

# Attorney General's Office

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## Mission and philosophy

The mission of the Office of the Attorney General is to serve the residents of Wyoming by providing the highest quality services, including legal advice and representation to state and local government; criminal investigation; statewide law enforcement training and certification; and assistance to victims of crime. The office also protects the state's resources and the right of its residents to be free from corruption in government and fraud in the use of public funds.

Staff will carry out its duties in an ethical, professional and timely manner. The office is committed to using taxpayer resources efficiently and effectively, while providing quality professional services. The office's most valued resource is its staff, who are prepared to meet future challenges and responsibilities with a strong work ethic and common sense.

## Results of outcomes

See specific division reports for results on outcomes.

## Strategic plan changes

The strategic plan has been rewritten for implementation on July 1, 2005. See specific division reports for changes.

### General information

Patrick J. Crank, attorney general

### Agency contact

Elizabeth C. Gagen, chief deputy  
123 State Capitol  
Cheyenne, Wyoming 82002  
egagen@state.wy.us  
<http://attorneygeneral.state.wy.us>  
(307) 777-7841

### Other locations

Douglas, Casper, Gillette, Powell, Rock Springs; and satellite offices in Evanston, Jackson, Laramie, Pinedale, Riverton, Rawlins, Sheridan

### Year established

1886

### Statutory references

Wyo. Stats. §§ 1-40-102 through 119; 1-40-201 through 210; 1-40-301 through 308; 9-1-601 et seq.; 9-1-611 through 627; 9-1-632 through 635; 9-1-636 through 638; 9-1-701 through 709; 9-2-1513 through 1523

### Number of authorized personnel

227 full-time, 6 part-time

### Organizational structure

Law Office, Division of Criminal Investigation, Peace Officers Standards and Training Commission, Victim Services Division, Wyoming Law Enforcement Academy

### Clients served

State agencies, boards and commissions, elected and appointed state officials, law enforcement agencies, legislators, prosecutors, county and district attorneys, consumers, crime victims, state and local peace officers

### Budget information

General fund.....	\$18,539,111
Federal .....	\$6,543,800
Other.....	\$854,274
Total .....	\$27,337,952

# Law Office

## General information

Patrick J. Crank, Attorney General

## Agency contact

Elizabeth C. Gagen, Chief Deputy  
123 State Capitol  
Cheyenne, Wyoming 82002  
(307) 777-7841

## Other locations

Casper

## Year established

1886

## Statutory references

Wyo. Stats. §§ 1-40-102 through 119; 1-40-201 through 210; 1-40-301 through 308; 9-1-601 through 610; 9-1-611 through 627; 9-1-632 through 635; 9-1-636 through 638; 9-1-702 through 709; 9-2-1513 through 1523

## Number of authorized personnel

94 full-time, 5 part-time

## Organizational structure

Civil Division; Criminal Division, which includes the Medicaid Fraud Control Unit; Human Services Division, which includes the Consumer Protection Unit and the Tobacco Enforcement Unit; Medical Review Panel; Tort Litigation Division; Water and Natural Resources Division

## Clients served

State agencies, boards and commissions, elected and appointed state officials, law enforcement agencies, legislators, prosecutors, county and district attorneys, consumers, and Medicaid recipients

## Budget information

Objective 1 .....	\$4,788,256
Objective 2 .....	\$534,201
Objective 3 .....	\$2,241,032
Objective 4 .....	\$66,775
Objective 5 .....	\$454,709

# Mission and philosophy

The Law Office's mission is to serve the residents of Wyoming by providing the highest quality legal advice and representation to state agencies and elected state officials, as set out by statute. The Law Office also serves consumers who have been subject to fraud, serves the public and individuals by investigating and prosecuting Medicaid fraud, and provides a hearing process for medical malpractice claims.

# Results of outcomes

The Law Office provides the highest caliber of professional legal representation to its clients in adversarial matters. The Law Office provides legal advice to elected officials, agencies, boards, commissions, legislators, and county and district attorneys.

It is a Law Office objective to reduce the turnaround time for opinion requests and provide a response to an opinion request in a timely manner. During FY 05 the average turnaround time was 38.6 days.

During FY 05 the Law Office continued to handle in-house the majority of contested matters, considering there were approximately 543 contested cases pending on July 1, 2004. During FY 05, approximately 1,145 contested cases were opened; 737 informal opinions/letters of advice were written, of these 108 were opinions approved by the Attorney General; 8,985 contracts, bonds and leases were reviewed; and 108 sets of agency rules were reviewed, all of which were final rule reviews filed with the Secretary of State's Office. During the 2005 General Session the Office of the Attorney General reviewed 524 legislative pre-filed bills and reviewed 251 enacted bills.

