



# Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Ellen L. Petty, Director

## Illinois Part-Time Officer Basic Training Application Packet

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\* *The italicized forms are ILETSB forms provided for your convenience. They are NOT required.*

**Please note:** If the student has already completed his/her **40 Hour Mandatory Firearms Training**, please submit a photocopy of their State of Illinois Training Certificate. If the student has not already completed this requirement and is not registered to attend the offering we have scheduled, please advise the office as to when and where they are registered to attend.

**All forms should be completed, signed, and returned to the MTU office, at the address above, as soon as possible.**

WITH THE EXCEPTION OF THE "FORM E" AND "INITIAL ENROLLMENT FORM" PLEASE DO NOT RETURN THESE FORMS TO THE STATE TRAINING BOARD. MOST OF THE FORMS IN THIS PACKET ARE FORMS WHICH ARE REQUIRED BY MTU 10. ALL FORMS MUST BE COMPLETED, SIGNED, AND RETURNED TO OUR OFFICE BY THE REGISTRATION DEADLINE POSTED ON WWW.LETAC.ORG. TUITION INVOICE WILL BE SENT IMMEDIATELY AFTER THE OFFICER PASSES THE FINAL P.O.W.E.R. TEST WITHIN 45 DAYS OF ACADEMY START DATE. PAYMENT OF TUITION MUST BE RECEIVED WITHIN 30 DAYS OF INVOICE. DEPARTMENT MUST BE A PAID MEMBER IN GOOD STANDING OF ITS LOCAL MTU.

**LETAC, MTU #10**

**3171 Greenhead Drive, Suite B**

**Springfield, IL 62711**

**Office Phone: (217) 726-7014**

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Forms Last Updated August, 2011

**Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10**

**Serving the Counties of Cass • Logan • Mason • Menard • Morgan • Sangamon • Scott**



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Ellen L. Petty, Director

## MEMORANDUM

**To:** Chief Law Enforcement Administrators

**From:** Director Ellen L. Petty, LETAC, MTU #10  
Part-Time Basic Training Coordinator Dan Ryan, LETAC, MTU #10

**Re:** Application Forms for Part-Time Officers Participating in  
the Part-Time Officer Basic Training Course - Terms & Conditions

### ENROLLMENT FORMS TO BE COMPLETED BY THE APPLICANT & DEPARTMENT

The attached enrollment forms must be completed to enroll a part-time officer in the Part-Time Officer Basic Training Course. If you have already submitted enrollment forms to the Illinois Law Enforcement Training & Standards Board, please provide us with a copy of those forms as well. A list of forms is provided on the cover sheet of this packet. **No applicant will be processed without complete paperwork. ALL FORMS MUST BE RECEIVED IN OUR OFFICE BY THE REGISTRATION DEADLINE - NO EXCEPTIONS!!!**

### P.O.W.E.R. TEST (PEACE OFFICER WELLNESS EVALUATION REPORT)

Applicants are required to successfully pass the "agility" test requirements outlined in the attached pamphlet within 6 months of their original date of hire and within 45 days of the start date of the Training Program. The test must be completed at an ILETSB approved POWER testing site - either at a certified Academy, or through a Mobile Team Unit. The test is offered quarterly within MTU 10, with at least one offering within 45 days of the program. P.O.W.E.R. tests scheduled will be posted on [www.letac.org](http://www.letac.org). There are four basic tests each applicant is required to pass, based upon age, sex, and weight. The requirements are outlined in the enclosed pamphlet. Please urge your officer to practice the P.O.W.E.R. test requirements prior to the scheduled test date.

Applicants failing all or part of the P.O.W.E.R. test will be granted the opportunity to retake the part(s) failed, within 72 hours, or at the availability of the testing officer. If the applicant fails to retake, the applicant will not be admitted to the program. Experience reveals: Of those failing the P.O.W.E.R. test, the majority were unable to pass the 1.5 mile run within the time allocated the applicant according to his/her age.

Please note that any P.O.W.E.R. test which is taken outside of these parameters should be considered a pre-test or practice test, and does not count toward the officer's P.O.W.E.R. test requirement.

A medical certificate, completed and signed by the officer's physician, is required to be placed on file with MTU 10 prior to P.O.W.E.R. testing. This form should be dated no earlier than 60 days before the start of the training program.

### BASIC TRAINING TUITION FEE

Effective July 1, 1999, police agencies will be assessed a tuition fee dependent upon the number of officers enrolled in the training. MTU #10's tuition fee is posted clearly on our website: [www.letac.org](http://www.letac.org). The tuition fee, not including the officer's salary and travel expenses, will be reimbursed, by ILETSB, to the agency when the officer successfully completes the training program, and a claim for reimbursement has been submitted to the Illinois Law Enforcement Training & Standards Board. Tuition checks must be made payable to LETAC, MTU #10, and received in the Springfield office within 30 days of the invoice. Training Board rules stipulate that the agency, not the applicant, must pay the tuition fee.

On two occasions, in violation of the Training Board rules, an applicant paid the tuition fee to the agency, and upon resignation or dismissal from the training program, the applicants called the Coordinator requesting reimbursement. Tuition fee reimbursements will be paid only to the officer's employing agency. The applicants and their departments are required to sign a Statement of Understanding and Certification attesting to the fact that they understand this rule.



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Ellen L. Petty, Director

## STUDENT ORIENTATION

An orientation will be conducted at a scheduled time and place. It is mandatory for applicants to attend the class orientation. Experience reveals that applicants failing to attend the orientation program had problems navigating the online program and selecting the scheduled lessons for each month. During the orientation, students are given an overview of the program, online study requirements, hands-on computer training, Saturday training procedures, student workbook requirements, pre/post test procedures, and student rules of conduct. During this orientation, students are provided with their username and password for the website and workbook and study assignments for the first month.

## SATURDAY TRAINING SESSIONS

The training during the Saturday training sessions primarily includes hands-on training as follows:

8:30 a.m. -- 10:00 a.m.	Coordinator's Administrative Time	1 ½ Hours
10:00 a.m. -- 12:00 Noon	Lecture Topics	2 Hours
12:00 Noon -- 1:00 p.m.	Lunch	1 Hour
1:00 p.m. -- 5:00 p.m.	Hands-On Training	4 hours

## ATTENDANCE

Attendance at Saturday training sessions is mandatory. Students who fail to attend a Saturday training session are responsible for attending a makeup session with another Mobile Team Unit & completing the exam with that unit, which is necessary to complete the required 400 credit hours mandated for graduation. It will be the responsibility of the individual officer to contact the other MTU's to make arrangements to attend their missed Saturday training. Law Enforcement Administrators are encouraged to support this training program by ensuring their officer attends each and every Saturday training session.

## STUDENT WORKBOOKS

Students are responsible for maintaining and completing their student workbooks prior to each Saturday training session. Coordinator will periodically inspect the student workbooks for completion, neatness, and legibility. Students will need to review their workbooks prior to taking the final examination, administered by the Training Board staff during the final Saturday training session.

## INFORMATION PROVIDED TO LAW ENFORCEMENT ADMINISTRATORS

Police Administrators will be notified when a student fails to complete their assignments and are required to make up an exam. Police Administrators will receive a monthly report of their officer's academic progress from the Coordinator. If the Coordinator identifies a problem with the student's progress, achievement, conduct, or attendance, he will address the problem with the student. If this does not resolve the problem, the Coordinator will contact the student's Chief Law Enforcement Administrator for assistance in resolving the issue. The Police Administrators are encouraged to call the Coordinator to inquire about the academic status of their officer.

## STUDENTS PROMOTED TO FULL-TIME EMPLOYMENT

Part-time students enrolled in this class and promoted to full-time status may remain in the program through graduation. Following the student's graduation, the Chief Law Enforcement Administrator must submit a revised Notice of Appointment/Separation - Form E, with a letter to Dr. Thomas Jurkanin, requesting the student be enrolled in the 2 week transition training held as needed at PTI, for officers promoted to full-time status.

