

303 Online Form Worksheet

All Law Enforcement, Tribal Law Enforcement, Jail, and Secure Juvenile Detention Officers employed by an agency must be reported to the Training & Standards Bureau.

Below are the minimum qualifications to become a certified law enforcement officer in the State of Wisconsin.

Please verify that the officer has met minimum qualifications before commencing employment as set forth in Chapter LES 2, Wis. Admin. Code.

1. The Applicant is a US Citizen and at least 18 years of age. (Citizenship is not applicable to jail and secure juvenile detention officers, chiefs of police and law enforcement officers that are elected or that are employed by a state agency.) See Wisconsin Statute §66.0501(1).
2. The Applicant possesses a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin DOT as authorizing operation of a motor vehicle in Wisconsin.
3. The Applicant possesses a general educational development diploma or is a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories. Criteria for proof of compliance includes any of the following:
 - A general educational development diploma.
 - A high school diploma issued by a public school education program.
 - A high school diploma issued by a private school.
 - A high school equivalency diploma.
 - Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation that the education program has met the requirements of the Department of Education from the state where the home school program was completed.
4. The Applicant has earned at least 60 associate degree level college credits or higher, or an associate degree or higher from a college or university accredited by an accrediting agency recognized by the US Dept of Education. (**Law enforcement and tribal law enforcement officers who do not meet this requirement at the time of employment, have 5 years from their date of employment to meet this requirement.**) (Jail and Secure Juvenile Detention Officers are exempt.)
5. The Applicant is free from any physical, emotional, or mental condition, which might adversely affect performance, and has submitted to a physical assessment conducted by a Wisconsin licensed physician. (**Assessment shall be conducted within no more than 9 months prior to the applicant's first date of employment as a law enforcement, tribal law enforcement, jail or secure juvenile detention officer.**)
Required for primary employment - Form DJ-LE-332 (Physician's Assessment Form) is available on WILENET.
6. The Applicant has passed the pre-employment drug test. (**Test must be conducted within 60 days prior to the applicant's first date of employment as a law enforcement, tribal law enforcement, jail or secure juvenile detention officer.**)
Required for both primary and secondary employment
7. The Applicant has not been convicted of a federal felony, or of any offense which if committed in Wisconsin could be punished as a felony, and has not been convicted of a misdemeanor crime of domestic violence (18 U.S.C. §922(g)(9)), or the applicant has been granted an absolute and unconditional pardon.
8. The Applicant has completed a satisfactory oral interview. "Satisfactory results" have been determined from the contents of a written rating by the interviewer expressing an opinion concerning the applicant's appearance, personality, and ability to communicate as observed during the interview.
9. The Applicant is of good character. **A written report is on file containing the results of the following:** 1. The fingerprinting of the applicant with a search of local, state, and national fingerprint records; 2. A background investigation conducted by or on behalf of the employer; 3. Other investigations as deemed necessary to provide a basis of judgment on the applicant's loyalty to the United States or to detect conditions which adversely affect performance of one's duty as a law enforcement, tribal law enforcement, jail or secure juvenile detention officer.

The agency is required to keep a file of all records relating to the officer's application and subsequent officer recertification and must make available to the Training & Standards upon request.

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[EMPLOYMENT INFORMATION]

Date of Employment _____ (mm/dd/yyyy)

Expiration Date of Probationary Period _____ (mm/dd/yyyy)

Employment Status

Mark all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Law Enforcement Officer | <input type="checkbox"/> Full-Time |
| <input type="checkbox"/> Tribal Law Enforcement Officer | <input type="checkbox"/> Part-Time |
| <input type="checkbox"/> Undercover Law Enforcement Officer | <input type="checkbox"/> Primary Employment (responsible for tracking Re-certification training) |
| <input type="checkbox"/> Jail Officer | <input type="checkbox"/> Secondary Employment |
| <input type="checkbox"/> Secure Juvenile Detention Officer | |

If secondary employment, applicant will continue primary employment with the following employer: _____

[APPLICANT INFORMATION]

Name of Applicant (Last Name, First Name, MI) _____

Social Security Number _____ Date of Birth _____

Sex _____ Race _____

Officer's Home Address

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail Address _____

County of Residence _____

[EMPLOYMENT HISTORY]

List all employment as a Law Enforcement, Jail or Secure Juvenile Detention officer in the past 10 years.

Employer (location if out of state)	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)

*** Employment needs to be verified with former agency ***

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[TRAINING HISTORY]

Has basic training been completed in Wisconsin for the assignment marked in the Employment section of this form? Yes No
If yes, please list training below.

WI LESB Certified Academy	Type of Training	Dates of Training	Number of Hours

Are you requesting a waiver of basic training for the applicant? Yes No

Has the applicant previously been licensed/ certified in another state as a Law Enforcement, Jail, or Secure Juvenile Detention Officer?

Yes No If Yes, state that issued the license or certificate _____

[MINIMUM EMPLOYMENT QUALIFICATIONS]

Oral Interview

This officer has submitted to and completed with satisfactory results, an oral interview conducted by the employing authority or its representative or representatives.

Background Check/ Records Location

Person/Agency that completed background investigation _____

Date Completed _____

All records regarding this application are maintained on file at the following location

Fingerprint submission (Choose one)

Fingerprints have been submitted using the "LESB" reason code. Transaction Code Number _____

Two FBI cards have been/ will be printed Official taking fingerprints _____

Contact phone number _____

Arrests and Convictions

The officer has not been convicted of any federal felony or of any offense which if committed in Wisconsin could be punished as a felony, or the officer has been granted an absolute and unconditional pardon.

The officer has not been convicted of a misdemeanor crime of domestic violence, or the officer has been granted an absolute and unconditional pardon.

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Please list if there are any arrests and/ or convictions in the officer's background. Include Military, exclude Traffic.

Date (mm/dd/yyyy)	City	State	Statute Violated/ Description
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Age and US Citizenship

Officer is a US Citizen (Verified by a certified birth certificate issued by the city, county, or state; a consular report of birth; a naturalization certificate or certificate of citizenship)

Officer is NOT a US Citizen

Place of Birth (City/ Village/ Town, State, and Country) _____

Officer is at least 18 years of age

Certified Copy of Birth Issued by:

City County State U.S. Department of State (FS-240, DS-1350 or FS-545)

U.S. Department of Homeland Security (N-550, N-570, N-560 or N-561)

Drivers License

Number _____ Exp Date _____ Issuing State _____

Drug Test

Name of SAMHSA Lab that completed drug test analysis _____

Test date _____

Physical Assessment

Applicant Examined by _____

Date of Exam _____

Clinic/Hospital Name and Address

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Education

High School Education High School Graduate
 GED or High School Equivalency Diploma

Date of Graduation/Issuance of Diploma _____ (mm/dd/yyyy)

Name and location of School or Agency that issued Certificate/Diploma

Post-High School Education – (Highest Degree Completed to Date)

60 or more Associate Degree level (or higher) Date of Graduation _____ (mm/dd/yyyy)
college credits
 Associate Degree Name and Location of College or University
 Bachelor's Degree _____
 Master's Degree
 Juris Doctorate
 Ph.D.

(End of Form)

Notes