



# MTU #10 Advisory Board

## **Advisory Board Chairman**

Chief Jan Bowsher  
Pawnee Police Department  
P.O. Box 560  
Pawnee, IL 62558

## **Advisory Board Vice Chairman**

Chief Barclay Harris  
Divernon Police Department  
50 E. Brown  
Divernon, IL 62530-0110

## **Advisory Board Treasurer**

Sheriff Bruce Kettelkamp, Proxy CD Bruce Engeling  
Christian County Sheriff's Department  
301 W. Franklin, PO Box 678  
Taylorville, IL 62658

## **Advisory Board Secretary**

Chief Gregory Wheeler  
Warrensburg P.D.  
PO Box 350  
Warrensburg, IL 62573

## **Mobile Team Unit Director**

Director Ellen Petty  
LETAC, MTU #10  
840 S. Spring Street, Suite B  
Springfield, IL 62704

## **DeWitt County Representative**

Sheriff Jered Shofner, Proxy CD Mike Walker  
DeWitt County Sheriff's Department  
101 W. Washington  
Clinton, IL 61727

## **Christian County Representative**

Chief Daniel Bland  
Pana P.D.  
118 E. 3rd Street  
Pana, IL 62557

## **Logan County Representative**

Chief Paul Adams  
Lincoln Police Department  
911 Pekin  
Lincoln, IL 62656

## **Mason County Representative**

Chief Maria Cupi  
San Jose Police Department  
311 S. Second, PO Box 257  
San Jose, IL 62682

## **Menard County Representative**

Chief Dave Coulter  
Petersburg Police Department  
122 S. 6th St., PO Box 139  
Petersburg, IL 62675

## **Montgomery County Representative**

Sheriff Jim Vazzi, Proxy US Rick Robbins  
Montgomery County Sheriff's Department  
140 N. Main St.  
Hillsboro, IL 62049

## **Sangamon County Representative**

Chief John Holm, Proxy DC Vernon Foli  
Chatham Police Department  
117 E. Mulberry  
Chatham, IL 62629

## **Macon County Representative**

Sheriff Thomas Schneider, Proxy Lt. Antonio Brown  
Macon County Sheriff's Department  
333 S. Franklin St.  
Decatur, IL 62523

## **At-Large Member**

Chief Brad Gentry  
Lincoln Land Community College Police  
5250 Shepherd Road  
Springfield, IL 62794

## **At-Large Member**

Chief Greg Damarin  
SIU School of Medicine Police  
801 N. Rutledge, Room 1071A  
Springfield, IL 62794

## **At-Large Member**

Chief Kenny Winslow, Proxy DC Dyle Stokes  
Springfield Police Department  
800 E. Monroe  
Springfield, IL 62701

## **At-Large Member**

Chief Dave Herpstreith, Proxy DC Brian Hile  
Taylorville Police Department  
108 W. Vine  
Taylorville, IL 62568

## **At-Large Member**

Sheriff Wes Barr, Proxy Sgt. Audie Prange  
Sangamon County Sheriff  
#1 Sheriffs' Plaza  
Springfield, IL 62701

## **At-Large Member**

Chief Bruce Centko  
Auburn Police Department  
324 W. Jefferson  
Auburn, IL 62615

## **At-Large Member**

Chief Brad Sweeney, Proxy DC Dave Dickerson  
Decatur Police Department  
707 South Side Drive  
Decatur, IL 62521-4021

## **Immediate Past Chairman**

Chief Eric Smith  
Sherman Police Department  
401 St. Johns Drive  
Sherman, IL 62684

## **At-Large Member**

Chief Craig Kennedy  
Jerome Police Department  
1610 Reed Ave.  
Springfield, IL 62704

## **ILETSB Advisory Board Representative**

Mr. Patrick Hahn, ASSIST Manager  
Illinois Law Enforcement Training & Standards Board  
4500 S. Sixth St. Road, Room 173  
Springfield, IL 62703