Upon the officer's graduation from the transition course, the Chief Law Enforcement Administrator must submit a reimbursement form to the Illinois Law Enforcement Training & Standards Board. The agency will receive a reimbursement of 50% of the tuition fee, if there are sufficient funds available to the Training Board for reimbursement of non-basic training funds.

A second option grants the Chief Law Enforcement Administrator the opportunity to remove the part-time officer from class and send him/her to the certified 12 week academy for full-time officers. Please contact Ms. Jan Allen, the Training Board's Part-Time Training Manager, at (217) 782-0604, to discuss the officer's change of status and learn the requirements necessary to send the officer to the 12 week academy.

## COMPREHENSIVE EXAMINATION

This exam, consisting of 200 questions, will be given to each part-time officer during the final Saturday training session. The student will only be allowed to take the exam if all course work has been completed with a passing grade, and all Saturday sessions have been attended. The students are granted a maximum of 3 ½ hours to take the exam. The Board will notify the officer's Chief Law Enforcement Administrator the results of the officer's score -- either pass or fail. Officers are not to contact the Board inquiring about their test scores, because the Board staff must first notify the Chief Law Enforcement Administrator.

**April 19, 2002**  
**SPECIAL NOTICE**  
**PART-TIME POLICE TRAINING ACT**  
**PUBLIC ACT 92-533**

**Dear Law Enforcement Administrator:**

On March 14, 2002, Governor George H. Ryan signed Public Act 92-533 which amends the Part-Time Police Training Act as follows:

*"A person hired on or after the effective date of this amendatory Act..... must obtain this certificate within 18 months after the initial date of hire as a probationary part-time police officer in the State of Illinois. The probationary part-time police officer must be enrolled and accepted into a Board-approved course within 6 months after active employment by any department in the State."*

*"The employing agency may seek a waiver from the Board extending the period for compliance. A waiver shall be issued only for good and justifiable reasons....and the probationary part-time police officer may not practice as a part-time police officer during the waiver period...."*

*"Criminal background investigations.*

*(a) On and after the effective date of this amendatory Act...., an applicant for employment as a peace officer shall authorize an investigation to determine if the applicant has been convicted of any criminal offense that disqualifies the person as a peace officer.*

*(b) No law enforcement agency may knowingly employ a person unless (i) a criminal background investigation of that person has been completed and (ii) that investigation reveals no convictions of offenses specified in subsection (a) of Section 6.1 of this Act."*

**In general terms, Public Act 92-533 has three requirements:**

First, the Act requires that all part-time law enforcement officers hired after March 14, 2002 must be enrolled and accepted into the Part-Time Basic Training course within 6 months after their date of hire. This statute closes the door on jumping departments to start new 18 month training periods. All part-time officers now have only one chance to complete the training and that is with the first department that hires them. Please note that the department still has the option to apply for and receive waivers based upon prior training and law enforcement experience.

Second, the Act also states that if a waiver is granted extending the period for compliance (90 day extension), the part-time officer may not practice as a police officer during the waiver period. This refers to obtaining more time to complete training, i.e., an extension of time not to exceed 90 days.

Third, the Act requires that an applicant for employment as a peace officer must authorize a background investigation and that the employing agency cannot employ a peace officer unless a background investigation has been completed and reveals no conviction of offenses as specified the Decertification Act.

The Board is committed to fully complying with the intent of Public Act 92-533, as prescribed by the General Assembly and the Governor. A complete copy of Public Act 92-533 can be accessed on the Board's web site at [www/ptb.state.il.us](http://www/ptb.state.il.us). We appreciate your cooperation and fully expect that the implementation of this act will enhance the delivery of law enforcement services throughout the state. Should you have any questions concerning the act or this memorandum, please do not hesitate to call the Board office.

Sincerely,

Thomas J. Jurkanin, Ph.D. Executive Director

TJJ/saa

**State of Illinois**  
**Public Acts**  
**92<sup>nd</sup> General Assembly**

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**Public Act 92-0533**

HB0148 Enrolled

LRB9201397MWpk

AN ACT concerning police officers.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Illinois Police Training Act is amended by changing Section 8.2 and by adding Section 10.2 as follows:

(50 ILCS 705/8.2)

Sec. 8.2. Part-time police officers.

(a) A person hired to serve as a part-time police officer must obtain from the Board a certificate (i) attesting to his or her successful completion of the part-time police training course; (ii) attesting to his or her satisfactory completion of a training program of similar content and number of hours that has been found acceptable by the Board under the provisions of this Act; or (iii) attesting to the Board's determination that the part-time police training course is unnecessary because of the person's extensive prior law enforcement experience. A person hired on or after the effective date of this amendatory Act of the 92nd General Assembly must obtain this certificate within 18 months after the initial date of hire as a probationary part-time police officer in the State of Illinois. The probationary part-time police officer must be enrolled and accepted into a Board-approved course within 6 months after active employment by any department in the State. A person hired on or after January 1, 1996 and before the effective date of this amendatory Act of the 92nd General Assembly must obtain this certificate within 18 months after the date of hire. A person hired before January 1, 1996 must obtain this certificate within 24 months after the effective date of this amendatory Act of 1995.

The employing agency may seek a waiver from the Board extending the period for compliance. A waiver shall be issued only for good and justifiable reasons, and the probationary part-time police officer may not practice as a part-time police officer during the waiver period and may not extend the initial period by more than 90 days. If training is required and not completed within the applicable time period, as extended by any waiver that may be granted, then the officer must forfeit his or her position.

(b) (Blank).

(c) The part-time police training course referred to in this Section shall be of similar content and the same number of hours as the courses for full-time officers and shall be

provided by Mobile Team In-Service Training Units under the Intergovernmental Law Enforcement Officer's In-Service Training Act or by another approved program or facility in a manner prescribed by the Board.

(d) For the purposes of this Section, the Board shall adopt rules defining what constitutes employment on a part-time basis.

(Source: P.A. 89-170, eff. 1-1-96; 90-271, eff. 7-30-97.)

(50 ILCS 705/10.2 new)

Sec. 10.2. Criminal background investigations.

(a) On and after the effective date of this amendatory Act of the 92nd General Assembly, an applicant for employment as a peace officer shall authorize an investigation to determine if the applicant has been convicted of any criminal offense that disqualifies the person as a peace officer.

(b) No law enforcement agency may knowingly employ a person unless (i) a criminal background investigation of that person has been completed and (ii) that investigation reveals no convictions of offenses specified in subsection (a) of Section 6.1 of this Act.

Section 10. The Illinois Municipal Code is amended by changing Section 10-2.1-6 as follows:

(65 ILCS 5/10-2.1-6) (from Ch. 24, par. 10-2.1-6)

Sec. 10-2.1-6. Examination of applicants; disqualifications.

(a) All applicants for a position in either the fire or police department of the municipality shall be under 35 years of age, shall be subject to an examination that shall be public, competitive, and open to all applicants (unless the council or board of trustees by ordinance limit applicants to electors of the municipality, county, state or nation) and shall be subject to reasonable limitations as to residence, health, habits, and moral character. The municipality may not charge or collect any fee from an applicant who has met all prequalification standards established by the municipality for any such position.

(b) Residency requirements in effect at the time an individual enters the fire or police service of a municipality (other than a municipality that has more than 1,000,000 inhabitants) cannot be made more restrictive for that individual during his period of service for that municipality, or be made a condition of promotion, except for the rank or position of Fire or Police Chief.

(c) No person with a record of misdemeanor convictions except those under Sections 11-6, 11-7, 11-9, 11-14, 11-15, 11-17, 11-18, 11-19, 12-2, 12-6, 12-15, 14-4, 16-1, 21.1-3, 24-3.1, 24-5, 25-1, 28-3, 31-1, 31-4, 31-6, 31-7, 32-1, 32-2, 32-3, 32-4, 32-8, and subsections (1), (6) and (8) of Section 24-1 of the Criminal Code of 1961 or arrested for any cause but not convicted on that cause shall be disqualified from taking the examination to qualify for a position in the fire department on grounds of habits or moral character.

