



# Wyoming Law Enforcement Academy

1556 Riverbend Drive, Douglas, Wyoming 82633

Phone (307) 358-3617 Fax (307) 358-9603

[www.WLEAcademy.com](http://www.WLEAcademy.com)

Charles L. Bayne, Jr.

Director



**Governor**  
Mark Gordon

**Attorney General**  
Bridget Hill

May 1, 2020

Bridget Hill  
State of Wyoming Attorney General  
Kendrick Building  
2320 Capitol Ave  
Cheyenne, WY 82002

Madam Attorney General,

The COVID-19 pandemic has placed the Wyoming Law Enforcement Academy in a unique position. We are currently the only training organization in the state that provides basic training to fulfill the Peace Officer Standards and Training Commission's standards for Peace Officers, Detention Officers, Communications Officers, and Coroners that is available for all agencies.

While we train first responders, we are not currently classified as first responders, nor do we operate in that capacity. As a training organization, we are, in some regard, very much like a vocational school. We operate a dormitory, a cafeteria, and provide vocational training in the various disciplines of the law enforcement profession. Given the nature of the training, however, we are in many regards, more like a gym, particularly with our Peace Officers and Detention Officers. The majority of the training for both disciplines is hands-on and involves significant close contact for some 500 hours during a basic cycle. While it is our understanding we are technically exempt from the order limiting gatherings of ten (10) people or more as a State government facility articulated in Governor Gordon's Third Continuation of Public Health Order #2 on April 28, 2020; we can find no exemption to maintaining social distancing as articulated in all three of the Public Health Orders on April 28, 2020.

Given our unique circumstance and mission, we are requesting the approval of the following protocols so we can fulfill our training mandate for basic officers to receive their certification and provide the essential services their communities need.

Specifically, the Academy is proposing that the students of the Peace Officer Basic "A" class return to the campus on Monday, May 11 through Friday, May 15 to complete their remaining practical exercises, custody control skills testing, and use of force testing. This class was in the last three weeks of training when the COVID-19 restrictions were imposed and sent home. Approximately 36 students from 17 counties would return for this remaining 40-hours of training.

Then on Monday, May 18, two new basic classes, both Peace Officer and Detention Officer “B” basic classes, incorporating 44 students from 16 counties, would begin their on-campus training. These two groups have been completing online classes of lecture material that started on April 27.

The Academy would open for training for basic classes only. Access to the campus will be closed to the general public. Only students, WLEA staff and guest instructors will be allowed entry into the Academy buildings. Administrators or department staff may be granted access on a case by case basis before their arrival/entry.

Basic students will be informed and provided with written information regarding expectations to conform to special COVID restrictions. They will include personal hygiene directions from the CDC and Wyoming Department of Public Health. These will include:

- Avoid contact with people who are sick;
- Cover your cough or sneeze;
- Avoid touching your eyes, nose, and mouth;
- Clean and disinfect frequently touched objects and surfaces;
- Remain home, or in your dorm room, if you are sick;
- Wash your hands often with soap and water for at least 20 seconds;
- Additional precautions include:
  - Maintaining social distance when possible (i.e., standing formation)
  - Maintaining appropriate social distancing
  - No congregating in groups of 10 or more without necessity

Before arrival at the Academy, the student will complete a medical screening form and sign a letter of agreement. The medical information will be collected to decide if the student can be admitted to basic training. Converse County Health will be contacted by Academy staff regarding any concerning forms for help in determining the acceptance of that student into basic training. These forms will be submitted to the Academy before the start date of the basic course. Forms are contained at the end of this document.

The student’s signature on the letter of agreement indicates the student’s agreement to adhere to COVID protocols. Students who refuse to sign the agreement will not be admitted to basic training. Any willful or repeated violations of the agreement, as determined by WLEA staff, may result in the student being removed from training and sent home. Students or staff who are discovered using medications to mask COVID symptoms will be sent home.

Each student will be required to bring with them a supply of latex/nitrile type exam gloves and face coverings. Five cloth face coverings that are washable and reusable are recommended. If using disposable masks enough for one new cover each day. PPE will be required during certain training activities, and if the student determines, on their own, to don protective equipment while here at the Academy. It will also be recommended that students bring personal size hand sanitizer that can be carried with them to class and used throughout the day.

Academy staff will utilize face coverings and protective gloves as determined by the specific section and their related job functions when dealing with students or facility locations.

Academy staff will regularly screen and monitor both students and staff for COVID basic symptoms and temperature. An additional medical screening form will be completed upon initial arrival at the Academy and the start of any contact training taking place throughout basic training. Students and staff are expected to report any exposure to a person who has tested positive for COVID-19 to their team leader or supervisor. Students and staff are expected to immediately report any symptoms of illness to their team leader or supervisor.

