within fifteen (15) days of appointment.

(ii) Applicant correctional officers who have previously established correctional officer certification or completed basic training in states other than Wyoming may petition the Commission for correctional officer certification only upon the following conditions:

(A) The applicant correctional officer has been employed as a correctional officer within the last five (5) years;

(B) The applicant correctional officer can provide documentation of the successful completion of a correctional officer basic program that is, in the Commission's opinion, comparable to the Wyoming correctional officer basic offered during the same time period;

(C) The applicant correctional officer satisfies the provisions of Chapter 6, Section 1;

(D) The applicant correctional officer passes a written correctional officer challenge examination provided by the Commission (the examination may only be taken twice);

(E) The applicant correctional officer successfully completes the Wyoming criminal law and procedures course for correctional basic;

(F) The applicant correctional officer provides proof of current CPR certification: and

(G) The applicant correctional officer demonstrates the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission

(iii) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years or more and have had less than five (5) continuous years as a full-time correctional officer shall satisfy the provisions of Chapter 6, Section 1, successfully complete a full correctional basic course, and demonstrate the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission to become certified.

(iv) Applicant correctional officers who have not been employed as a correctional officer during the last five (5) years, but were employed as a correction officer less than ten (10) years ago, and had been employed for five (5) or more continuous years as a full-time correctional officer may attend the P.O.S.T. approved mini correctional basic in lieu of the full correctional basic course. Upon successful completion of the mini correctional basic, the correctional challenge process, demonstration of the core competencies of a correctional officer as defined by the employing agency in cooperation with the Commission, and

compliance with the provisions of Chapter 6, Section 1, the officer shall be granted correctional officer certification. Approval to attend the mini correctional basic may only be granted by the Commission.

Section 8. Credit For Accredited College Hours.

(a) Job-related semester credits will be equivalent to ten (10) Commission training hours.

(b) If a college is using the quarter system, the quarter hours are equivalent to seven (7) Commission training hours.

(c) College hours can only be applied to continuing training requirements.

CHAPTER 8

DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATION

Section 1. General Provisions.

(a) The Commission believes that self-regulation by law enforcement agencies in disciplinary matters is highly important ~~in maintaining~~ ~~of~~ public confidence in law enforcement. ~~is to be maintained.~~

(b) The Commission itself is not a disciplinary body. It becomes involved with incidents of alleged police misconduct only in order to determine whether or not sanctions against an officer's certification should be applied.

Section 2. Mandatory Grounds for the Denial, Suspension, or Revocation of Peace Officer, Detention Officer, Dispatcher, or Correctional Officer Certification.

(a) A conviction of a felony offense;

(b) A certified copy of an order from a court to withhold, suspend, or otherwise restrict a certificate issued by the Commission pursuant to W.S. 9-1-704(k) ~~or~~ ~~OR~~ W.S. 9-1-710(k).

Section 3. Other Grounds for the Denial, Suspension, or Revocation of Peace Officer, Detention Officer, Dispatcher, or Correctional Officer Certification.

(a) Willful falsification of information to obtain or maintain certification;

(b) A physical or mental condition which substantially limits the ~~officer's~~ ~~person's~~ ability to perform the essential duties of a peace officer, detention officer, dispatcher, or correctional officer ~~and~~ ~~or~~ ~~which~~ poses a direct threat to the health and safety of the public or fellow officers;

(c) Addiction to or the unlawful use, possession, or distribution of controlled substances or other drugs;

(d) Unauthorized use of or being under the influence of alcoholic beverages while on duty, the excessive use of alcoholic beverages, or a conviction for driving while under the influence of alcohol;

(e) The commission of a criminal offense;

(f) Substantial failure to comply with the ~~a~~ Act or these rules;

(g) Other conduct or a pattern of conduct which tends to significantly undermine public confidence in the law enforcement profession, including, but not limited to , sexual harassment, discriminatory conduct, and falsifying reports;

(h) Failure to meet the minimum standards for employment for peace officers, detention officers, and dispatchers under Chapter 2 or failure to meet the minimum standards for employment for correctional officers under Chapter 6 of these rules; or

- (i) Failure to meet the minimum training requirements provided in these rules.

CHAPTER 9

PRACTICE AND PROCEDURE FOR DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATION

Section 1. Denial of Certification.