(d) The age limitation in subsection (a) does not apply (i) to any person previously employed as a policeman or fireman in a regularly constituted police or fire department of (I) any municipality or (II) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, (ii) to any person who has served a municipality as a regularly enrolled volunteer fireman for 5 years immediately preceding the time that municipality begins to use full time firemen to provide

all or part of its fire protection service, or (iii) to any person who has served as an auxiliary policeman under Section 3.1-30-20 for at least 5 years and is under 40 years of age, or (iv) to any person who has served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements.

(e) Applicants who are 20 years of age and who have successfully completed 2 years of law enforcement studies at an accredited college or university may be considered for appointment to active duty with the police department. An applicant described in this subsection (e) who is appointed to active duty shall not have power of arrest, nor shall the applicant be permitted to carry firearms, until he or she reaches 21 years of age.

(f) Applicants who are 18 years of age and who have successfully completed 2 years of study in fire techniques, amounting to a total of 4 high school credits, within the cadet program of a municipality may be considered for appointment to active duty with the fire department of any municipality.

(g) The council or board of trustees may by ordinance provide that persons residing outside the municipality are eligible to take the examination.

(h) The examinations shall be practical in character and relate to those matters that will fairly test the capacity of the persons examined to discharge the duties of the positions to which they seek appointment. No person shall be appointed to the police or fire department if he or she does not possess a high school diploma or an equivalent high school education. A board of fire and police commissioners may, by its rules, require police applicants to have obtained an associate's degree or a bachelor's degree as a prerequisite for employment. The examinations shall include tests of physical qualifications and health. No person shall be appointed to the police or fire department if he or she has suffered the amputation of any limb unless the applicant's duties will be only clerical or as a radio operator. No applicant shall be examined concerning his or her political or religious opinions or affiliations. The examinations shall be conducted by the board of fire and police commissioners of the municipality as provided in this Division 2.1.

(i) No person who is classified by his local selective service draft board as a conscientious objector, or who has ever been so classified, may be appointed to the police department.

(j) No person shall be appointed to the police or fire department unless he or she is a person of good character and not an habitual drunkard, gambler, or a person who has been convicted of a felony or a crime involving moral turpitude. No person, however, shall be disqualified from appointment to the fire department because of his or her record of misdemeanor convictions except those under Sections 11-6, 11-7, 11-9, 11-14, 11-15, 11-17, 11-18, 11-19, 12-2, 12-6, 12-15, 14-4, 16-1, 21.1-3, 24-3.1, 24-5, 25-1, 28-3, 31-1, 31-4, 31-6, 31-7, 32-1, 32-2, 32-3, 32-4, 32-8, and subsections (1), (6) and (8) of Section 24-1 of the Criminal Code of 1961 or arrest for any cause without conviction on that cause. Any such person who is in the department may be removed on charges brought and after a trial as provided in this Division 2.1.

(Source: P.A. 89-52, eff. 6-30-95; 90-445, eff. 8-16-97; 90-481, eff. 8-17-97; 90-655, eff. 7-30-98.)

Section 90. The State Mandates Act is amended by adding Section 8.25 as follows:

(30 ILCS 805/8.25 new)

Sec. 8.25. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by this amendatory Act of the 92nd General Assembly.

Section 99. Effective date. This Act takes effect upon becoming law.

Passed in the General Assembly January 09, 2002.

Approved March 14, 2002.

Effective March 14, 2002.

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## Illinois Compiled Statutes

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### MUNICIPALITIES (65 ILCS 5/) Illinois Municipal Code.

(65 ILCS 5/Art. 3.1 Div. 30 heading)  
DIVISION 30. APPOINTED OFFICERS IN ALL MUNICIPALITIES

(65 ILCS 5/3.1-30-5) (from Ch. 24, par. 3.1-30-5)

Sec. 3.1-30-5. Appointed officers in all municipalities.

(a) The mayor or president, as the case may be, by and with the advice and consent of the city council or the board of trustees, may appoint (1) a treasurer (if the treasurer is not an elected position in the municipality), (2) a collector, (3) a comptroller, (4) a marshal, (5) an attorney or a corporation counsel, (6) one or more purchasing agents and deputies, (7) the number of auxiliary police officers determined necessary by the corporate authorities, (8) police matrons, (9) a commissioner of public works, (10) a budget director or a budget officer, and (11) other officers necessary to carry into effect the powers conferred upon municipalities.

(b) By ordinance or resolution to take effect at the end of the current fiscal year, the corporate authorities, by a two-thirds vote, may discontinue any appointed office and devolve the duties of that office on any other municipal officer. After discontinuance, no officer filling the office before its discontinuance shall have any claim against the municipality for salary alleged to accrue after the date of discontinuance.

(c) Vacancies in all appointed municipal offices may be filled in the same manner as appointments are made under subsection (a). The city council or board of trustees of a municipality, by ordinance not inconsistent with this Code, may prescribe the duties, define the powers, and fix the term of office of all appointed officers of the municipality; but the term of office, except as otherwise expressly provided in this Code, shall not exceed that of the mayor or president of the municipality.

(d) An appointed officer of a municipality may resign from his or her office. If an appointed officer resigns, he or she shall continue in office until a successor has been chosen and has qualified. If there is a failure to appoint a municipal officer, or the person appointed fails to qualify, the person filling the office shall continue in office until a successor has been chosen and has qualified. If an appointed municipal officer ceases to perform the duties of or to hold the office by reason of death, permanent physical or mental disability, conviction of a disqualifying crime, or dismissal from or abandonment of office, the mayor or president of the municipality may appoint a temporary successor to the officer.

(Source: P.A. 94-984, eff. 6-30-06.)

(65 ILCS 5/3.1-30-10) (from Ch. 24, par. 3.1-30-10)

Sec. 3.1-30-10. Deputy clerk.

(a) In municipalities with a population of 500,000 or

more, the municipal clerk may appoint the number of deputy clerks necessary to discharge the functions and duties of the office of municipal clerk.

(b) In municipalities of less than 500,000, the municipal clerk, when authorized by the corporate authorities, may appoint the number of deputy clerks necessary to discharge the functions and duties of the office of municipal clerk, who need not be a resident of the municipality. The corporate authorities of the municipality may limit the number of deputy clerks that the municipal clerk may appoint.

(Source: P.A. 94-250, eff. 7-19-05.)

(65 ILCS 5/3.1-30-15) (from Ch. 24, par. 3.1-30-15)

Sec. 3.1-30-15. Clerk as collector. If, in any municipality, a collector is appointed, the corporate authorities may provide by ordinance that the clerk shall hold the office of collector.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-30-20) (from Ch. 24, par. 3.1-30-20)

Sec. 3.1-30-20. Auxiliary police officers.

(a) Auxiliary police officers shall not be members of the regular police department of the municipality. Auxiliary police officers shall not supplement members of the regular police department of any municipality in the performance of their assigned and normal duties, except as otherwise provided in this Code. Auxiliary police officers shall only be assigned to perform the following duties in a municipality: (i) to aid or direct traffic within the municipality, (ii) to aid in control of natural or man made disasters, and (iii) to aid in case of civil disorder as directed by the chief of police. When it is impractical for members of the regular police department to perform those normal and regular police duties, however, the chief of police of the regular police department may assign auxiliary police officers to perform those normal and regular police duties. Identification symbols worn by auxiliary police officers shall be different and distinct from those used by members of the regular police department. Auxiliary police officers shall at all times during the performance of their duties be subject to the direction and control of the chief of police of the municipality. Auxiliary police officers shall not carry firearms, except with the permission of the chief of police and while in uniform and in the performance of their duties. Auxiliary police officers, when on duty, shall also be conservators of the peace and shall have the powers specified in Section 3.1-15-25.

(b) Auxiliary police officers, before entering upon any of their duties, shall receive a course of training in the use of weapons and other police procedures appropriate for the exercise of the powers conferred upon them under this Code. The training and course of study shall be determined and provided by the corporate authorities of each municipality employing auxiliary police officers. Before being permitted to carry a firearm, however, an auxiliary police officer must have the same course of training as required of peace officers under Section 2 of the Peace Officer Firearm Training Act. The municipal authorities may require that all auxiliary police officers be residents of the municipality served by them. Before the appointment of an auxiliary police officer, the person's fingerprints shall be taken, and no person shall be

appointed as an auxiliary police officer if that person has been convicted of a felony or other crime involving moral turpitude.