The Administration Division includes the Attorney General, Chief Deputy, and Special Projects Assistant Attorney General, as well as the School Finance Litigation section and the newly created Medical Review Panel. The School Finance Litigation section is responsible for legal representation of the state in all legal actions related to the school finance system, including the school capital construction system. The School Finance Litigation section is currently involved in phase four of *Campbell et al. v. the State of Wyoming*. The Medical Review Panel was created in the 2005 General Session of the Legislature. Its two employees occupy office space in Casper in close proximity to other state offices. The Medical Review Panel promulgated emergency rules and will promulgate permanent rules for Fiscal Year 2006.

The Civil Division is primarily responsible for the legal representation of the following major state departments: Revenue; Audit; Military; Agriculture; State Parks and Historic Sites; Administration and Information; Insurance; and Office of State Lands and Investments. The Civil Division also represents the Secretary of State and the State Treasurer, as well as several boards made up of the five elected officials including: the Board of Land Commissioners; the State Loan and Investment Board; and the State Building Commission. The division also represents the Wyoming Business Council, Wyoming Retirement System, Public Service Commission, State Miners' Hospital, Wyoming Law Enforcement Academy, Peace Officers and Standards Commission, Livestock Board, Liquor Commission, and Group Health Insurance Office. The divisions within the Department of Administration and Information represented by the

Civil Division include Construction Management, Vehicle Management, Surplus Property, and the Personnel Administrator. The Civil Division also represents the Governor's Planning Council on Developmental Disabilities, the Office of Administrative Hearings, the Parole Board, and all of the professional licensing boards and commissions.

The day-to-day work of the Civil Division includes legal representation of the agencies in the courts and administrative adjudicatory boards such as the Board of Equalization; legal advice to the elected state officials, state agencies, boards and commissions referenced above; written legal opinions and letters of advice for the elected state officials, state agencies, county attorneys, and state legislators; rule review for the state entities stated above; review of legislative bills for the Governor; and contract review and approval as to form.

The Criminal Division is organized into two sections: the appellate section and the corrections section. The Criminal Division is primarily responsible for criminal appeals in the Wyoming Supreme Court, post-conviction litigation by prisoners in the state courts, habeas corpus litigation by prisoners in the state and federal courts, and all the appeals associated with these activities, as well as extraditions, detainers, executive clemency matters, and legal representation of state law enforcement, emergency management, and corrections entities, including: the Department of Corrections; the Division of Criminal Investigation; and the Wyoming Office of Homeland Security - Emergency Management. Each responsibility is directly related to maintaining public safety for the residents of Wyoming. Furthermore, performing these functions fulfills the State of Wyoming's obligations in the system of criminal justice, as established by the state and federal constitutions and Wyoming statutes.

The Criminal Division handled 99 docketed criminal appeals, 52 post-conviction writs/actions, 88 extraditions/detainers, 277 pardons/restoration of rights matters, and 13 prisoner filings. The Criminal Division prepared approximately 239 legal opinions and letters of advice, reviewed 565 bonds, leases and contracts for agencies, and 3 sets of agency rules. In conjunction with the Attorney General's Division of Criminal Investigation, 139 new drug-related forfeiture cases were opened in FY 05. Additionally, \$626,202.59 in drug-related assets were forfeited to the state through legal process during this time period.

The Medicaid Fraud Control Unit (MFCU) investigates, resolves, and when appropriate, prosecutes or assists in the prosecution of the perpetrators of Medicaid fraud and of patient abuse and patient trust fund misappropriation occurring in Medicaid funded facilities and in other federal health programs. During FY 05, 21 new Medicaid fraud referrals were received while a total of 20 referrals were processed to completion; one provider fraud case was criminally prosecuted resulting in conviction;

\$765,405 was successfully returned to the Medicaid Program as a result of referrals to the MFCU; three presentations were made to law enforcement officials, prosecutors and state agencies reaching over 150 individuals throughout the state regarding Medicaid fraud and patient abuse/neglect; 23 Medicaid provider fraud referrals and 9 global cases remained under investigation as of June 30, 2005.

The Wyoming MFCU staff consists of the unit's director who is an attorney and is cross-designated as a Special United States Attorney; an investigator who is cross-designated as a Wyoming Division of Criminal Investigation agent; an auditor; and an office manager. The Wyoming MFCU remains the smallest MFCU in the nation.

The Human Services Division is primarily responsible for the legal representation of the Department of Health, Department of Family Services, Department of Education, Department of Transportation, as well as the Victim Services Division, Consumer Protection Unit/Tobacco Enforcement Unit within the Attorney General's Office. In December 2004, the Human Services Division also began representing the Department of Workforce Services. The division provides a variety of legal services to its clients including day-to-day legal advice; legal representation of the agencies in state and federal court as well as in administrative tribunals; and legal opinions to county attorneys and the legislators when the question posed involves one of its clients. In FY 05, the Human Services Division prepared approximately 187 legal opinions and letters of advice, reviewed 3,549 contracts, bonds, and leases for agencies, received 35 termination of parental rights cases, and reviewed 35 sets of agency rules. The attorneys in the division also provided 22 training seminars for their agencies, ranging from IV-E and Core training for Department of Family Services staff to Contract Training for Departments of Health, Family Services, and Transportation staff. In addition, the Human Services Division received and appropriately responded to 115 subpoenas for its clients. The division also handled 51 administrative hearings, 7 bankruptcies, 51 guardianships, 14 convalescent leaves, 8 eminent domains and 2 mediations.

