TRAINING NOTICE

JAIL OFFICER BASIC TRAINING
(160 hours)
October 30th, 2017 - November 17th, 2017
8:00 a.m. to 5:00 p.m., Monday-Friday
NOTE: Specific course times are subject to change - could go until 6:30pm on a couple of dates.

- Training Site: WITC Rice Lake Campus, 1900 College Drive, Rice Lake, WI
- Cost/tuition: $685 approximate per attendee
- Credit: Satisfies State Certification
- Instructors/description: This course is the basic training program mandated by the Wisconsin Department of Justice’s (DOJ) Law Enforcement Standards Board and is designed to train officers in the day-to-day operations of a jail facility (multiple instructors).
- Class Size: Limited to first 16 registered

Mention that you are a law enforcement officer attending this seminar at WITC – special rates are sometimes offered.

Registration Instructions

1. Contact Jennifer Ruid at 715-234-7082, Ext 5488 to request a registration form and other registration materials. Return the completed registration packet to:
   - Mail: WITC-Rice Lake, Attn: Jennifer Ruid, 1900 College Drive, Rice Lake, WI 54868
   - Fax: 715-234-5172 Attn: Jennifer Ruid
   - Email: jennifer.ruid@witc.edu

2. Payment: Thirty days prior to the start of the Academy, recruits shall use the “Email My Professional History Report” feature in Acadis to provide verification to WITC that you are employed and have met the minimum employment requirements, which authorizes payment from DOJ Training and Standards Bureau. If this is not provided, your agency will be billed for the full amount of tuition. Have the report emailed to jennifer.ruid@witc.edu.