Accurate on all' as of 3/31/15- Per Jennie

DEPARTMENT	ADDRESS	CITY, STATE ZIP	TITLE	FIRST NAME	LAST NAME	AGENCY PHONE	DIRECT PHONE	FAK	COUNTY	STATUS	EMAIL
Assumption P.D.	PO Box 106	Assumption, IL 62510	Chief	Jonathan	Lawrence	217-226-3742	217-226-4315	217-226-4014	Christian	MEMBER	assumptionpd@yahoo.com
Christian County Coroner's Office	1324 Lincoln Ave	Taylorville, IL 62568	Coroner	JOY	Whitens	217-824-4729			Christian	MEMBER	whitens@consolidated.net
Christian County Sheriff's Department	301 W. Franklin, PO Box 678	Taylorville, IL 62568	Sheriff	Bruce	Kessellkamp	217-824-4961			Christian	Board Treasurer	bkessellkamp@christiancountysheriff.com
Christian County State's Attorney	Court House	Taylorville, IL 62568	Honorable	Mike	Hawes	217-824-4747			Christian	MEMBER	mhawes@hounell.com
Edinburg P.D.	PO Box 350	Edinburg, IL 62531	Chief	Bred	Herzog	217-622-4101			Christian	MEMBER	edinburgpd@msu.edu
Kirkcald P.D.	PO Box 647	Kirkcald, IL 62540	Chief	of	Polce	217-237-5568			Christian	MEMBER	
Monroeville P.D.	PO Box 18	Monroeville, IL 62543	Chief	Kenneth	Ellies	217-526-3321	217-823-0509		Christian	MEMBER	kenellies@msu.edu
Mt. Auburn P.D.	PO Box 224	Mt. Auburn, IL 62547	Chief	Daniel	Tallman	217-676-2006			Christian	MEMBER	mtaubumpolice@yahoo.com
Pana P.D.	118 E. Third St.	Pana, IL 62557	Chief	Daniel	Blond	217-562-2143	217-620-1754	217-562-6119	Christian	Christian County Representative	panapd@hounell.com
Stonington P.D.	PO Box 290	Stonington, IL 62567	Chief	Travis	Peden	217-935-4321		217-935-9530	Christian	MEMBER	stpnumpd@consolidated.net
Taylorville P.D.	108 W. Viva St.	Taylorville, IL 62568	Chief	Dave	Herzstreich	217-824-2211		217-824-2356	Christian	Board Member At Large	gdd@cbtech.com
Union P.D.	119 S. Main St.	Union, IL 62556	Chief	Robert	Reich	217-327-6145			Christian	MEMBER	rcr@4573486.com
LeWitt County Coroner	200 S. Center	Clinton, IL 61727	Coroner	Randy	Rice	217-995-3166		217-995-3150	DeWitt	MEMBER	mcc@calvertemperal.com
DeWitt County Probation	201 W. Washington St., PO Box 435	Clinton, IL 61727	Chief Probation Officer	Dave	Beery	217-995-7631		217-995-3275	DeWitt	MEMBER	dbeery@DeWittcountyil.com
DeWitt County Sheriff's Department	101 W. Washington St.	Clinton, IL 61727	Sheriff	Jared	Shofner	217-995-3186		217-995-3806	DeWitt	DeWitt County Representative	jshofner@DeWittcountyil.com
Farmer City P.D.	305 S. Main St., PO Box 49	Farmer City, IL 61842	Chief	Andrew	Dango	309-926-2111			DeWitt	MEMBER	andrewdango@ymail.com
Atlanta P.D.	PO Box 448	Atlanta, IL 61723	Chief	Jim	Phillis	217-648-2278		217-648-2763	Logan	MEMBER	phillisa@yahooc.com
Elkhart P.D.	PO Box 20	Elkhart, IL 62634	Officer	Joe	Luecke	217-947-2632		217-947-2287	Logan	MEMBER	villagelshar@mdst.com