The Consumer Protection Unit of the Human Services Division provides consumer protection for the residents of Wyoming. In FY 05, the Consumer Protection Unit opened 114 consumer complaints and closed 425 consumer complaints, resulting in savings of at least \$81,342 and refunds recovered for consumers of \$53,276. The Consumer Protection Unit/Tobacco Enforcement Unit also handled 26 sign ons, and the Tobacco Unit filed five complaints in regard to the enforcement of the Tobacco Master Settlement Agreement. In addition, the Consumer Protection Unit reached or monitored seven multi-state settlements.

The Tort Litigation Division is comprised of four sections with three to four attorneys in each section:

Tort/Civil Rights Litigation Section; Employment Section; Personnel Section; and State Contracts Section. Under the State Self-Insurance Act, Tort Section attorneys represent the state, state agencies, employees and officials, and local government peace officers in state and federal court in civil suits for monetary damages. Tort Section attorneys also assist the Self-Insurance Program in collecting monies owed the state for damage to state property. Use of staff attorneys in the Tort Section has eliminated historic dependence on private attorneys and significantly reduced costs to the State Self-Insurance Fund. The Attorney General is better able, through in-house attorneys, to monitor cases from inception to end, and provide consistent and quality representation in an efficient manner.

Employment Section attorneys represent the Department of Employment, including Workers' Compensation and Unemployment Insurance, and the Board of Equalization. Employment Section attorneys handle all Supreme Court appeals for Workers' Compensation. Private contract attorneys represent the Workers' Compensation Division in 10 locations around the state. In response to a 2002 Management Committee audit, the Workers' Compensation contract attorneys were put on hourly rate reimbursement and the reporting requirements were enhanced to provide the Attorney General with greater ability to monitor workloads and performance. Close supervision of the work of the contract attorneys is the responsibility of the Employment Section supervisor.

Personnel Section attorneys provide day-to-day advice and representation to agency managers and personnel departments in all aspects of modern employment law. These same attorneys represent nearly all professional licensing boards in contested cases involving licensees. Personnel Section attorneys avoid costly litigation by providing supervisors throughout state government with competent, timely advice on state and federal laws affecting employers and employees. The attorneys represent the agency when employee discipline is necessary. Personnel Section attorneys advise sub-committees of the licensing boards regarding applications and disciplinary matters against licensees and prosecute these matters before the licensing boards. The Personnel Section attorneys provide training to the licensing boards on these matters, as well as training on personnel law for state administrators and supervisors around the state when needed.

In the fall of 2004, the Attorney General initiated a new State Contracts Section in the Tort Litigation Division. The goals for the section were to streamline Attorney General contract approval, give agencies a single point of contact in the Attorney General's Office for contract matters, develop contract expertise among Attorney General staff, and to relieve assistant attorneys general serving agencies of the burdens of contract review and litigation so they could focus on other substantive business of the agencies.

The Contracts Section was implemented using existing staff comprised of two attorneys and one paralegal/clerical position. In phase one the section took over responsibility for 30 state agencies and departments, including the Departments of Administration and Information, Employment, Workforce Services, Audit, Revenue, Education, and the School Facilities Commission, professional licensing boards, and a number of smaller state agencies. From January through July 2005, the Contracts Section processed 1,850 contracts worth \$235 million. The section strives for a 24-hour turnaround from receipt of a contract to complete review.

In 2006, the Attorney General plans to transfer to the State Contracts Section review and management of all contracts for the rest of state government. This will involve approximately 4,000 more contracts, leases, surety bonds, etc., for the Departments of Health, Family Services, Transportation, and other large state agencies. (In FY 04 the Attorney General's Office reviewed 8,200 contracts.) The Contracts Section is exploring the increased use of technology and automation in the submission, tracking, and finalization of state contracts.

Final implementation of the State Contracts Section requires the addition of an attorney and a clerical/paralegal support position. In addition to contract review, Contracts Section attorneys are frequently involved in the direct negotiation of complex contracts. The Contracts Section is reviewing and rewriting the Attorney General's 2000 Contracts Manual for State Agencies. The section is developing a training program for agency personnel across the state with routine contracting responsibility.

The Tort Litigation Division had 249 contested cases open in FY 05. The division prepared 58 informal opinions, reviewed approximately 2,027 bonds, leases and contracts, and reviewed 9 sets of agency rules.

The Water and Natural Resources Division provides legal advice to state agencies and state officials regarding environmental quality and water quantity issues. The division also represents the state in numerous actions in state, federal and international forums regarding water and natural resources issues. The division is divided into three sections: the Environmental Section, the Water Section, and the Resource Litigation Section.