(a) Any person who is denied certification by the director may contest the denial to the Commission pursuant to the Wyoming Administrative Procedure Act and these rules.

~~(b) Hearings on the denial of certification shall be had only upon request, in writing, of the aggrieved party.~~ A request for hearing must be in writing and filed with the Commission within thirty (30) days of the receipt date of the director's written notice denying certification.

(c) An application denial hearing via formal contested case conducted pursuant to the Wyoming Administrative Procedure Act following applicable provision of the formal hearing procedures established later in this chapter.

(d) The hearing is to be conducted in the presence of a quorum of the Commission with a hearing officer presiding.

(e) The applicant has the burden of proving that he/she meets all requirements for the certification requested.

Section 2. Suspension or Revocation of Certification.

(a) Complaints

(i) Any complaint made against a peace officer, detention officer, dispatcher, or correctional officer holding a certification granted by the Commission alleging a violation of the Act or the rules and regulations of the Commission, shall be in writing and shall provide at least the following information:

(A) Name, address, and place of employment of the person believed to have violated the Act or the rules and regulations of the Commission;

(B) A detailed description of the alleged violation, including dates, times and locations;

(C) The name and address of other witnesses, if any; and

(D) The signature, address, and telephone number of the person making the complaint.

(ii) A complaint, in the form prescribed above, may also be made by the director based on his own knowledge or information and belief.

Section 3. Investigations.

(a) The director shall investigate all complaints.

(b) Following review and investigation of an informal complaint, the director may take any appropriate action, including, but not limited to, the following:

- (i) Forward the informal complaint to the Commission for formal disciplinary proceedings;
- (ii) Send a written letter of warning to the subject of the informal complaint, explaining the allegation of violation and requesting an explanation or statement of intent to cure the violation;
- (iii) Accept the voluntary surrender of a certificate issued by the Commission;
- (iv) Deny recertification; or
- (v) Close the investigation of the informal complaint and take no further action.

Section 4. Commencement of Formal Proceedings for Suspension or Revocation of Certification.

(a) Formal proceedings may be commenced only after the filing of an informal complaint, as prescribed above, alleging a violation of the Act or the rules and regulations of the Commission.

(b) Formal proceedings for the suspension or revocation of certification shall be commenced by a written notice issued by the Commission, served in person or by certified mail.

(c) The notice shall contain at least:

- (i) The name and address of the respondent;
- (ii) A statement, in plain language, of the nature of the complaint and the matters asserted;
- (iii) The particular sections ~~sections~~ of the statutes or rules alleged to have been violated;
- (iv) Notification that a hearing may be held if requested in writing and the legal authority for the hearing; and

(v) The failure to make written response to the complaint or submit a written request for a hearing within twenty (20) days of the date of the notice may result in an adverse decision being rendered by default.

(d) Service on the respondent shall be deemed complete and effective if the notice is sent by certified mail and regular mail to the respondent at the last known address or last address provided to the Commission by the respondent.

Section 5. Docket.

(a) When formal proceedings are initiated and notice has been given to the respondent, the case shall be assigned a docket number by the director.

(b) The director shall establish a separate file for each docketed case, in which shall be systematically placed all papers, pleadings, motions, documents, transcripts, evidence, and exhibits

pertaining thereto, and all such items shall have noted thereon the docket number assigned and the date of filing.

(c) The director shall arrange for a ~~presiding~~ **hearing** officer to conduct the hearing and proceedings in connection therewith.

Section 6. Default.

The Commission may enter an order based on the allegations of a complaint in any case where the respondent has not responded within twenty (20) days of the date of notification of the complaint, or in any case in which the respondent or the respondent's representative does not appear at a scheduled hearing of which the respondent had notice.

Section 7. Motions.

(a) All motions made to the Commission shall be ~~made~~ in writing **and filed with the Commission** not less than ten (10) days prior to the date set for the hearing.

(b) The commission may, within its discretion and for good cause shown, allow the late filing of any motion.

Section 8. Discovery.

(a) In all formal proceedings before the Commission, discovery shall be allowed in accordance with the Wyoming Administrative Procedure Act.

(b) Requests for discovery from the Commission shall be made in writing and directed to the director.

Section 9. Subpoenas.

(a) Issuance and enforcement of subpoenas shall be governed by the Wyoming Administrative Procedure Act.