If symptoms are present or develop during the week such as a fever of 100.4 or higher,

- Students will immediately be contained in their dorm room or further distanced from fellow participants.
- Staff members will be sent home.
- Assisted with contacting the Converse County Public Health office for further guidance as well as notification of student's agency representative or staff family member.
- Students or staff placed in quarantine by the Department of Health will not be allowed to quarantine at the Academy.

If a student returns home on evening or weekend and has known exposure to COVID positive person or develops COVID symptoms, they shall not return to the Academy. They must contact their agency representative AND their Academy staff team leader and advise of such. Coordination will take place between the Academy and agency to involve public health to determine further response.

Students and staff will be required to assist in the cleaning of dorm rooms, communal areas, training areas, and equipment. Specific times will be scheduled during the training weeks to accomplish these tasks with provided supplies. Laundry protocols will be in place, requiring students to bag dirty linens for transport to housekeeping.

The Academy will continue to provide dormitory linens (sheets and blankets); however, students will be required to bring their pillow and pillow covers, towels, washcloths, and bath mats to use for their duration at the Academy. It is strongly recommended that students launder these items on the weekends. This helps to reduce the impact on Academy housekeeping staff currently operating at reduced staffing.

Dorm room assignments will be modified to accommodate social distancing. Only one student per room will be assigned, and only the assigned student is allowed in the room. Visitations/congregation in student dorm rooms will not be permitted. Classroom seating arrangements will be modified where possible to maintain the maximum amount of distance between participants.

The Academy's upstairs dayroom will be closed to activity. Items of convenience, such as the microwave and refrigerator, will be located in the hallways of the dorms for easier access and a more open floor plan. Students using these items are responsible for cleaning and wiping down surfaces. The downstairs dayroom will be available for use; however, the furniture will be arranged to promote social distancing, and furniture may not be re-arranged by students.

The cafeteria will be in operation but only available for students and applicable Academy staff. Academy food service personnel will be serving meals with no self-serve food. The regular buffet salad bar will not be operational in the open seating area. Seating in the cafeteria will be modified to maintain the maximum amount of distance between seats, and eating schedules will be adjusted for classes.

Training safety briefings will include specific health and PPE information along with decontamination protocols to the briefing or training activity.

Students will be expected to adhere to state health department directives regarding social distancing when off-campus, both in Douglas and their home jurisdictions. Only trips of necessity into the Douglas community and then with the smallest number of people as needed. Students should avoid wearing any part of their department uniform and use face protection when outside their vehicles.

#### Staffing Considerations

The following staff considerations would be necessary to enable the Academy to be successful in utilizing these exceptions to begin basic training:

- All Academy staff will need to return to onsite work when students return to the campus. If the Academy is not able to have access to full staff, then the Academy facility and the training takes place within will be drastically affected.

## WLEA PROTOCOL

1. **Single Occupancy Dormitories.** Typically, a Peace Officer Basic class consists of between 35 and 40 students and runs concurrently with a Detention Officer Basic class that usually consists of between 18 and 24 students. Our facility has a total of 54 student dormitory rooms and four instructor dormitory rooms. Therefore, the typical protocol is to house two students per dormitory room whenever possible. Each student dormitory room is comprised of a room that contains two single beds, two desks, and two wardrobes with a second room that includes a shower, sink, and toilet. We believe in the current circumstance that housing two students per dormitory room would be contrary to the intent of social distancing and increase the risk of COVID-19 infection. As a series of accommodations, we would house each student in their own dormitory room. Under the direct supervision of staff, each student will disinfect their dormitory room daily. While these accommodations would significantly impact our ability to train the number of basic and advanced students that we usually do, it would provide an avenue to continue basic training. Practically speaking, we would no longer be able to offer a Peace Officer Basic as well as a Detention Officer Basic concurrently if student numbers were high. We would also not be able to provide most advanced training simultaneously with a basic course in session.
2. **Scheduling.** Traditionally, our schedule provided for a combination of activities involving the entire class in one location as well as activities involving smaller groups engaged in different activities in different places simultaneously. As an accommodation, we would create a schedule that maximizes the number of times students are in a small group setting, including training time and mealtime. As much as possible, the students will remain in the same group throughout the training. Staff instructors assigned to train with particular groups will stay with those groups throughout the training when possible.
3. **Initial Medical Screening.** Traditionally we have not screened for COVID-19 before being granted initial access into the Academy. As a series of accommodations, we would have each student complete a survey regarding both their personal experience as well as their exposure to other individuals who have either clinically tested positive for COVID-19, been determined as a “probable” by a medical professional, or have had significant symptomology consistent with COVID-19 in the past for 14 days. Students who have not had a likely exposure to, are not positive for, nor have not been symptomatic of COVID-19 will be granted initial access into the Academy. The agency will be required to confirm the student’s survey responses.
4. **On-Going Medical Screening.** Traditionally we have not conducted on-going medical screening of students during training. Students and staff will undergo a medical screening at the beginning of every training day to include taking body temperature via an infrared thermometer. Also, students will undergo medical screening just before any activity involving close contact. Any student or staff member who becomes symptomatic of COVID-19 will be immediately isolated from training until a determination of their medical condition can be made. Students who refuse to comply with protocols, including medical screening or attempt to mask symptoms, will be dismissed from training.