Attorneys in the Environmental Section represent the Water Quality, Air Quality, Land Quality, Abandoned Mine Lands, and Solid and Hazardous Waste Divisions of the Department of Environmental Quality. These entities are responsible for administering both state and federally delegated programs that involve administering permit systems; developing and enforcing standards, regulations and bonding requirements; and securing corrective action and site remediation where necessary.

Attorneys in the Water Section represent the State Engineer's Office, the State Board of Control, and the Water Development Commission. They also manage, direct and represent the state in complex water rights

litigation including the Big Horn River General Stream Adjudication and implementation of the settlement in Nebraska v. Wyoming.

The Resources Litigation Section represents the Game and Fish Department and Commission and the Wyoming Oil and Gas Conservation Commission. This section specializes in Endangered Species Act issues, resource conservation and development, and land use issues. The section also handles litigation authorized by Wyo. Stat. § 9-4-218.

The Water and Natural Resources Division prepared approximately 120 legal opinions and letters of advice, reviewed 1,764 bonds, leases and contracts for agencies, and 29 sets of agency rules.

The Law Office continues its major effort to increase the effectiveness, enthusiasm, and efficiency of its legal staff. The goal of this effort is to provide higher quality legal representation, and to do so in a revenue-neutral or even revenue-saving manner. This effort is working, however, for the effort to truly succeed, the Law Office needs to be able to compensate attorneys and staff at least commensurate with federal pay scales.

As noted in previous years, the Law Office anticipates that requests for legal services will continue to increase in the future. This is a pattern that has existed for a number of years. Since December of 2002, the Law Office has significantly reduced usage of two of its contracts with outside counsel and brought most of the water and natural resources cases and the school finance litigation cases back in-house. These changes will save the state over \$1 million annually over the course of the litigation. In addition to these changes the Law Office has tracked the amount of monies brought into the state by actions taken by the assistant attorneys general on behalf of the state. Another source of income benefitting the state that the Wyoming Attorney General's Office facilitates is through Workers' Compensation Third-Party lawsuits. For FY 05, the Attorney General's Office negotiated the return of \$3,394,000 to the Department of Employment. Although the money received benefits the state, it should be considered when appropriating positions and funding to the Attorney General's Office as the Law Office provides legal counsel on these activities and it continues to need additional personnel, including paralegals, attorneys and support staff.

In order to meet current and future demands for services, adequate staffing and compensation of legal staff is critical. Virtually all of the tasks assigned to the Law Office by law require the professional services of attorneys. This fact requires adequate budgeting in order to attract and retain qualified professionals. Retention of qualified professionals is essential in that it typically takes several years for an attorney to become trained and efficient in performing the legal work required by the job.

## Strategic plan changes

The Law Office made no significant changes to the strategic plan for implementation on July 1, 2005.

## Division of Criminal Investigation

### General information

Kurt E. Dobbs, Director

### Agency contact

Kebin W. Haller - Deputy Director  
A. Rich Spencer - Deputy Director - Crime Lab  
James M. Wilson - Deputy Director - Criminal Justice Information Section  
316 West 22nd Street  
Cheyenne, Wyoming 82002  
(307) 777-7181

### Other locations

Casper, Gillette, Powell, Rock Springs; and satellite offices in Evanston, Jackson, Laramie, Pinedale, Rawlins, Riverton, Sheridan

### Year established and reorganized

Established 1973; reorganized 1986, 1989

### Statutory references

Wyo. Stats. §§ 9-1-611 through 627

### Number of authorized personnel

91 full-time

### Organizational structure

Division of the Attorney General's Office - Criminal Investigations, Criminal Justice Information, Crime Laboratory

### Clients served

Local, state and federal criminal justice agencies, state agencies, governor, legislature, residents of Wyoming

### Budget information

Objective 1 .....	\$6,314,844
Objective 2 .....	\$1,922,555
Objective 3 .....	\$2,473,365

## Mission and philosophy

The Division of Criminal Investigation's (DCI) mission is to continually provide a work force of highly motivated professionals who demonstrate competence in the performance of their duties, while maintaining a human element that displays compassion and concern for the residents of the state. The DCI also strives to meet its statutory responsibilities, while maintaining an open



and honest interaction with local, state and federal law enforcement agencies.

The DCI's philosophy is that all Wyoming residents should feel safe and secure in their homes and communities. The DCI will contribute to that feeling of security by providing quality law enforcement services, with employees dedicated to the highest ethical and professional standards. The DCI recognizes that its employees are its most valuable asset, and the division will seek input and encourage involvement from its employees in order for the DCI to maintain its service of excellence.

## Results of outcomes

The regional enforcement teams continue to be a fine example of cooperation, coordination, and communication among local, state and federal law enforcement agencies investigating drugs and violent crimes. They have dismantled many major organized drug trafficking rings and investigated high profile homicides, as well as high-dollar fraud cases that cross jurisdictional boundaries. Their regional locations enable them to respond in a timely manner to requests for assistance in both drug and violent crimes.