(b) Subpoenas may be issued by the ~~presiding~~ **hearing** officer designated by the Commission to hear the case, upon receipt of the written application therefore by any party to the case.

(c) The party requesting the issuance of a subpoena shall bear ~~the~~ **all costs related to the subpoena.** ~~of such issuance to the extent and in the manner those fees are paid in the district courts of the state for civil matters.~~

Section 10. Witnesses.

- (a) All persons testifying at any hearing before the Commission shall be administered a standardized oath.
- (b) No testimony will be received from a witness except under oath or affirmation.
- (c) The party calling the witness shall bear the costs associated with the witness' appearance.

Section 11. Legal Representation.

- (a) Any party may represent ~~themselves~~ **him/her self** or be represented by an attorney licensed to practice law in the State of Wyoming, or who is associated at the hearing with one or more attorneys licensed to practice law in the State of Wyoming.
- (b) In any case before the commission, an appearance in person or the filing of an answer shall constitute an appearance of record by an attorney.
- (c) A **written** request for withdrawal from representation ~~shall~~ **may** be made by the attorney ~~in writing~~ to the Commission.
- (d) The ~~D~~ **d**irector may request the office of the Attorney General ~~to~~ provide such personnel as may be necessary to present and prosecute the case before the Commission.
- (e) The ~~e~~ **C**ommission may request the office of the Attorney General provide personnel to advise it.

Section 12. Record of Proceedings.

When the denial, suspension, or revocation of certification is the subject of a hearing, it shall be regarded as a contested case, and the proceedings, including all testimony, shall be reported verbatim by a court reporter or by other methods deemed sufficient by the Commission. ~~Such~~ **O**ther methods may include the use of audio recorders.

Section 13. Order of Procedure.

The order of procedure at any hearing before the Commission shall be as follows:

- (a) The ~~presiding~~ **hearing** officer shall announce that the hearing is convened ~~giving the~~ **upon the** call of the docket number and title of the matter, ~~the issues to be considered and case to be heard, and thereupon the presiding officer shall direct the reading into the record of the notice given and the complaint, together with appearances in the form of answers or other appearance made by the respondent, and shall note for the record all subpoenas issued and all appearances of record, including respondent and counsel;~~ **the issues to be considered and case to be heard, and thereupon the presiding officer shall direct the reading into the record of the notice given and the complaint, together with appearances in the form of answers or other appearance made by the respondent, and shall note for the record all subpoenas issued and all appearances of record, including respondent and counsel;**
- (b) Opening statement may be made by each of the parties. The time allowed may be limited by the ~~presiding~~ **hearing** officer;
- (c) The ~~D~~ **d**irector or his counsel shall thereupon proceed to present the evidence in support of the complaint. Witnesses may be cross-examined by the respondent or the respondent's counsel **and**

questioned by the Commission. All exhibits offered on behalf of the complainant shall be marked by letters of the alphabet beginning with “A”;

(d) The respondent shall be heard in the same manner as the evidence, witnesses, and exhibits where heard and presented in support of the complaint, and may be cross-examined by the director or his counsel **and questioned by the Commission.** The respondent’s exhibits shall be marked separately so as to identify the respondent, commencing with the number “1”;

(e) Rebuttal evidence may be allowed within the discretion of the presiding officer;

(f) Closing statements may be made by the director or his counsel and by the respondent or the respondent’s counsel at the conclusion of the presentation of evidence. The time allowed for closing statements may be limited at the discretion of the **presiding hearing** officer. Rebuttal statements may be made at the discretion of the **presiding hearing** officer.

(g) After all proceedings have been concluded, the **presiding hearing** officer shall dismiss and excuse all witnesses, and declare the hearing closed. Any party who wishes to present written briefs of law to the Commission may do so within the time set by the presiding officer. The presiding officer may request written briefs of law for the Commission. The presiding officer shall inform the respondent that the Commission shall take the case under advisement and that a decision shall be announced within a reasonable time after proper consideration by the Commission of all the matters presented at the hearing.

Section 14. Decision and order.

(a) Following the hearing, the Commission shall make and enter a written decision and order containing findings of facts and conclusions of law, stated separately.

(b) The decision and order shall be sent by certified mail to the respondent and the respondent’s attorney of record.

(c) This rule does not preclude the Commission from giving preliminary, non-binding notice to the parties prior to the filing of the Commission’s written decision and order.