(c) The Line of Duty Compensation Act shall be applicable to auxiliary police officers upon their death in the line of duty described in this Code.

(Source: P.A. 94-984, eff. 6-30-06.)

(65 ILCS 5/3.1-30-21)

Sec. 3.1-30-21. Part-time police. A municipality may appoint, discipline, and discharge part-time police officers. A municipality that employs part-time police officers shall, by ordinance, establish hiring standards for part-time police officers and shall submit those standards to the Illinois Law Enforcement Training Standards Board.

Part-time police officers shall be members of the regular police department, except for pension purposes. Part-time police officers shall not be assigned under any circumstances to supervise or direct full-time police officers of a police department. Part-time police officers shall not be used as permanent replacements for permanent full-time police officers.

Part-time police officers shall be trained under the Intergovernmental Law Enforcement Officer's In-Service Training Act in accordance with the procedures for part-time police officers established by the Illinois Law Enforcement Training Standards Board. A part-time police officer hired after January 1, 1996 who has not yet received certification under Section 8.2 of the Illinois Police Training Act shall be directly supervised.

(Source: P.A. 89-170, eff. 1-1-96.)

(65 ILCS 5/3.1-30-25) (from Ch. 24, par. 3.1-30-25)

Sec. 3.1-30-25. Municipalities incorporated under special Acts. The corporate authorities of municipalities incorporated and existing under special Acts that now provide for or require the election of one or more of the appointed officers referred to in this Division 30 may adopt this Division 30 by resolution and may, instead of the provisions or requirements of the special Acts, provide by ordinance for the appointment of those officers by the corporate authorities and prescribe their terms, duties, compensation, and the amount of any bond required.

(Source: P.A. 87-1119.)

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# Law Enforcement Training Advisory Commission

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Ellen L. Petty, Director

## Part-time Program Update Fact Sheet

2005 will start the 11/12th phase of training part-time officers. This program is completed in nine months and is offered through your Mobile Team Unit or a neighboring Unit. For information regarding this training, contact your participating Mobile Team Unit for training schedules.

**Reminder: An officer has 6 months from initial hire to comply with the enrollment requirements (see amendment information PA 92 533) and 18 months from the initial hire to complete the training program.**

In general terms, Public Act 92-533 has three requirements:

First, the Act requires that all part-time law enforcement officers hired after March 14, 2002 must be enrolled and accepted into the Part-Time Basic Training course within 6 months after their date of hire. This statute closes the door on jumping departments to start new 18 month training periods. All part-time officers now have only one chance to complete the training and that is with the first department that hires them. Please note that the department still has the option to apply for and receive waivers based upon prior training and law enforcement experience.

Second, the Act also states that if a waiver is granted extending the period for compliance (90 day extension), the part-time officer may not practice as a police officer during the waiver period. This refers to obtaining more time to complete training, i.e., an extension of time not to exceed 90 days.

Third, the Act requires that an applicant for employment as a peace officer must authorize a background investigation and that the employing agency cannot employ a peace officer unless a background investigation has been completed and reveals no conviction of offenses as specified the Decertification Act.

Completion of Mandatory Firearms Training is highly encouraged prior to an officer entering the Part-Time Training Program or they should be scheduled for the first available firearms course.

New hired officers entering the part-time training program must have:

**Form E. Notice of Appointment filed with the Board (original) and Mobile Team Unit (copy).  
Successfully PASS the P.O.W.E.R. test.**

**Completed or be scheduled in the first available Mandatory Firearms Training Course.**

**Pre-pay fee to MTU with a check from your department or local unit of government.**

*Checks from individual officers cannot be accepted.*

**Please be reminded that the Chief Administrator must certify that criminal record checks by federal and state fingerprint submissions must be completed prior to enrollment.**

**Tuition for the part-time training has been set and approved by the Board. Please contact the Mobile Team Unit that your officer will be attending to verify the tuition fee.**

**Please contact the Mobile Team Unit in your area for an enrollment packet. Refer to the MTU map under the Mobile Team Unit section for additional information.**

*Sec. 3.1-30-21. Part-time police. A municipality may appoint, discipline, and discharge part-time police officers. A municipality that employs part-time police officers shall, by ordinance, establish hiring standards for part-time police officers and shall submit those standards to the Illinois Law Enforcement Training Standards Board.*

**E X A M P L E**

VILLAGE OF WASHBURN

ORDINANCE NO. 96-11

The VILLAGE OF WASHBURN, Illinois, pursuant to Illinois Compiled Statutes Chapter 65, Section 5/3.1-30-21 ordains to adopt hiring standards for part-time police officers.

BE IT ORDAINED by the President and the Village Board of Trustees of the Village of Washburn, Woodford County, Illinois, as follows:

WHEREAS, the State of Illinois has enacted a revision to the Illinois Municipal Code requiring that municipalities employing part-time police officers shall, by ordinance, establish hiring standards for part-time police officers and shall submit those standards to the Illinois Law Enforcement Training Standards Board; and

WHEREAS, the Village Board of Trustees of the Village of Washburn, Woodford County, Illinois, wish to maintain compliance with the Illinois statutory mandate as aforesaid;

NOW, THEREFORE, BE IT ORDAINED by the President and Village Board of Trustees of the Village of Washburn, Woodford County, Illinois, as follows:

1. That all police officers, other than those officers who shall be employed on a full-time basis, shall be qualified to enter and successfully complete any training mandated by the Illinois Law Enforcement Training Standards Board;
2. That the aforesaid hiring standard, particularly with respect to part-time police officers employed by the Village of Washburn, Woodford County, Illinois, shall be submitted to the Illinois Law Enforcement Training Standards Board, as required by statute.

ADOPTED this 9th day of December, 1996.

AYES:   6  

NAYS:   0  

ABSENT:   0  

PASSED AND APPROVED the 9th day of December, 1996.

**E X A M P L E**

1. Type of Notice: \_\_\_ Appointment  
 \_\_\_ Separation  
 \_\_\_ Status Change (Do not use to change an officer from full-time to part-time or vice versa - this requires an appointment)

**NOTICE OF APPOINTMENT/SEPARATION  
 PLEASE TYPE ONLY**

Illinois Law Enforcement Training and Standards Board  
 600 S. Second St. - Suite 300 - Springfield, IL 62704-2542  
 217/782-4540

**NOTICE:** The Board is requesting specific information that is necessary to accomplish the statutory requirements as outlined in Public Act 79-652 and Public Act 79-720. Disclosure of this information is **MANDATORY**. The Board could seek legal action against those agencies failing to disclose the required information.

2. Name - Last First Middle	3. Social Security Number - -	4. Date of Birth
-----------------------------------	----------------------------------	------------------

5. List <b>all</b> prior names used	6. Sex M F	7. Race AA AS CA HI NA	8. Highest Educ. Level Achieved HS SC A B M PhD
-------------------------------------	---------------	---------------------------	--

9. Agency Name, Address and Phone Number ( <b>Must be completed in full</b> )	10. Rank/Classification
	11. Date of Appointment/Status Change (mm/dd/yy)

12. The above named person's previous service as a peace/correctional officer was with

-----

Name of Agency from (mm/dd/yy) to (mm/dd/yy)

**APPOINTMENT INFORMATION**

13. ___ Law Enforcement ___ Correctional ___ Court Security ___ Coroner ___ State's Attorney ___ Other	14. Work Status ____ Full Time ____ Part Time ____ Auxiliary w/Firearms ____ Auxiliary w/ Conservator of Peace Power
<b>Has Completed:</b> ___ LETSB Certified Law Enforcement Basic Training Course ___ LETSB Certified Correctional Basic Training Course ___ LETSB Certified Part-time Basic Training Course ___ LETSB Certified Mandatory Firearms Training Course	<b>Other:</b> ___ Trained out of state ___ Has NOT satisfied the basic training Requirement

**SEPARATION INFORMATION APPLICABLE TO CURRENT AGENCY**

15. Reason for Separation: \_\_\_ Resigned \_\_\_ Retired \_\_\_ Terminated for Cause \_\_\_ Deceased \_\_\_ Convicted of Criminal Offense \_\_\_ Other (**Explain**)

Last date of employment with agency (mm/dd/yy): \_\_\_\_\_

**COMMENTS**

16.