The Wyoming Legislature gave the DCI jurisdiction to investigate offenses involving the sexual exploitation of children and computer related crimes. Computer crimes, including both fraud and child pornography, continue to increase. In FY 04 the division received a renewal of the Internet Crimes Against Children (ICAC) grant, which enables it to effectively respond to this growing problem and provide training to local law enforcement agencies. Last year, the division received approximately a 40 percent increase to its ICAC grant due to the success of the Wyoming DCI ICAC model. The Wyoming ICAC program is known nationwide and is being adopted by several other states as well as the federal government. In 2005, the Wyoming Legislature granted Wyoming ICAC agents with administrative subpoena power.

The DNA databases continue to grow, with over 10,400 on file and 10,175 entered into the national Combined DNA Index System database. Wyoming has already experienced successes where submissions of samples from other states were matched to samples entered by Wyoming.

Expanded responsibilities continue to add to the backlog in the Criminal Justice Information Section. The registration of sex offenders program has a website that is operational for high-risk offenders. The site shows photographs and specific information on sex offenders whom the courts have designated as having a high risk of re-offending. Wyoming is currently submitting all registered sex offender information on file to the Department of Justice for the National Sex Offender Registry. The crime laboratory has implemented a DNA technical leader and is making progress toward the Association of State Crime

Laboratory Directors. This, plus three positions received in FY 04, should help in the backlog area of DNA.

The Criminal Justice Information Section continues to be impacted by the concealed firearm permit program, sex offender registration program, criminal history records entry updates, court disposition reporting, and fingerprint based background requirements for licensing and regulations of teachers, nurses, etc. Although the conversion of the AWEC employees to permanent employees is predicted to lessen this impact, the area of background fingerprints checks will continue to expand due to homeland security requirements. Of unknown impact will be the new background checks on all hazardous material carriers as they will need to be backgrounded through the fingerprint system. It is estimated there will be 13,000 of these backgrounds required over the next five years. The increasing burden placed on the DCI to comply with these requests has been mitigated somewhat by the installation of ten automated fingerprint live scan units as of June 2004. Three more live scan units were planned for implementation in 2005. This is part of the continuing effort to implement efficient and time-saving electronic submission of criminal history record information. Increasing demands in this area combined with limited staffing has created an unacceptable records entry and update backlog situation. The first phase of an interface developed with the State of Wyoming Criminal History System, which supports electronic submission into the FBI's Automated Fingerprint Identification System was completed in June 2004.

Methamphetamine continues to be a tremendous problem in Wyoming and other states. The problem is increasing in the eastern states. With the popularity of the "Super Lab," the number of methamphetamine labs in Wyoming has, for the time being, leveled out and is no longer on the increase. Cocaine and crack cocaine appear to be on the increase in Wyoming. The division continues to work closely with the Governor's Substance Abuse and Violent Crime Advisory Board and the Chiefs and Sheriffs Association in addressing these problems.

Physical facilities continue to be an issue at the DCI headquarters in Cheyenne, a facility that is inadequate for existing future needs. A needs assessment was completed in 2002 and a facility replacement plan submitted to the State Building Commission and the 2002 Legislature. The completion of the Wyatt Evidence Facility helped the evidence storage issue, although there is a need to address sample and destroy, due to the division having already used 100 percent of the marijuana storage area in the facility. The replacement of the Rogers facility continues to be an issue that needs resolution. The DCI finished the remodeling of the upstairs, and this addressed the structural concerns in the upstairs area. With the additional employees that have been brought on the work force, there is simply no more room to expand and, in fact, the division has been utilizing hall areas and

closets as offices. The need for a new building or more room is great.

## Strategic plan changes

The Division of Criminal Investigation made no significant changes to the strategic plan for implementation on July 1, 2005.

# Peace Officers Standards & Training Commission

### General information

Donald B. Pierson, Executive Director

### Agency contact

Donald B. Pierson  
1710 Pacific Avenue  
Cheyenne, Wyoming 82002  
(307) 777-7718

### Year established

1976

### Statutory references

Wyo. Stats. §§ 9-1-702 through 708

### Authorized personnel

3 full-time

### Organizational structure

Division of the Attorney General's Office

### Clients served

Law enforcement, Wyoming peace officers, detention officers, dispatchers, coroners and deputy coroners, peace officer applicants

### Budget information

Objective 1 ..... \$200,708

## Mission and philosophy

The Peace Officers Standards and Training Commission (POST) is a division under the Attorney General's Office. Its mission is to serve the citizens of Wyoming by providing the highest quality of services, including certified law enforcement training, entry level testing, and basic and advanced levels of certification and re-certification.

POST will carry out its duties in an ethical, professional, and timely manner. POST is committed to using taxpayer resources efficiently and effectively, while pro-

viding quality professional services. POST's most valued resource is its staff, which is prepared to meet future challenges and responsibilities with a strong work ethic and common sense.