(d) All decisions of the Commission shall be effective as of the time of the filing of the written decision and order.

Section 15. Surrender of Certificate.

In the event a certificate is revoked or suspended, the certificate shall be surrendered to the Commission.

Section 16. Appeals.

(a) Appeals from decisions of the Commission are governed by the Wyoming Administrative Procedure Act and the Wyoming Rules of Appellate Procedure.

(b) Costs of transcripts and any reasonable costs assessed by the Commission regarding the record on appeal shall be borne by the party making the appeal.

CHAPTER 10

MINIMUM STANDARDS FOR SCHOOLS AND TRAINING PROGRAMS

Section 1. Certification of Schools. With the approval of the Commission, the director may, pursuant to W.S. 9-1-703(b)(ii), certify those schools or academies deemed adequate to effectively teach one or more of the prescribed courses identified by the Commission. The identity of each school so certified shall be periodically published and distributed by the Commission.

(a) Approval of a school may be made on the basis of an on-site inspection conducted by the director or representative of the e Commission, with or without ~~the~~ advanced notice to the school.

(b) A request for approval of a school shall be made in writing to the Commission by the school or academy director.

(c) Any inspection of a school or academy shall be conducted within thirty (30) days of receipt of the request by the director.

(d) Approval of a school offering a one-time law enforcement special training course shall be issued for a period of time not to exceed one (1) year.

(e) Certification may be revoked by the Commission, pursuant to W.S. 9-1-703(b)(ii), whenever a school is deemed inadequate or no longer presents certified courses. In such event, the sponsoring school and the head of each department whose trainees participate in the school shall be notified by the e Commission. The school may be recertified when the e Commission deems that the deficiencies have been corrected.

Section 2. Submission of Training Plans.

(a) The supervisor of each law enforcement unit may submit to the Commission a proposed plan setting forth recommended changes in the basic training curriculum. The proposed plan may be used by the Commission in drafting or revising certification and accreditation requirements. The decision of the Commission to adopt or reject any proposed plan shall be final and shall not be subject to review.

(b) Any college, state, or local law enforcement unit desiring to establish a Commission-mandated training program shall make written application to the director.

Section 3. Certification of Commission-Mandated Training Programs.

(a) Training programs shall be certified by the director. There shall be four general areas to be considered by the director before certifying any program:

(i) Curricula. ~~The~~ A training curricula for a mandated course with an approved number of hours of scheduled classroom instruction is required. All training programs offering law enforcement training shall satisfy the qualifications and standards promulgated by the Commission; ÷

(ii) Instructor(s). Instructors in approved law enforcement training shall meet the minimum qualifications as to training and experience, provided by Chapter 11 of these rules;

(iii) Training Aids. Training aids for law enforcement training should be provided to supplement classroom instruction; and

(iv) Facilities. The general requirements for training facilities include, where applicable, adequate space for offices, storage, classrooms, and dormitories; adequate lighting for training areas; adequate classroom acoustics; adequate restrooms; compliance with local and state fire and safety regulations; adequate space for training in defensive tactics; ; ~~and~~ firearms range availability and ~~the~~ emergency vehicle operation training equipment and facilities.

(b) Copies of the approved course curriculum of Commission-mandated courses may be obtained from the director.

(c) Certification of training programs in the state of Wyoming shall be made on the basis of on-site inspections conducted by the director, unless effective certification can be accomplished without on-site inspection.

(d) The director shall annually certify, as appropriate, the training programs of schools, colleges or academies providing a basic course of law enforcement training similar to the currently approved basic courses provided by the Wyoming Law Enforcement Academy.

(e) Approval or disapproval of a Commission-mandated training program will be furnished in writing by the director to the administrator of the unit requesting certification within thirty (30) days of receipt of the request by the director. Any disapproval shall include reasonable explanations of deficiency.

Section 4. Accreditation of In-Service Training Programs.

(a) A request for accreditation of in-service training courses shall be completed and submitted to the director not less than twenty (20) days prior to the start of the scheduled training. The director shall act on the request within five (5) working days after receipt of the request.

(b) Requirements of ~~the~~ in-service training programs, which shall be included in the request for accreditation, are;

(i) Subject matter shall be related to the duties of the peace officer, detention officer, correctional officer, dispatcher, coroner or deputy coroner;

(ii) Accreditation requests for training shall include an outline of the course, which includes a breakdown of hours of instruction for the course; .