**ATTESTATION OF REPORTING OFFICIAL**

17. I attest that the information provided on this form is true and correct, and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate this information.

-----

Signature of Chief Agency Administrator                      Print Chief Agency Administrator's Name and Title                      Date

**INSTRUCTIONS FOR COMPLETION OF THE  
NOTICE OF APPOINTMENT/SEPARATION FORM**

The Notice of Appointment/Separation form is to be completed and submitted to the BOARD prior to attendance at any Board Training Academy or MTU sponsored training course. This form must also be filled out if a person laterally enters or changes status within the same agency, or is separated from an agency that participates in the Board program. **If the officer has been trained while employed by another agency, a Request for Waiver of Minimum Training Standards must accompany this form.** The Appointing/Separating agency should retain a copy of the completed form for their records.

The Identification Information section of the form must always be completed, AND either Appointment Information section or Separation Information section as appropriate. PLEASE TYPE.

**Instructions for Completing the Form:**

1. Place an X in the appropriate space. NOTE: Status change refers to rank, name, etc. **it cannot be used to change an officer from full-time to part-time or vice versa. This requires a separation and an appointment.**

**IDENTIFICATION INFORMATION (verifying agency records that this information is correct)**

2. NAME: Enter the person's last name, first name and middle name.
3. SOCIAL SECURITY NUMBER: Enter the person's Social Security Number. This information will be used solely as the unique identifier for the person in processing appropriate Board records.
4. DATE OF BIRTH: Enter the person's date of birth (month, day, year) in numerical form (e.g., 07-12-68).
5. PRIOR NAMES USED: Enter any and all names the person has been known as (e.g., maiden or married names, and AKA's). If additional space is needed, list in space 16.
6. SEX: Circle M (male) or F (female).
7. RACE: Circle the person's race or ethnic background. This information will be used by the Board for statistical purposes only. AA= African American, AS= Asian/Oriental American, CA= Caucasian American, HI= Hispanic American, NA= Native American.
8. EDUCATIONAL LEVEL: (please circle highest completed course work HS= high school, SC= some college, A= Associates, B= Bachelors, M= Masters, PhD/JD= Doctorate).
9. AGENCY: Enter complete name of the appointing/separating agency and phone number of Administration office.
10. RANK/CLASSIFICATION: Enter the person's rank or classification (e.g., police officer, sheriff, sergeant, lieutenant, chief, etc.).
11. DATE OF STATUS CHANGE: Enter the month, day and year of actual appointment or change of peace/correctional officer status (e.g., auxiliary peace officer is appointed as a part time officer). For convenience, this space and space 10 may be used to advise the Board that the person is promoted or demoted (e.g., to the rank of sergeant, lieutenant, captain, etc.) and explain in space 16.
12. Enter the complete name of agency that the person last (previously) served as a peace/correctional officer, and the beginning and ending dates of service with that agency.

**APPOINTMENT INFORMATION**

13. Place an X in the appropriate space.
13. COMPLETION OF LETSB CERTIFIED LAW ENFORCEMENT BASIC TRAINING COURSE. Place an X here if appointee has successfully completed a Law Enforcement Basic Training Course at one of the Board's authorized academies.
13. COMPLETION OF LETSB CERTIFIED CORRECTIONAL BASIC TRAINING COURSE. Place an X here if appointee has successfully completed a Correctional Basic Training Course at one of the Board's authorized academies.
13. COMPLETION OF LETSB CERTIFIED PART-TIME BASIC TRAINING COURSE. Place an X here if appointee has successfully completed the Board's Part-Time Basic Training Course or the PEP program.
13. COMPLETION OF LETSB CERTIFIED MANDATORY FIREARMS TRAINING COURSE. Place an X here if appointee has successfully completed a Board certified firearms training course.
13. TRAINED OUT OF STATE. Place an X here if Individual received his law enforcement or corrections training out of state.
13. THE ABOVE-NAMED PERSON HAS NOT SATISFIED THE BASIC TRAINING REQUIREMENT. Place an X here if the appointee has not satisfied the basic training requirement; for example, the person is enrolled in a basic academy but has not graduated, or the person has been appointed as a peace officer but has not begun/completed basic training. Explain in space 16.
14. WORK STATUS. Place an X in the appropriate space. **NOTE: An Ordinance must be on file in the Board office for auxiliary officers that carry a firearm and for auxiliary officers that have conservator of the peace powers.**

**SEPARATION INFORMATION**

15. Place an X in the appropriate space for the reason of separation.
15. LAST DATE OF EMPLOYMENT: Enter the date of separation with your agency by month, day, year.

**COMMENTS**

16. Enter additional useful information that will clarify or supplement information provided in the Identification Information or Appointment Information sections.

**ATTESTATION OF REPORTING OFFICIAL**

17. The agency administrator must sign, print name and title, and date the Notice of Appointment/Separation form.

# INITIAL ENROLLMENT FORM

## PART-TIME ILLINOIS LAW ENFORCEMENT OFFICER BASIC TRAINING

Part-Time Law Enforcement Officer's Name: \_\_\_\_\_

Name and Address of Law Enforcement Agency Employed by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mobile Team Unit Number (see attached MTU map): \_\_\_\_\_

Is your Law Enforcement Agency a paid member of the above Mobile Team Unit YES NO (Circle one)

If you have not submitted the Board's required Form E(employment form) on this Part-Time Law Enforcement Officer, you MUST attach a completed form with this enrollment request.

I certify and authorize this part-time officer who is sworn and employed by this Illinois law enforcement agency to enroll in the Board's approved Part-Time Law Enforcement Officers Basic Training course.

The above named Officer has been subjected to a criminal and character background investigation, including the use of fingerprint cards processed through the Illinois Department of State Police and the Federal Bureau of Investigation and such investigation has revealed no felony conviction or crime involving moral turpitude (attach any arrest record). Moreover, the investigation has verified that the Officer is of good character.

\_\_\_\_\_  
Chief Administrator of the Agency

\_\_\_\_\_  
Date

\*NOTE: In reviewing this enrollment request, the Board reserves the right, and may in fact, request additional information.

.....

**Return completed enrollment form to:**

Illinois Law Enforcement Training and Standards board  
600 South Second Street, Suite 300  
Springfield, Illinois 62704-2542

*Please photocopy this form if you have more than one officer that needs training.*



# Law Enforcement Training and Standards Board

Medical Certificate  
Law Enforcement Pre-Test Peace Officer  
Wellness Evaluation Report (P.O.W.E.R.)  
Physical Fitness Exam

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Examining Physician (print or type) \_\_\_\_\_ Phone \_\_\_\_\_

Dear Examining Physician:

This person is being considered for enrollment in the Law Enforcement Pre-Service Peace Officer Wellness Evaluation Report (POWER) Physical Fitness Exam. Laws providing compensation for injuries make it imperative that this certificate be accurate and complete. This medical certificate will be used to decide whether the person under consideration is physically qualified for admission to the Law Enforcement Pre-Service Peace Officer Wellness Evaluation Report (POWER) Physical Fitness Exam. Failure to report your findings in this examination might cause this individual great inconvenience.

The physical activity in successive order at the Law Enforcement Pre-Service P.O.W.E.R. Physical Fitness Exam includes measuring flexibility through the sit and reach test, performing a series of sit-ups in one minute, lifting in a bench press and running 1.5 miles under a certain time, depending on the age of the person.