## Results of outcomes

POST received and processed 412 requests for temporary certification from agencies throughout the state. There were 187 temporary certifications issued for peace officers, 152 temporary certifications issued for detention officers, and 73 temporary certifications were issued for dispatchers.

POST verifies that all mandated employment standards have been met before issuing temporary certifications. Peace officers, detention officers, dispatchers and coroners who are employed in Wyoming, and have completed the required basic training in other states, are granted reciprocity if that training is comparable to Wyoming's basic training. POST makes that determination after reviewing the training files and curriculum. Those people are then allowed to challenge the Wyoming basic training programs. POST administered 31 peace officer challenge exams and four detention officer challenge exams. All were successful and certified.

POST has established and maintains a certification process for peace officers, detention officers, dispatchers, coroners and their deputies. A total of 1,572 certifications were issued during FY 05, which includes 620 for professional peace officers, 103 for advanced peace officers, 140 for basic level peace officers, 107 for reserve peace officers, 223 for detention officers, 152 for reserve detention officers, 147 for dispatchers, and 80 for coroners and their deputies.

POST has established training standards that accomplish the above initial certification and re-certification processes. POST certified six peace officer basic training classes, three detention officer basic training classes, three communications personnel basic training classes, and one coroner basic training class during FY 05. POST received and certified 966 applications for in-service training classes through the state. POST received 250 applications from personnel who want to become certified instructors so they may instruct the above training classes. There were 247,332 hours of training added to training files. POST uses an evaluation system from the class attendees in order to evaluate the quality of the training being given and also the quality of the instructors being certified to deliver the training.

POST has established and maintains a decertification process for peace officers and detention officers. During FY 05, 10 requests were received for officer decertification. Five of these cases are pending, two cases were closed with no further action to be taken, and three cases resulted in decertification.

During FY 05, 621 entry level tests were administered to applicants seeking employment in law enforcement, of which 168 applicants failed and 453, approximately 70 percent of the applicants, passed the examination and were placed on an employment hiring list. The employment hiring list is provided to any law enforcement agency in the state who wishes to use it as part of their employment procedure.

Two meetings were conducted during FY 05 to handle the standard business of the Commission and three special meetings were held via telephone conference to handle decertifications. The director administered 14 promotional exams during FY 05. The director, or his assistant, instructed the POST regulations class to all basic classes at the Wyoming Law Enforcement Academy and for the Wyoming Highway Patrol. The director represented the Commission at the graduation ceremonies held at the Wyoming Law Enforcement Academy.

POST continues to work with the Western Regional Institute for Community Oriented Public Safety (WRI-COPS) on community policing issues.

POST received 25 applications for the retirement identification card.

## Strategic plan changes

Plan changes for the next fiscal year will be the addition of advanced and professional level certifications for both detention officers and dispatchers. The legislation to bring all the state corrections officers under POST for employment, training, and certification standards has passed. POST is currently processing 349 Initial Employment Forms to add correctional officers to the system.

# Victim Services Division

## General information

Julie L. Tennant-Caine, Director

## Agency contact

Julie L. Tennant-Caine  
Herschler Building, 1st Floor West  
Cheyenne, Wyoming 82002  
(307) 777-7200

## Year established

1998

## Statutory references

Wyo. Stats. §§ 1-40-102 through 119; 1-40-201 through

210; 1-40-303 through 308; 9-1-636 through 638

## Authorized personnel

8 full-time, 1 full-time time-limited (federal grant position)

## Organizational structure

Division of the Attorney General's Office

## Clients served

Victim survivors of crime

## Budget information

Objective 1.....	\$3,564,669
Objective 2 .....	\$891,167
Objective 3 .....	\$1,485,279

## Mission and philosophy

The mission of the Victim Services Division is to improve the treatment of victim survivors and witnesses of crime by providing them with assistance, financial compensation, information, referral, support services, and advocacy, which are essential to their restoration. The division achieves this through the Victims' Compensation Program and by promoting the development of a comprehensive range of quality services for victim survivors and witnesses of crime at the state, county and local levels. The philosophy of the Victim Services Division is to maintain a "victim-centered" approach to all services provided by the division and its sub-grantees.

## Results of outcomes

In FY05, the division distributed a total of \$4,954,789 in federal and state monies through a competitive formula and non-formula process to 71 victim service providers in 23 counties and on the Wind River Indian Reservation in Wyoming. The Crime Victims' Compensation Program received 560 claims of which 435 were awarded, 120 were denied, 4 are in review and one claim was denied as ineligible. During FY 05, victims received a total of \$1,285,348.50 in compensation.