(iii) Accreditation requests for training shall provide courses which meets or exceeds one (1) hour of training; ; and

(iv) Instructors shall be identified ~~and certified~~ pursuant to these Rules.

(c) Accreditation will not be granted for roll-call training, field training programs, or exclusive use of tapes, video tapes, and training films unless prior approval is granted by the director.

(d) The program shall provide for a written attendance record. Students enrolled in the training course shall attend a minimum of ninety percent (90%) of the course in order to receive accreditation.

(e) A Notice of Course Completion Form, provided by the director, shall be completed for each class, signed by the course coordinator, and mailed to the director within five (5) working days of completion of the course. Training hours cannot be validated until the Notice of Course completion has been received.

(f) Firearms Training. Firearms training shall be provided by a person who possesses credentials as a firearms instructor. Firearm contests, competition, and weapons testing shall not be accredited training. One hour of training shall be granted for departmental qualification training, not to exceed four hours annually.

(g) LETN, video training, internet training, law enforcement teleconferencing, and correspondence courses

(i) All training via this media must be tested; -

(ii) Certification of the different training programs will be left at to the discretion of the director.

(iii) Training via this media shall be reported to the commission on a monthly basis; -

(iv) Peace officers can acquire up to one half of the mandated ~~professional recertification~~ training hours;

(v) Detention officers can acquire up to one half of the mandated training hours; ~~for professional detention recertification.~~

(vi) Dispatchers can acquire up to one half of the mandated training hours; ~~for professional dispatch recertification.~~

(vii) Correctional officers can acquire up to one half of the mandated training hours; ~~for professional correctional recertification.~~

(h) This section is subject to the provisions of these Rules which govern certification of training programs.

Section 5. Lateral Transfer. Credit for training hours received in other states may be granted by the director, provided:

(a) Certificates of successful completion showing the number of training hours received are sent to the director. If certificates do not show hours attended, a course outline showing training hours shall be sent with the certificate before credit will be granted.

CHAPTER 11

MINIMUM STANDARDS FOR INSTRUCTORS

Section 1. Certification of Instructors.

(a) Any person serving as a training officer in a law enforcement agency or an accredited criminal justice training course of program in or for the State of Wyoming shall first be certified or recognized as an instructor by the director.

(b) The director shall certify or recognize instructors, pursuant to W.S. 9-1-703(b)(iii). ~~Certification will be made~~ An instructor will be certified or recognized on the basis of documented qualifications as set out in this chapter and shown on the applicant's application for certification or request for in-service training.

(c) The director may deny, or the Commission may suspend or revoke an instructor's certification when the instructor:

- (i) Does not meet any of the requirements or qualifications for certification;
- (ii) Has failed to keep abreast of the changes in the law in his areas of expertise;
- (iii) Has demonstrated instructional incompetence; or
- (vi) Is in violation of the ~~R~~-rules.

Section 2. General Instructor Certification.

(a) To qualify for general instructional assignments, an applicant shall satisfactorily demonstrate to the director a combination of education and experience in criminal justice, as well as proficiency in the instructional process ~~satisfactory to the director~~. At a minimum, the applicant shall satisfy the following requirements for general instructor certification:

(i) Is a high school graduate, or has passed the General Education Development Test (GED ~~Ⓣ~~) indicating high school equivalency, and has acquired five (5) years of practical experience as a peace officer or as an administrator or specialist in a field relevant or related to the criminal justice system; or

(ii) Has been awarded an associate's degree from an accredited college and has acquired two (2) years of practical experience as a peace officer or an administrator or specialist in a field relevant or related to the criminal justice system; or

(iii) Has been awarded a baccalaureate degree and has acquired one (1) year of practical experience as a peace officer or an administrator or specialist in a field relevant or related to the criminal justice system; and

(iv) Will be employed as an instructor on a full-time basis, or instruct a minimum of eighty (80) hours per year; and

(v) Has completed an instructor training course or equivalent training approved by the Commission.

(b) Certification as a general instructor shall remain effective for two (2) years from the date of issuance. The instructor shall apply for recertification at or before the end of the two (2) year period.

(c) Those instructors who have been certified as general instructors shall be deemed qualified to instruct at schools or academies which have been certified by the Commission to provide Commission-mandated courses.

Section 3. Professional Lecturer.