5. Lecture Halls. Our lecture halls accommodate up to 50 students under normal conditions, and our multi-purpose room will accommodate up to 80 students. As an accommodation, we would hold all lectures either through virtual platforms or provide lecture instruction to no more than 25 students at a time in the lecture halls and no more than 40 students at a time in the multi-purpose room. Students will immediately disinfect all lecture halls under the direct supervision of staff at the end of each training session.
6. Exams. Traditionally, written examinations are conducted in our Technology Resource Center (TRC), which has a seating capacity of 40. As an accommodation, we would make any necessary scheduling adjustments to ensure no more than 20 students are taking exams in the TRC at one time. Students will immediately disinfect the TRC under the direct supervision of staff at the end of each exam.
7. Firearms. Our Outdoor Firearms Range accommodates up to 20 students and three staff instructors under normal conditions, and our Indoor Firearms Range accommodates up to 12 students and three staff instructors. The staff instructors have intermittent close contact with the students during an average 4-hour training session. As an accommodation, we would adjust the relays of shooters on the Outdoor Range from 20 to 10 and 2 staff instructors at a time. On the Indoor Range, change from 12 to 6 at a time while limiting close contact between staff and students as much as possible. Also, all parties will wear approved facial coverings while in the training area. Students will immediately disinfect all indoor training areas under the direct supervision of staff at the end of each training session.
8. Emergency Vehicle Operations. Our Emergency Vehicle Operations (EVO) training accommodates up to 3 students and one staff instructor in each of our 4 EVO vehicles at a time who are in close contact for periods of up to 2 hours under normal circumstances. Having a staff instructor in the vehicle with the student during this training is a critical safety protocol that cannot be avoided. As an accommodation, we would adjust the number of students in each EVO vehicle from 3 to 1. Also, all parties will wear approved facial coverings while in the vehicle, and each student will disinfect the interior surfaces of the vehicle after their training evolution.
9. Custody & Control. Our Custody & Control training accommodates up to 40 students and three staff instructors who are in close contact for periods of 2 to 4 hours at a time. Having students in close contact with staff instructors as well as each other during this training is critical for learning and safety. However, it also presents the highest risk area of training regarding the transmission of infection. As a series of accommodations, we would divide the class into three smaller groups, assign each group to a staff instructor throughout training, and train in 3 separate areas. We would purchase the needed protective equipment to avoid any sharing of equipment, as well as limit the amount of close contact as much as possible through the utilization of equipment such as striking dummies. Students and staff would be required to wear approved facial coverings while in training involving close contact and will properly disinfect their hands during training. Students will maintain their training partners throughout the program as much as possible. Students will immediately disinfect all indoor training areas under the direct supervision of staff at the end of each training session.
10. Patrol/Detention Practicals. Our patrol and detention practicals involve up to 14 students and two instructors who are in intermittent close contact for periods of up to 8 hours.

These practicals include activities such as traffic stops, building searches, disturbances, active shooter circumstances, criminal investigations, cell searches, inmate transports, and fingerprinting. As an accommodation, we would adjust the group size from up to 14 to up to 10 and minimize the amount of close contact time as much as possible. Students and staff would be required to wear approved facial coverings while in training involving close contact and will properly disinfect their hands during training. Students will immediately disinfect the training area at the end of each training session.

11. Physical Fitness Training (PT). Traditionally Peace Officer Basic classes participate in up to 36 group PT sessions lasting approximately 1 hour each while Detention Officer Basic classes participate in up to 16. As an accommodation, all PT Sessions will be conducted as Independent Learning activities in groups no more than ten and doing only activities that do not involve close contact. Students will immediately disinfect all indoor areas used during PT at the end of each session. The weight room and cardio room will be closed for use to students.
12. Graduations. Traditionally graduations for Peace Officer Basic and Detention Officer Basic involve all of the students, most of the staff, and anywhere from 100 to 300 guests coming together in the gymnasium for approximately 1 hour. As an accommodation, we would provide graduations that are virtual to the public.



