

## **Basic Jail Academy**

Gateway Technical College's 160-hour **Basic Jail Academy** offers students the opportunity to become certifiable as a **Basic Jailer** within the state of Wisconsin.

Academy recruits can be:

- those seeking the training needed to obtain an entry position as a County Jailer or Correctional officer.
- those also already hired by a County agency needing training.

Students will receive top-flight instruction which will prepare them well for the rigors and skills needed to be a **Basic Jailer** in Wisconsin.

The intense, 4-week **Basic Jail Academy** is scheduled 7:30 a.m. to 4 p.m. Monday through Friday.

**The Spring Academy dates are scheduled for May 06<sup>th</sup>, 2013 – June 01<sup>st</sup>, 2013.**

Completion of the Jail Officer -160 hour Basic Training Course meets State of Wisconsin Law Enforcement Standards Board requirements for certification. Employed candidates become certified upon presentation of their academy transcripts to the Standards Board and upon board approval. Candidates seeking employment have three years from completion of the course to secure a County Jail Officer position in order to become certified.

Cost for the program is \$650.00.

### **Location:**

Kenosha Campus

### **Entrance requirements, self-sponsored:**

- Be at least 18 years old
- Be a citizen of the United States
- Complete an oral interview with a panel
- Undergo a criminal history records check
- Undergo a physical assessment
- Complete a [DJ-LE-327 form](#)

### **Entrance requirements, agency sponsored:**

- Agency must complete and send in a DJ-LE-303 form prior to officer beginning training. This form is available only through the Department of Justice, Carolyn Olson, (608) 264-6377.

**Hours**

7:30 a.m. to 4 p.m. Monday to Friday

**Estimated cost**

\$650.00

**Students are required to provide**

- Black tactical pants
- Black tactical boots or black cross training shoes

**Apply to the academy, application packet:**

1. Verification of birth certificate. An **official birth certificate** must be presented in person and verified by the Academy office. **DO NOT SEND IN COPIES.**
2. Obtain a copy of your high school diploma.
3. Complete the [DJ-LE-327 form](#), Application for Employment as a Law Enforcement, Jail or Secure Juvenile Detention Officer. You must complete the questions in Section 6.
4. Complete [MV2896 – Vehicle/Driver Record Information Request](#) and mail with the \$7 fee to:

Driver Records Section, Wisconsin DOT

PO Box 7995

Madison, WI 53707-7995

The record needs to go to Gateway, so include a stamped envelope addressed to:

Gateway Technical College

Law Enforcement Academy

3520-30th Avenue

Kenosha, WI 53144

5. Complete Criminal Investigation Background:

You may contact our office for form and instructions, or to expedite this process, complete [DJ-LE-250, Wisconsin Criminal History Single Name Record Request](#), and mail with the \$18 fee to:

Crime Information Bureau  
Attn: Record Check Unit  
PO Box 2688  
Madison, WI 53701-2688

The record needs to go to Gateway, so include a stamped envelope addressed to:

Gateway Technical College  
Law Enforcement Academy  
3520-30th Avenue  
Kenosha, WI 53144

6. Complete 1 to 5 and return to:

Gateway Technical College  
Law Enforcement Academy  
Room T134  
3520-30th Avenue  
Kenosha, WI 53144

**Applications must be submitted by 4:00 p.m., April 02<sup>nd</sup>, 2013.** All application materials must be turned in to the Law Enforcement Academy Office prior to the oral interview. Completed applications will be reviewed and those chosen will be invited to interview with a panel of criminal justice executives.

*Incomplete applications will not be reviewed or accepted.*

**After acceptance**

Undergo a physical assessment, at your own expense, and have your physician complete [DJ-LE-332 Physician's Assessment](#). Only complete this if you have been accepted into the program.

**For more information contact:**

Raymond A. Merlin [merlinr@gtc.edu](mailto:merlinr@gtc.edu) or  
Molly Meagher [meagherm@gtc.edu](mailto:meagherm@gtc.edu) Divisional Dean Associate  
(262) 564-3180