(a) The director may certify as a professional lecturer a person in a formally recognized profession (e.g., medicine, law, psychology); who, by virtue of formal academic graduate degrees and professional experience, has developed special expertise in a subject area material to ~~the presentation of~~ criminal justice training or educational programs.

(b) To be eligible for certification, an applicant shall:

(i) Be properly licensed or certified by the legally recognized licensing agency for the designated profession to actively engage in the specified profession;

(ii) Have acquired a minimum of one (1) year of practical experience in the designated profession and area of expertise; and

(iii) ~~Have~~ obtained the endorsement of the director of a ~~e~~ Commission-recognized academy or school or the administrator, or representative thereof, of a department conducting in-service training, who must:

(A) Recommend the applicant's certification as a professional lecturer;

(B) Describe the applicant's expected participation, topic areas, duties, and responsibilities in criminal justice ~~training~~ conducted by the academy, school, or department;

(C) Describe the attributes showing the applicant to be a beneficial contributor to the delivery or presentation of a criminal justice training; and

(D) Specify the professional subject area and training course or courses in which certification is requested.

(c) Certification as a professional lecturer shall remain effective for two (2) years from the date of issuance. The lecturer shall apply for recertification at or before the end of the two (2) year period.

(d) A certified professional lecturer may participate in repetitions of the same training course or courses for which certification is granted so long as there have not been changes therein which have altered the ~~topical~~ areas, duties, and responsibilities of the lecturer.

Section 4. Practitioner Lecturer.

(a) The director may certify as a practitioner lecturer those persons who, in the opinion of the director, have developed specific motor skills and abilities by virtue of special training, practical experience, and demonstrated expertise.

(b) To qualify for certification as a practitioner lecturer in a topic area, the applicant shall:

(i) Show the specialized training or experience of the applicant in the specific topic of skill for which certification is sought by: ÷

(A) Documenting the completion of supplemental training in the specific topic area from an organized, recognized, and generally acknowledged institution, agency, or company which frequently presents such training programs in the ordinary course of its business or activities;

(B) Showing evidence of a minimum of three (3) years of practical, progressive experience in the specific topic area, including prior instruction assignments in the skill area for which the applicant is seeking certification; and

(C) The Commission strongly recommends that practitioner lecturers attend and complete an approved instructor training course since their specialized training ordinarily would not provide information concerning psychology, methodology, fundamentals of instruction, and communication skills needed to impart knowledge in a consistent manner.

(ii) Obtain the endorsement and recommendation of the applicant's administrator which:

(A) Specifically designates the applicant's area of expertise; and

(B) States the topical areas and criminal justice training courses in which the applicant is expected to participate.

(c) Certification as a practitioner lecturer shall remain effective for a period of two (2) years from the date of issuance. The practitioner lecturer shall apply for recertification at or before the end of the two (2) year period of certification.

(d) To qualify for practitioner lecturer recertification, the applicant shall provide documentation of sixteen (16) teaching hours per year.

Section 5. Guest Participant.

(a) The director may approve persons to participate in the presentation or delivery of a criminal justice training course as a guest participant. Categories of a person who may be approved as a guest participant include, but are not limited to, private citizens, victims of crime, actors, prisoners, probationers, parolees, ex-offenders, and juvenile offenders.

(b) To apply for approval as a guest participant, the applicant's administrator shall specify the person's topic area, duties and responsibilities, the attributes qualifying the applicant as a guest participant in a specified training course, and the means by which the school director or department administrator will supervise the person's participation in the course.

(c) Approval as a guest participant remains effective only for the duration of the specific training course or program in which the guest participant is utilized. Approval shall be obtained each time the person's participation is sought, even if the subsequent participation is a repeat of the program for which approval was originally granted. The approval may be initiated by telephone or written communication to the director; however, a written authorization shall be issued by the director prior to the person's participation in any accredited training program.

(d) If a guest participant is scheduled to participate for more than two (2) hours in any training session, a lesson outline shall be submitted to the director.

CHAPTER 12

PEACE OFFICERS RETIREMENT AND DISABILITY CREDENTIALS

Section 1. Issuance of a Retirement or Disability Identification Card to a Retired or Disabled Peace Officer.

(a) A retired or disabled peace officer may make application to POST for an identification card pursuant to W.S. 9-1-709.