All Basic Law Enforcement students are required to participate in a daily physical conditioning program which consists of the following physical activities; walking, running (2-5 miles per day), stretching, strength exercises, grip-strength exercises, push-ups, chin-ups, sit-ups and agility drills.

All Basic Law Enforcement students are required to participate in firearms and defensive tactics training which involves; manual dexterity with both hands, punching and blocking drills, and physical takedowns.

The fee for your examination will be paid for by the individual or the department for whom he/she is employed. Electrocardiogram, chest x-ray and blood tests are not necessary unless your examination indicates such tests are desirable or necessary.

### **Please Complete the Following:**

The Examinee ( ) is ( ) is not qualified to participate in the above described physical training.

\_\_\_\_\_  
(Signature of Physician)

\_\_\_\_\_  
(Date)

**Note:** This form must be completed and returned to the Police Academy prior to the first day of the basic course.

## Illinois Law Enforcement Training and Standards Board



### Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report (POWER)** test for entering any of the Illinois certified police academies.

The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Thomas J. Jurkanin, Ph.D.  
Executive Director

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## What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

## Why Is Fitness Important as a Job-Related Element for Law Enforcement Officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can *minimize the "known" health risks* for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological *readiness* to perform a variety of *critical* physical tasks. These three fitness areas have also been shown to be predicative of job performance ratings, sick time, and number of commendations of police officers. Data also shows that the fitness level is predicative of *trainability* and academy performance.

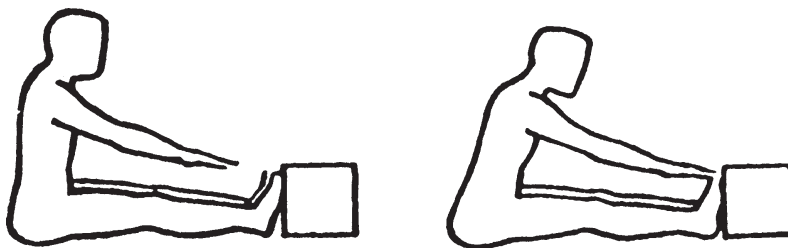
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

## How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

### 1. Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a yard stick.*



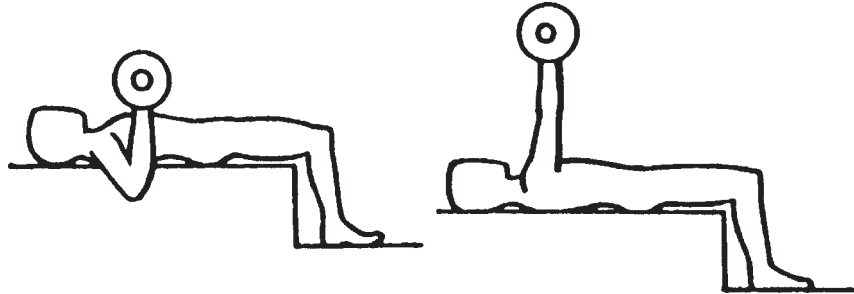
### 2. 1 Minute Sit-Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*



**3. 1 Repetition Maximum Bench Press**

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*



**4. 1.5 Mile Run**

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. *The score is in minutes and seconds.*



## What Are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

### POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
<b>Sit and Reach</b>	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
<b>1 Minute Sit-Up</b>	37	34	28	23	31	24	19	13
<b>Maximum Bench Press Ratio</b>	.98	.87	.79	.70	.58	.52	.49	.43
<b>1.5 Mile Run</b>	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

## How Does One Prepare for the Power Test?

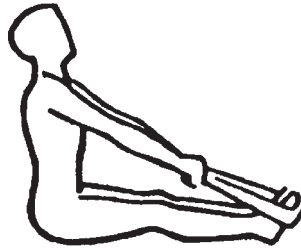
### 1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

**Sit and Reach.** Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



**Towel Stretch.** Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



### 2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).

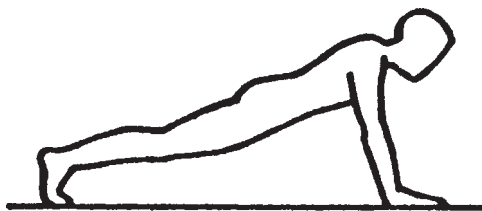


### 3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

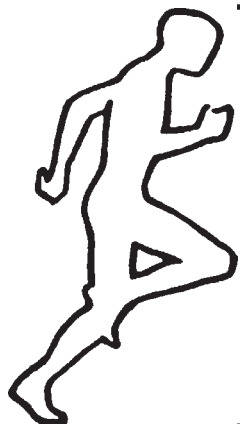


If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



### 4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5/Week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week



# Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Ellen L. Petty, Director

## PEACE OFFICER WELLNESS EVALUATION REPORT

(TO BE COMPLETED BY MTU 10'S P.O.W.E.R. TEST OFFICER - PLEASE SEND WITH OFFICER TO P.O.W.E.R. TEST.)

### BASIC PART-TIME TRAINING APPLICANT

PLEASE PRINT

TEST DATE: \_\_\_\_\_ CLASS # \_\_\_\_\_

OFFICER NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

DEPARTMENT: \_\_\_\_\_ TESTER: \_\_\_\_\_

COURSE: BASIC PART-TIME OFFICER BASIC TRAINING PROGRAM

D.O.B. \_\_\_\_\_ SEX \_\_\_\_\_ SSN \_\_\_\_\_

OFFICER HEIGHT \_\_\_\_\_ OFFICER WEIGHT \_\_\_\_\_

			STANDARD	ACTUAL
SIT & REACH	PASS	FAIL	_____	_____
SIT UPS (1 MIN.)	PASS	FAIL	_____	_____
BENCH PRESS	PASS	FAIL	_____	_____
1.5 MILE RUN	PASS	FAIL	_____	_____

RETAKE DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

TESTER'S SIGNATURE: \_\_\_\_\_



# Law Enforcement Training Advisory Commission

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Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Ellen L. Petty, Director

## PRE-TEST PEACE OFFICERS WELLNESS EVALUATION REPORT (POWER) COMPLETION FORM

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (name),

Sponsored by \_\_\_\_\_ (dept./entity) successfully completed

the Police Training Board's P.O.W.E.R. test pursuant to the standards and regulations established by the Board. This certification is valid for entry into basic training if said person enters the Academy within 45 days of the date of successful completion. (Successful completion of the POWER test does not exempt the person from having a valid physical fitness exam within 60 days of entry into the Academy.)

Signatures Required:

\_\_\_\_\_  
Mobile Team Coordinator

\_\_\_\_\_  
POWER Test Monitor

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Date Entered

**(RETURN COPY TO MTU #10 AND ORIGINAL TO POLICE TRAINING BOARD)**

**TO:** ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD  
AND ITS CERTIFIED ACADEMIES

**SUBJECT:** AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

I hereby authorize the Illinois Law Enforcement Training and Standards Board to solicit information from any person or organization relative to my background, including but not necessarily limited to academic, medical, professional, employment and historical biography.

I also authorize the Illinois Law Enforcement Training and Standards Board or designated representative to release to any criminal justice agency investigating me for certification as a law enforcement officer, any and all information regarding my academic, medical, professional and historical biography.

PLEASE PRINT

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City State Zip

Home Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_



(Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

## PART-TIME BASIC TRAINING PUBLIC ACT 89-170

### GENERAL INFORMATION

Agency Name			
Officer's Name			
Date of Birth		Social Security Number	
Date of Appointment		Average Hours Worked Per Week	
Circle One	Full-Time / Part-Time	Position Title	Sworn? Yes / No

### CERTIFICATION/VERIFICATION

The above named Officer has been subjected to a criminal and character background investigation, including the use of fingerprint cards processed through the Department of State Police and the Federal Bureau of Investigation and such investigation has revealed no felony conviction or crime involving moral turpitude (Attach any arrest record). Moreover, the investigation has verified that the Officer is of good character, and agrees to immediately in writing keep the Board notified of all arrests and convictions while the recruit is undergoing part-time basic training.

