



Wyoming Law Enforcement Academy

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Facility Usage

Guest Information Guide

On behalf of the Special Programs division, welcome to the Wyoming Law Enforcement Academy. Special Programs provides law enforcement and other government agencies the opportunity to use the outstanding training facility available here at the Academy.

The information in this guide governs the conduct of all guests using the Academy facilities. They are based on a consideration for the health and safety of other residents and to promote a learning atmosphere.

Coordinators:

Each group is assigned an Academy staff member to act as coordinator and first point of contact for any of your needs or concerns.

Registration:

Facility users are asked to sign the roster so our office staff can assist in delivering messages and phone calls if necessary and maintain a list of individuals within the building.

Parking:

A paved and lighted student parking area is provided on the **west side** of the Academy dorms. All facility users must park their vehicles in this area. This provides easy access to the combination lock doors into the Academy dorm area and facility. The parking area in the front of the building is reserved for short-term visitors only.

Dress Code:

The Academy is a formal training environment much different than civilian convention centers or meeting locations. Because of that, facility users are asked to follow our dress code which is **business casual**, meaning attire that is typically found in a professional office environment. T-shirts, tank tops, or shorts are **not** appropriate attire during training hours. Please **remove your caps or hats** when inside the building.

Raising/Lowering of Flags:

We believe that special attention should be given during the raising and lowering of flags as recognition of the great country we live in and the freedom we enjoy because of the many sacrifices our military and law enforcement officers around the world have made. As recognition, and a symbol of respect, we require that all those leaving or entering the grounds stop, and if in a vehicle, we request that they exit and stand at attention throughout the ceremony. In addition, proper salute should be given (i.e., hand over the heart without headgear) while the American flag is raised or lowered.

Firearms:

Firearms are prohibited anywhere on the Academy grounds, except when expressly authorized by Academy staff.

Illness/Injuries:

Any illness or injury which occurs during residence at the Academy **must be reported** to your assigned Academy staff coordinator.

Tobacco/Alcohol:

The Academy is a tobacco and alcohol free facility. All tobacco must be used outside the buildings and any remnants must be disposed of in proper containers **outside** the building. Smoking stations are placed on the West of the building and near the student break area. Smoking is not permitted at any of the front entrances to the Academy. The possession and/or use of alcoholic beverage on Academy grounds, or in any of its buildings, is prohibited by Governor's Executive Order.

Visitors:

Civilian visitors are restricted to the guest lobby and **ALL** visitors must leave the grounds by 10:00 p.m.

Dining Hall:

Meals will be served at the following times, **unless otherwise announced:**

Breakfast:	6:30 am – 7:30 am
Lunch	12:00 noon – 12:30 PM
Dinner	5:00 PM – 5:25 PM

Food and drink items served in the dining hall are NOT to be removed from the dining hall. Beverages for and during breaks must be obtained from the break area only. **Facility users** need to check with their group coordinator to insure that meals are included with their facility rental package.

Phone Calls/Messages/Faxes:

Our staff tries to help you receive messages and phone calls in a timely manner. **Non-emergency messages** received by our staff will be posted on the electronic message board displayed on the monitors in the lobby area and the student break area. You are asked to periodically check these for any posted messages for you. When you have received your message, please notify the receptionist so the message may be deleted from the system **For emergency calls**, you will be contacted immediately. Messages can be left for you by phoning 307-358-3617 during normal business hours. Academy office phones are not available for personal use by guests. **Fax services** are available for a fee; check with your coordinator for more details.

Classrooms and Training areas:

Please, do NOT eat any food or chew gum while in training or the classrooms. **Drinks** may be brought into these areas only if they are contained in a capped or spill-proof container. You are encouraged to bring your own containers, however the Academy does offer insulated mugs for sale in the front office. The **physical training areas** are available for use by authorized guests only. Each area has posted rules and guidelines that are applicable to everyone.

Personal Computer Use

Those wishing to access the internet for personal use (check email, etc.) may use the computer stations provided in the Academy lobby. Anyone using these systems will be required to abide by the usage policy posted by each station. Personal computers that are equipped with wireless capabilities may be used in the Academy lobby area. The current required WEP key is displayed on the electronic messaging center monitors located in the main lobby and the student break area.

Students are welcome to use laptop computers in the classrooms during training but only for the purpose of taking notes. They are not to be used for emailing, game-playing, or text-messaging..

Dormitory:

You may gain access to the dormitory area via the west side doors. Using the dorm lock code provided in your confirmation letter you operate the push-button lock to gain access to the dorm area. If you have reserved a dorm room check any of the bulletin boards in the west foyers or outside the dayrooms to find your dorm room assignment. Dorm rooms will be available the evening before training starts and doors will be unlocked. Please do not change room assignments without Academy staff approval. If

you are staying in the Academy dormitory, you should become acquainted with **the fire exit plan** that is posted in your dorm room. Dorm room windows are fire exits exclusively, to be opened **in emergencies only**. **Do not** re-arrange or move furniture in or out of rooms. **Do not** attach items to the walls or doors, hang clothing or other articles on the air-conditioning grills, fire-sprinkler heads, or on lamps or electrical appliances. Any unconsumed food items requiring refrigeration cannot be kept in the dorm rooms. For fire safety, the following items are not permitted inside the dormitory area: personal refrigerators, microwaves, coffee machines/pots, electric blankets, ironing boards, and space heaters. If other items (computers, printers, fans, etc.) are used in dorm rooms, these must be turned off while unattended. Understand that use of multiple electrical items may cause a circuit breaker to trip. If this occurs after hours, students will not have electricity until staff arrive for duty the following morning. . **Quiet time** in the dorm area and dayrooms is **10:00 PM to 6:00 AM**.

Linen:

Issued linen (sheets, pillowcase, towels, washcloth and bathmat) must be turned in at the housekeeping office on the last day of your scheduled training (or Friday mornings if your training course is longer than 5 days) between 7:00 am and 7:30 am.

Checkout:

Dorm users must clear out of your rooms no later than 10:00 AM on the last day of your scheduled training, unless otherwise approved, in advance, by the Academy staff. Dorm rooms **will be locked** by housekeeping at the checkout time so you will need to remove your personal items prior to that time. Dorm users who have not vacated their dorm room by check out time will incur an additional fee.

Damages:

Please report any spills, stains, breakage or any other facility damage immediately to your facility or staff coordinator. Costs of repairs can be greatly minimized with immediate attention.