(i) The applicant shall submit the application form for a retired peace officer identification card to the Commission.

(ii) ~~Upon verification from the employing agency that the applicant, prior to his retirement or disability, was employed by a law enforcement unit in this state and was certified as a peace officer in good standing, the director shall issue a letter of authorization to the applicant. The~~ director shall issue a letter of authorization to the applicant upon verification from the employing agency that prior to his/her retirement the applicant was:

(A) Employed by a law enforcement agency in this state and certified as a peace officer in good standing; and

(B) Qualifies for retirement benefits under W.S. 9-3-432, W.S. 15-5-301, the retirement plan of the employing agency, or suffered injury in the line of duty as a peace officer within the state which resulted in total or partial disability

(iii) The applicant shall present the letter of authorization from the director and the required fee to the department of transportation licensing office, who shall then prepare and issue an identification card.

(b) Identification cards issued under this section shall not expire.

(c) The e Commission shall keep records of peace officers receiving identification cards and may confirm the authenticity of the card to any person.

(d) Upon submission by the applicant of a verified statement to the e Commission that an identification card has been lost, destroyed, or mutilated, the person to whom it was issued may obtain a new identification card upon furnishing the same documentary evidence required for issuance of an original identification card.

CHAPTER 13

FORMS

Section 1. General Provisions. The commission shall be responsible for the content and format of all forms used in connection with these rules. Additionally, the commission may adopt forms as necessary to meet the requirements created by these rules.

Section 2. Initial Employment Forms. The application by a peace officer, detention officer, correctional officer, or dispatcher for certification shall be made by completing the ~~Initial~~ Employment Form, provided by the e Commission. (This form shall be submitted to the e-Commission within fifteen (15) days of appointment.) W.S. 9-1-704(a) and W.S. 9-1-710(a)

Section 3. Personnel Change-In-Status Form. Changes in employment status by a peace officer, correctional officer, detention officer, or dispatcher ~~for separation, name change, or other changes in status~~ shall be made by completing applicable parts of the Personnel Change-In-Status Form. (This form shall be submitted to the e Commission within fifteen (15) days of change in status.) W.S. 9-1-704(a) and W.S. 9-1-710(a) **This form should also be used to report name changes.**

Section 4. Re-Entry Additional Agency Employment Form. This form **may be submitted for an applicant who holds a valid Wyoming certification as a peace officer, detention officer, or dispatcher, AND who is being appointed to a certified position in another agency, AND who is employed in good standing by another law enforcement unit in Wyoming.** ~~can only be used if the applicant holds a current Wyoming certification and the pre-employment hiring standards for the current certification shall meet or exceed the hiring standards for the certification applied for. Otherwise, an Initial Employment Form shall be used.~~ W.S. 9-1-704(a) and W.S. 9-1-710(a)

Section 5. Notice of Certification Action. Notice of Certification Action will be sent to newly appointed peace officers, detention officers, correctional officers, and ~~or~~ dispatchers when the e Commission issues a temporary number to them.

Section 6. Firearms ~~Qualification~~ Proficiency Test. This form shall be used for all peace officers and detention officers who are challenging the Wyoming peace officer basic course or the Wyoming detention officer basic course.

Section 7. Notice of Course Completion. Completion of any commission certified training program or course which is attended by peace officers, detention officers, correctional officers, or dispatchers shall be documented by the course coordinator by completing and submitting to the e Commission a Notice of Course Completion Form.

Section 8. Request for Accreditation of In-Service Training Course. A request for Accreditation of In-Service Training Course shall be completed and submitted to the Commission at least twenty (20) working days prior to the start of the scheduled training.

Section 9. Basic Training Academy Certification Request Form. A Basic Training Academy Certification Request Form shall be completed and submitted to the Commission at least thirty (30) working days prior to the start of the scheduled training.

Section ~~9~~10. Application for Instructor Certification. An Application for Instructor Certification Form shall be completed ~~The application~~ by an instructor and submitted for e Commission approval.

Section ~~4~~11. Informal Complaint. An Informal Complaint Form shall be ~~To be~~ sent to the e Commission by any person seeking de-certification action against any peace officer, detention officer, dispatcher, or correctional officer.

Section ~~4~~12. Retiree peace Officer Identification Card. A Retiree Peace Officer Identification Card shall be issued to retired peace officers upon approval of their department administrator at the time of their retirement.