Services to crime victims were improved through training, monitoring and policy changes. Training opportunities are offered to all disciplines involved in serving victims of all crime. Examples of statewide trainings offered by or co-sponsored by the division in FY 05 include: 157 participants in the Sixth Annual Victim Services Conference held in Jackson; 23 participants in the Victim Studies Foundation training held in Douglas; 15 participants in the Institute on Victim Studies – A Critical Analysis of Victim Assistance, also held in Douglas; and 150 participants in the Fourth Annual Sexual Assault Summit held in Rock Springs. Local training was also provided on the role of the division, specifically victims' compensation, to law enforcement officers at the Wyoming Law Enforcement Academy, third year law students



at the University of Wyoming Law School, probation and parole agents, court clerks, and victim advocates.

The Attorney General appointed the Wyoming Sexual Assault Response Task Force (WySART) in 2004, which is a multi-disciplinary team of professionals charged with addressing the issues surrounding sexual assault in this state. Some of those issues are training of Sexual Assault Nurse Examiners (SANE), providing training and support for community SART teams and recommending needed statutory changes to the legislation. In FY 05, 72 individuals received SANE training.

The division continues to work closely with the Wyoming Coalition Against Domestic Violence and Sexual Assault and the Wyoming Crime Victims' Coalition to ensure timely, thorough service to crime victims. The division continues its partnership with the Department of Health to provide Rape Prevention Education funds to the domestic violence shelter service providers in each county and on the Wind River Indian Reservation to promote prevention activities in sexual assault. The division was also awarded a federal grant to formulate a statewide team to begin addressing primary violence prevention across the state.

The division is also partnered with the Department of Corrections in two areas. One area is a violent offender re-entry program developed to assist offenders as they return to the community. The role of the division is to assist with preparing the victim for the offender's re-entry. The division and Department of Corrections also partner on a victim education awareness program designed to teach offenders empathy and an appreciation for the harm they committed.

The division is represented on a variety of panels including the Major Child Injury and Fatality Review, the Governor's Domestic Violence Elimination Council (DoVE), Trauma Response, Citizen Review Panel, and the Family Partners Project in addition to those previously discussed. The division continues with the work outlined under the federal grant received to improve services to victims of domestic violence who have disabilities.

The division also increased its outreach this year by providing victim service agencies, hospitals, physicians, schools, and others materials about the division, how it can help, and how to contact the division. Additionally, the compensation application was updated. The policies and procedures for compensation were reviewed and updated by a committee of community members, consumers, and professionals.

There were two media campaigns – one in October for Domestic Violence Awareness Month, and one in April for Sexual Assault Awareness Month and Crime Victims' Rights Week.

The division continues with ongoing staff development through conferences and trainings. Also, the computerized compensation program will be migrated to a web-based program over the next couple of years.

This should increase the speed at which information can be retrieved and the amount of information that can be stored. The division is also working on an on-line reporting system for our sub-grantees that will contain all the information needed for all state and federal reporting requirements. The division hopes to have that system fully operational and integrated into the current system within the next two years.

## Strategic plan changes

The Victim Services Division has updated and retooled its strategic plan utilizing the new format.

# Wyoming Law Enforcement Academy

### General information

Dan Zivkovich, Director

### Agency contact

Michael A. Grinstead, Deputy Director  
1556 Riverbend Drive  
Douglas, Wyoming 82633  
(307) 358-3617  
mgrins@state.wy.us  
<http://WLEAcademy.com>

### Year established

1981

### Statutory references

Wyo. Stats. §§ 9-1-632 through 635; 9-1-701 through 709

### Authorized personnel

31 full-time, one part-time

### Organizational structure

Division of the Attorney General's Office

### Clients served

Primarily Wyoming peace officers, detention officers, communications officers, elected coroners, and appointed deputy coroners. In addition, officers from federal and out-of-state agencies receive training at the Law Enforcement Academy and the facility is used by many criminal justice entities for their training and meetings. The Law Enforcement Academy also actively recruits qualified civilian candidates and criminal justice college students to participate in the civilian Pre-Service basic training programs.

#### Budget information

Objective 1 .....	\$1,195,601
Objective 2 .....	\$629,993
Objective 3 .....	\$317,965
Objective 4 .....	\$256,833

## Mission and philosophy

The Wyoming Law Enforcement Academy seeks to provide relevant, sufficient, cost-effective training of the highest possible quality to its students, delivered in a manner that exemplifies and promotes professionalism, integrity, and honor. The Academy values each student and agency it serves, as well as each member of its staff, and is dedicated to providing an academy environment that supports the personal and professional growth of everyone at the Academy.

The Law Enforcement Academy is charged with providing basic training for law enforcement agencies and coroners throughout Wyoming. In addition to the basic courses, the Academy offers a wide variety of advanced training courses and training courses dealing with specialized assignments, such as investigations, supervision, D.A.R.E., firearms, and more. When the Academy facility and resources are not being used for Academy-sponsored training, the facility is made available to other criminal justice entities and agencies for their own training and meetings. The Law Enforcement Academy also strives to maintain the Academy as a premier state-of-the-art training facility by keeping up to date with technological advances and through preservation and maintenance of the facility.