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## **SUBJECT: Basic Training COVID Protocols - LETTER OF AGREEMENT**

Dear Student:

Please accept this letter as our notification of the COVID-19 mitigation protocols at the Wyoming Law Enforcement Academy for students attending classes on campus. Your review and agreement, by signature, to follow and abide by these protocols is a requirement for admission to on-campus training.

Student requirements:

- Maintain social distance when possible
- No congregating in groups of 10 or more without prior approval of academy staff
- Bring latex/nitrile type exam gloves and face coverings (PPE). Cloth face coverings that are washable and reusable are highly recommended. If using disposable masks should plan on using a new mask each day.
- Don PEE as required by Academy staff
- Agree to regular screening (questionnaire regarding symptoms and touch-free temperature checks) for COVID basic symptoms and temperature. A medical screening form will be completed upon initial arrival at the Academy and the start of any contact training taking place throughout basic training.
- Immediately report any exposure to a person who has tested positive for COVID-19 to their team leader or supervisor. If contact results when the student is home during the evening or the weekend, do not return to the Academy and notify your agency AND Academy team leader of such.
- Immediately report any symptoms of illness to their team leader or supervisor.
  - If symptoms are present or develop during the week, such as a fever of 100.4 or higher,
    - Students will immediately go to their dorm room to distance from fellow participants and notify the Academy staff.
    - Cooperate with the Converse County Public Health office for further guidance.
    - If ordered to quarantine, the student must return home for the duration of the quarantine.
      - When possible, students in quarantine may make up missed classes.
      - Return to basic training after quarantine will be determined on a case by case basis by the Academy Director and require medical clearance back to full duty.

- The use of medications to deliberately mask COVID symptoms will result in the student being dismissed from training and sent home.
- Assist in the cleaning of dorm rooms, communal areas, training areas, and equipment.
- Follow linen protocols requiring students to bag dirty linens for transport to housekeeping.
- Bring pillow and pillow covers, towels, washcloths, and bath mats sufficient for the duration of basic training or enough quantity to last between launderings.
- Only one student per room will be assigned, and only the assigned student is allowed in the room.
- Students are required to shower at the end of close contact training exercises, including but not limited to practical exercises, EVO, custody and control, and firearms training.

By signing below, you agree to abide by the COVID protocols and requirements while attending basic training.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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## WLEA Student and Agency verification screening form

This student screening form must be completed prior to the student arriving at the Academy. The form must be signed by the student and a representative from the student's agency. The form should be sent to the Academy at least two working days before the first day of training. By signing this document, you are verifying that all of the information is true and accurate to the best of your knowledge.

### Initial Review and Agency verification

In the last 14 days, have you had a fever greater than 100.4°F?	Yes	No
In the last 14 days, have you had any of the following? <ul style="list-style-type: none"> <li>Persistent cough?</li> <li>Sore throat?</li> <li>New or worsening shortness of breath,</li> <li>Difficulty breathing?</li> <li>Muscle pain, aches, or fatigue not caused by another condition?</li> <li>Flu-like symptoms?</li> <li>Worsening headache not normal to you?</li> <li>New loss of sense of taste or smell?</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No
Have you had close contact (within 6' for more than 10 minutes) with an individual who has been ill and has been tested or suspected of coronavirus with the past 14 days? If yes, please explain below	Yes	No
Student Printed Name:	Date:	
Student Signature:		
Agency Representative Name:		
Representative Signature		

FAX form to: WLEA at 307-358-9603 or scan and email to [wlea@wleacademy.com](mailto:wlea@wleacademy.com).



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## WLEA medical screening form

This form will be completed upon initial arrival at the Academy and then regularly and before close contact training sessions. By signing this document, you are verifying that all of the information is true and accurate to the best of your knowledge.

Please answer all of the following questions

In the last 14 days, have you had a fever higher than 100.4 °F?	Yes	No
In the last 14 days, have you had any of the following? <ul style="list-style-type: none"> <li>• Persistent cough?</li> <li>• Sore throat?</li> <li>• New or worsening shortness of breath,</li> <li>• Difficulty breathing?</li> <li>• Muscle pain, aches, or fatigue not caused by another condition?</li> <li>• Flu-like symptoms?</li> <li>• Worsening headache not normal to you?</li> <li>• New loss of sense of taste or smell?</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No
Have you had close contact with an individual who has been ill and has been tested or suspected of coronavirus with the past 14 days? If yes, please explain below	Yes	No
Are you aware of anyone at the Academy who is currently displaying or indicating they have any of these symptoms?	Yes	No
Student Printed Name:	Date:	
Student Signature:		
WLEA Staff Member:		
Record temperature here if taken:		