\_\_\_\_\_  
Chief Administrator of the Agency

\_\_\_\_\_  
Date



# Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Ellen L. Petty, Director

## ACADEMY ENTRANCE PART-TIME OFFICER BASIC TRAINING

PURSUANT TO ILLINOIS PUBLIC ACT 87-182 each Illinois police agency and applicant applying for admission to the Illinois Law Enforcement Training & Standards Board's Local Law Enforcement Basic Training Academies shall provide certification that the applicant has not committed any felony or a crime involving moral turpitude, and is a person of good character. This requirement and standard must be satisfied before consideration of acceptance into the Part-Time Officer Basic Training.

### CRIMINAL & CHARACTER BACKGROUND STATEMENT OF APPLICANT

Under penalty of perjury, decertification, and disqualification, I certify that I have no felony conviction and no conviction involving moral turpitude.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Name of Police Agency

\_\_\_\_\_  
Applicant's Home Address

\_\_\_\_\_  
Address of Police Agency

### CRIMINAL & CHARACTER BACKGROUND INVESTIGATION STATEMENT OF AGENCY

The above applicant has been subject to a criminal and character background investigation, including the use of fingerprint cards processed through the Illinois Department of State Police and the Federal Bureau of Investigation, and such investigation has thus far revealed no felony or crime involving moral turpitude. Moreover, the investigation has verified that the applicant is of good character.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature of Appointing Agency

This form must be signed on behalf of the appointing authority and submitted under penalty of law to the Law Enforcement Training Advisory Commission, Mobile Team Unit #10.

**Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10**

Serving the Counties of Cass • Logan • Mason • Menard • Morgan • Sangamon • Scott



# Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Ellen L. Petty, Director

## STATEMENT OF UNDERSTANDING & CERTIFICATION

### AGENCIES AND POLICE OFFICERS ENROLLED IN THE PART-TIME BASIC LAW ENFORCEMENT COURSE

The Illinois Police Training Act (50 ILCS 705/8.2) mandates that a person hired as a part-time police officer must be certified by the Illinois Law Enforcement Training and Standards Board, and must receive a waiver of this training or complete the Part-Time Officer Basic Training Course. Our records indicate that the \_\_\_\_\_ Police Department currently has Officer \_\_\_\_\_ enrolled in the upcoming Part-Time Officer Basic Training Course being presented by Mobile Team Unit #10.

The Illinois Law Enforcement Training and Standards Board instituted a new reimbursement policy for the Part-Time Officer Basic Training Course, effective July 1, 1999. That policy provides that local police agencies or local governmental agencies employing part-time police officers must pay the full course tuition fee to the Mobile Team Unit prior to the start of the course, and then provides that the department or local governmental agency may claim reimbursement for the course tuition fee at the conclusion of the course. The Illinois Law Enforcement Training and Standards Board would then provide tuition reimbursement to the department or local governmental agency.

This is to give notification to both the department and to the part-time police officer enrolled in the Part-Time Officer Basic Training Course that the Illinois Law Enforcement Training and Standards Board, consistent with State Statute, can only provide reimbursement to local governmental agencies and departments following expenditure of appropriated local government monies. In short, the tuition monies paid to the Mobile Team Unit for part-time police training must be local government funds. There is no provision for creating a scenario whereby the officer would pay the tuition fee to the department, who would in return issue a check to the Mobile Team Unit, and then claim reimbursement from the Illinois Law Enforcement Training and Standards Board.

Please certify below, by signature, that all monies paid in tuition fees to the Mobile Team Unit for the above-named officer for the Part-Time Officer Basic Training Course are indeed appropriated local government funds. The undersigned persons also agree that no monies will be claimed for reimbursement that have been received from the part-time officer or from any other source to offset the local governmental unit's expenditures for basic training with the Illinois Law Enforcement Training and Standards Board.

\_\_\_\_\_  
Signature of Chief Law Enforcement Administrator

\_\_\_\_\_  
Signature of Part-Time Police Officer Enrolled in Training

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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Ellen L. Petty, Director

## CONFIRMATION

### Tuition/Duty Hours - Part-Time Basic Law Enforcement Training

I, \_\_\_\_\_, enrolled in the Part-Time Basic Law Enforcement Course, class number \_\_\_\_\_, confirm that I have not paid any part of the class tuition to my employing agency, for enrollment and participation in the 400 Hour Part-Time Basic Law Enforcement Program.

I am actively working as a sworn police officer \_\_\_\_\_ hour per month, and if necessary, I will provide Mobile Team Unit #10's Program Coordinator with documentation verifying my employment and monthly work hours.

Officer Appointment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employing Agency: \_\_\_\_\_

Training Cycle: \_\_\_\_/\_\_\_\_/\_\_\_\_ Through \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date



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Ellen L. Petty, Director

## INDEMNIFICATION AGREEMENT

It is hereby agreed that in consideration of one of its employees,

\_\_\_\_\_  
(Officer's Name)

being granted the opportunity of participating and engaging in police training, operations, functions, and other activities sanctioned by the Law Enforcement Training Advisory Commission, M.T.U. #10, the

\_\_\_\_\_  
(Department or Agency)

employing the above named trainee shall hold the Law Enforcement Training Advisory Commission, M.T.U. #10 harmless as to any injuries or damages incurred by said trainee as a result of such police training, operations, functions, and other activities sanctioned by the Law Enforcement Training Advisory Commission, M.T.U. #10, regardless of fault or negligence on the part of any official or employee of the Law Enforcement Training Advisory Commission, M.T.U. #10, and shall further agree to indemnify the Law Enforcement Training Advisory Commission, M.T.U. #10 in full amount as to any judgment or claim awarded to said police trainee, his heirs, dependents, and assigns for such injuries or damages sustained by said trainee during the official course of his temporary assignment to the Law Enforcement Training Advisory Commission, M.T.U. #10.

It is further agreed, that the employing agency and its local governmental entity shall assume all responsibility and liability associated with this training and shall hold harmless and relieves the Law Enforcement Training Advisory Commission, M.T.U. #10 (i.e., officers, members, employees); the Illinois Law Enforcement Training and Standards Board; sponsoring agencies or units; and participating instructors; from any and all damages or injuries sustained as a result of this training.

IN WITNESS THEREOF, the undersigned has affixed his hand and seal at \_\_\_\_\_,

Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_.

(Notary Seal)  
  
  
  
  
  
  
  
  
  
\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Signature of Agency Official

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title or Office

*Note: This agreement must be signed by an official of the local governmental entity or by an official of the agency involved who has the legal power to enter into such an agreement.*



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Ellen L. Petty, Director

## LIABILITY WAIVER

*Waiver - release from liability and assumption of risk agreement.*

**In signing this release, I assert that:**

1. I am signing in good physical and mental health.
2. I have no reason to believe that I am not in good physical and mental health.
3. I am fully aware of and do acknowledge and assume all risk of injury inherent in my participation in this seminar.
4. I hereby waive and release Law Enforcement Training Advisory Commission, Mobile Team Unit #10, its employees, instructors, assistant instructors and any other hosting agency, for any physical and/or mental injury sustained by me as a result of my participation in the program listed below.
5. I have read and fully understand the terms and conditions of this agreement.

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Date of Program

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employing Agency

\_\_\_\_\_  
Date



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Ellen L. Petty, Director

## STUDENT INFORMATION FORM

**NAME:**

FIRST: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

MIDDLE INITIAL: \_\_\_\_\_ LAST: \_\_\_\_\_

NICKNAME YOU PREFER WHEN ADDRESSED: \_\_\_\_\_

(i.e., Christopher (Chris), Anthony (Tony), Susan (Sue), etc.)