## Results of outcomes

### Basic Training

The Academy met this objective by training all candidates eligible for basic training, with no backlog of eligible candidates waiting to attend training. In FY 05, 106 officers attended Peace Officer Basic Training. There were 12 candidates who failed to initially meet minimum proficiency or academic standards, but all 12 officers have subsequently completed the remedial process and received certificates of graduation.

During FY 05, 89 officers attended Detention Officer Basic Training courses with 14 failing to initially meet minimum proficiency or academic standards. Of those 14, nine students have subsequently completed the remedial process and received certificates of graduation and five students have yet to meet graduation standards.

There were 36 students who attended Public Safety Communications Personnel Basic Training and 20 attended Coroners' Basic Training. All of these students met minimum requirements and graduated.

The above numbers represent a three percent increase of officers trained from the previous year. Discounting the 36 for the two seven-day classes for Public Safety Communications Basic and the 20 for the one-week Coroners' Basic, the Peace Officer and Detention Officer Basics has another 11 percent increase from 173 officers last year to 195 trained this year.

### Pre-Service Program

The Academy was empowered by the Legislature to allow qualified civilians who are interested in a law enforcement career to attend basic training at their own expense. This Pre-Service Program allows agencies to hire certifiable officers who are already trained, resulting in cost savings to the hiring agency. For the second consecutive year, due to a lack of qualified applicants, the Academy did not meet its goal of having four Pre-Service students in each Peace Officer Basic Training class, which would translate into 12 officers per year. Instead, only two civilians were trained in the Pre-Service Program in FY 05, which represented one percent of students enrolled in Peace Officer Basic Training.

In FY 05, 10 civilians applied to attend basic training through the Pre-Service Program and eight of those applicants participated in the testing process, which is arduous and designed to ferret out those who are not qualified for or not compatible with a law enforcement career. Consequently, only three of those who tested were offered admission into basic training. Of those three, one accepted a job with an agency prior to the start of a basic training, and the other two accepted the offer and attended the training, after which one candidate was hired by a Wyoming law enforcement agency and the other one is not employed. None were dismissed for failure of minimum requirements.

Since the inception of the program in 1991, 143 Pre-Service candidates have graduated from basic training. To date, 128, or 90 percent, of them have been hired by law enforcement agencies.

### Advanced Training

The Academy continues to be responsive to the needs of the law enforcement community, attempting to host specialized training which is relevant and timely. To help guide the Academy in its selection of topics, the Academy regularly requests and encourages input from the law enforcement community.

The Academy goal is to provide 60 percent of the advanced training needed by law enforcement officers and coroners to maintain their certification, which equals approximately 25,500 hours of training. The Academy did not meet that goal by providing 52 advanced, specialized training courses to 761 officers, resulting in 25,292 hours of training, which is 99 percent of the targeted hours.

To help law enforcement agencies become more self-reliant and to assist them with obtaining required hours

not obtained through Academy-provided training, the Academy hosted six train-the-trainer courses, with 4,680 total training hours given. These courses were attended by 117 officers representing 39 agencies.

### **Facility Usage**

To allow the state to achieve maximum benefit from the Academy and its resources, other governmental and law enforcement agencies are permitted by statute to utilize the Academy for their meetings and training. Even though the rate structure for such usage is much less than the standard per diem rates (resulting in cost saving to the guest agency), the revenue generated from this usage helps to offset Academy operating expenses. In FY 05, 16 governmental agencies used the Academy facilities 72 times for their meetings and/or training resulting in 3,689 occupancy days.

Facility users included the Wyoming Department of Corrections, Wyoming Highway Patrol, Douglas Police Department, Wyoming Game and Fish Department, Wyoming Search and Rescue Association, Peace Officers Standards and Training Commission, Wyoming Supreme Court, Wyoming State Fair, Division of Victim Services, Wyoming Chiefs and Sheriffs Association, Wyoming Division of Criminal Investigation, State Parks and Cultural Resources, Lander Police Department, Sublette County Sheriff's Office, and the Wyoming Department of Health, Substance Abuse Division.

### **Infrastructure**

The Law Enforcement Academy facility continues to be a quality, state-of-the-art training site and a state facility warranting preservation and upgrades. The administration of the Academy works to instill a sense of ownership in each of its employees to encourage them to care for the Academy's infrastructure as if it were their own. The Academy's philosophy is to save the state money by being proactive, rather than reactive, to infrastructure needs. The Academy staff has worked hard to maintain the facility and prolong its lifespan, investing more than 8,322 personnel hours and \$24,000 into their ongoing efforts. An architectural and structural engineering plan progressed to contractor selection, and construction work was set in motion to correct subsidence problems and related damage, to remodel portions of the facility, to install a fire suppression system, and to update antiquated systems. This was accomplished in FY 05 using legislatively appropriated funds of \$1,812,280 for facility repair and \$2.3 million for renovations.

## **Strategic plan changes**

The Wyoming Law Enforcement Academy has updated and retooled its strategic plan utilizing the new format.

# Attorney General's Office organizational chart