**HOME ADDRESS:**

STREET: \_\_\_\_\_ BOX#: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME EMAIL ADDRESS: \_\_\_\_\_

STUDENT'S CELL PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

0

POLICE AGENCY PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_

POLICE AGENCY EMAIL ADDRESS: \_\_\_\_\_

OSEX: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ DATE OF BIRTH: MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

RACE: \_\_\_\_\_

HIRE DATE: MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

EMPLOYED BY MORE THAN ONE AGENCY? IF SO, NAMES OF AGENCIES:

\_\_\_\_\_ YOUR SPONSORING PART-TIME POLICE DEPARTMENT

\_\_\_\_\_ OTHER POLICE DEPARTMENT

HOURS OF WORK AT POLICE DEPARTMENT: \_\_\_\_\_

HOURS OF WORK AT OTHER EMPLOYMENT: \_\_\_\_\_

\_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
DATE



Illinois Law Enforcement Training and Standards Board

600 South Second Street ♦ Suite 300
Springfield, Illinois 62704-2542
Telephone 217/782-4540 ♦ Fax 217/524-5350

For Board Use Only
Probationary Period
Tuition
Approved

PART-TIME BASIC REIMBURSEMENT FORM
Law Enforcement

Claimant (City, County, etc.)
Name of Trainee
Date Appointed as Part-time Officer
Date Training Commenced
Name and Location of Training Facility
Date training terminated if not graduated and reason for termination:
Partial tuition reimbursement, if any, refunded from Training Facility \$
TOTALACTUAL COST OF TRAINING
Tuition Amount
P.O.W.E.R. Test fee, if not included in tuition
TOTAL REIMBURSEMENT
Were any costs associated with the training paid for by a federal or state grant, or any funds from another agency or source?
Claim Preparer Telephone

I certify the above facts and figures are true and correct.

(Ink signature of Chief of Police or Sheriff) DO NOT RUBBER STAMP Date

I hereby certify that I am a duly-qualified and authorized official of the above named claimant and am responsible for the examination and settlement of accounts; that the above amounts claimed for the State of Illinois are proper charges under the provisions of the Police Training Act and payment has not been received.

(Ink signature of Auditor, Comptroller, Clerk, or other Fiscal Officer. Indicate title.) DO NOT RUBBER STAMP. Date

**ATTENTION:** Chiefs and Sheriffs, the following instructions must be adhered to for timely processing of claims and to avoid loss of reimbursement. Submit claim upon completion of course. Do not hold until the end of the fiscal year.

**INSTRUCTIONS FOR COMPLETING THIS FORM**

1. Form must be submitted **promptly** after a course has been completed.
2. Submit original. Original ink signatures required. No stamped copies.
3. Check and re-check your calculations. Make certain they are correct.
4. Tuition costs differ from facility to facility. Select proper tuition.

**Payments will be made in accordance to the Police Training Act (50 ILCS 70S)**

**ALL CLAIMS FOR TRAINING COMPLETED DURING  
THE FISCAL YEAR (JULY 1st to JUNE 30th)  
MUST BE RECEIVED AT THE I.L.E.T.S.B.  
OFFICE NO LATER THAN  
JULY 15th EACH YEAR.**

**CLAIMS RECEIVED AFTER JULY 15th WILL  
NOT BE AUTHORIZED FOR REIMBURSEMENT.**



# Illinois Law Enforcement Training and Standards Board

Thomas J. Jurkanin, Ph.D. - Executive Director

600 South Second Street • Suite 300 • Springfield, Illinois 62704

Phone: 217/782-4540 • Fax: 217/524-5350

## Request For Waiver of Minimum Training Standards

50 Illinois Compiled Statutes, Act 705

<b>Please circle one</b>	Law Enforcement	Correctional	Court Security
--------------------------	-----------------	--------------	----------------

<b>Please circle one</b>	Full Time	Part Time
--------------------------	-----------	-----------

<b>Agency Name and Address (Please type)</b>	<b>Name (Last, First, Middle Initial)</b>
	<b>Social Security Number:</b>
	<b>Position:</b>

**A completed Form E, Notice of Appointment card, MUST accompany waiver request.**

Waiver Request Based Upon (Check appropriate box or boxes)	
FULL TIME	PART TIME
<input type="checkbox"/> Successful completion of the Illinois <b>Basic</b> Course prescribed by the Board ( <b>attach copy of certificate</b> ).	<input type="checkbox"/> Successful completion of the Illinois <b>Basic or Part-Time Basic</b> Course (STTAR/PEP included) prescribed by the Board ( <b>attach copy of certificate</b> ).
<input type="checkbox"/> Successful completion of a basic training program of similar content and number of hours, found acceptable by the Board ( <b>attach copy of certificate</b> ).	<input type="checkbox"/> Successful completion of a basic training program of similar content and number of hours, found acceptable by the Board ( <b>attach copy of certificate</b> ).
<input type="checkbox"/> Extensive prior law enforcement, corrections or court security experience which makes the basic training requirements "illogical and unreasonable" ( <b>attach a summary of prior experience applicable to the specific position, giving dates of employment, department employed by, work assignment, hours per week, and length of service</b> ).	<input type="checkbox"/> Extensive prior law enforcement, corrections or court security experience which makes the basic training requirements "illogical and unreasonable" ( <b>attach a summary of prior experience applicable to the specific position, giving dates of employment, department employed by, work assignment, hours per week, and length of service</b> ).
<input type="checkbox"/> Illinois Mandatory Firearms Training Completed.	<input type="checkbox"/> Illinois Mandatory Firearms Training Completed.

### CERTIFICATION/VERIFICATION

As the Chief Administrator and Employer of the officer named herein, I am requesting a Waiver of the Training Requirements under the provisions of the Public Act. **In so doing, I am verifying that the above officer is currently employed with this agency and that the information contained herein is complete and accurate. The above officer has been subjected to a criminal and character background investigation, including the use of fingerprint cards processed through the Department of State Police and the Federal Bureau of Investigation and such investigation has revealed no felony conviction or crime involving moral turpitude (attach any arrest record). I attest that the above officer is of good character.**

Typed Name of Agency Administrator \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Signature of Agency Administrator \_\_\_\_\_ Date \_\_\_\_\_

For Completion By Executive Director of the Board only.

**Waiver Request Granted To:**

Name	Social Security Number	Agency Name

Your request for a waiver of the Minimum Training Standards for the officer listed above has been granted based upon the following:

FULL TIME	PART TIME
Law Enforcement <input type="checkbox"/> Correctional <input type="checkbox"/> Court Security <input type="checkbox"/> <input type="checkbox"/> Successful completion of Basic Recruit training and the State Certification Exam. <input type="checkbox"/> Successful completion of the Board's Intern Basic Training Course. <input type="checkbox"/> Previous training and experience.	Law Enforcement <input type="checkbox"/> Correctional <input type="checkbox"/> Court Security <input type="checkbox"/> <input type="checkbox"/> Successful completion of Basic Recruit training and the State Certification Exam or Part-Time Basic Training Course (STTAR/PEP included) course and the State Certification Exam. <input type="checkbox"/> Successful completion of the Board's Intern Basic Training Course. <input type="checkbox"/> Previous training and experience.

Your request for a waiver of the Minimum Training Standards for the officer listed above may be granted based upon completion of the following within 6 months of initial date of hire: (please notify our office in writing when this training has been successfully completed)

<input type="checkbox"/> Successful completion of the 24/40-Hour Illinois Mandatory Firearms Training Course per statutory requirement. <input type="checkbox"/> Successful completion of the Illinois Law Enforcement Officers Equivalency Examination. <input type="checkbox"/> Successful completion of the Board's Illinois Law for Police Course within 6 months. <input type="checkbox"/> Successful completion of the Board's Transition Course.	<input type="checkbox"/> Successful completion of the 24/40-Hour Illinois Mandatory Firearms Training Course per statutory requirement. <input type="checkbox"/> Successful completion of the Illinois Law Enforcement Officers Equivalency Examination. <input type="checkbox"/> Successful completion of the Board's Illinois Law for Police Course within 6 months.
--	--

Condition of the Corrections Training Waiver is dependent upon written verification from the Sheriff that this officer received a thorough indoctrination of the Illinois County Jail Standards and Correctional Law.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**Waiver Request Denied:**

Name:	S.S.#:
-------	--------

Your request for a waiver of the Minimum Training Standards for the officer listed above has been **denied**. The officer **must** complete the Recruit Basic Training course within statutory time limits at one of the Board's certified training academies or mobile team units as applicable.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date