Lincoln P.D.	911. Polm	Lincoln, IL 62655	Chief	Kenneth	Greenleaf	217-732-2151		217-732-4589	Logan	Logan County Representative	chief@lincolnpolice.us
Logan County Sheriff's Office	111 S. Lafayette	Lincoln, IL 62656	Chief	Lynn	Fyer	217-732-5018			Logan	MEMBER	logancountysheriff@comcast.net
Logan County Coroner's Office	PO Box 55	Lincoln, IL 62656	Coroner	Robert	Thomas	217-732-9322		217-732-1322	Logan	MEMBER	andcole@co.logan.il.us
Logan County Sheriff's Department	911. Polm	Lincoln, IL 62656	Sheriff	Savo	Nichols	217-732-2156		217-732-7811	Logan	MEMBER	andcole@co.logan.il.us
Logan County State's Attorney	Logan County Court House, 426 N. 1st St.	Lincoln, IL 62656	Prosecutor	Marion	426 N. 1st St.	217-732-1184		217-732-2156	Logan	MEMBER	mnp221@frontier.net
Mt. Pulaski P.D.	111 S. Lafayette	Mt. Pulaski, IL 62548	Chief	Lynn	Fyer	217-732-5018			Logan	MEMBER	andcole@co.logan.il.us
New Holland P.D.	300 Bell St., PO Box 58	New Holland, IL 62671	Officer	Ryan	Anderson	217-732-4159			Logan	MEMBER	andcole@co.logan.il.us
Blue Mound P.D.	331 N. Raleigh Ave, PO Box 478	Blue Mound, IL 62513	Chief	Tom	Bingaman	217-692-2711			Macon	MEMBER	bingam@consolidated.net
Decatur P.D.	207 South Side Drive	Decatur, IL 62521	Chief	Brad	Sweeney	217-224-2745			Macon	Board Member At Large	
Decatur Park P.D.	610 E. Riverside	Decatur, IL 62521	Chief Ranger	Steve	Chabek				Macon	MEMBER	scabak@decaparks.com
Macon County Coroner	258 E. Wood St.	Decatur, IL 62521	Coroner	Michael	Dry	217-224-3548		217-225-4013	Macon	MEMBER	coroner@courtcn.macon.il.us
Macon County Sheriff's Department	335 S. Franklin St.	Decatur, IL 62521	Sheriff	Thomas	Schneider	217-424-1321			Macon	Macon County Representative	webm@shn.macon.il.us
Macon County State's Atty	253 E. Wood St.	Decatur, IL 62521	Honorable	Jay	Scott	217-424-1400			Macon	MEMBER	general@shn.macon.il.us
Marion P.D.	120 S. Locust, PO Box 736	Marion, IL 62556	Chief	Lynn	Willey	217-294-5526			Macon	MEMBER	marcopolice@marion.il.us
Milliken University P.D.	1184 West Main St.	Decatur, IL 62549-0080	Director of Public Safety	Christopher	Ballard	217-664-8985			Macon	MEMBER	cballard@milliken.edu
Mount Zion P.D.	401 W. Main St., PO Box 49	Mt. Zion, IL 62549	Chief	Adam	Skundberg	217-884-4042	217-853-7559	217-884-4130	Macon	MEMBER	skundberg@mtzion.org
Norfolk Southern Railway P.D.	1205 E. Condit St.	Decatur, IL 62521	Chief	Eric	Peden	217-425-2020		217-425-2208	Macon	MEMBER	eric.peden@nscrp.com
Warrenburg P.D.	155 E. Main St., PO Box 550	Warrenburg, IL 62575	Chief	Gregory	Wheeler	217-672-3611			Macon	Board Secretary	chiefwheeler45@yahoo.com
Beth P.D.	107 E. First, PO Box 140	Beth, IL 62617-0140	Chief	Jeffrey	Johnson	309-546-2626		309-546-2626	Macon	MEMBER	villagelshar@cascomm.com
Easton P.D.	104 S. First, PO Box 177	Easton, IL 62633	Chief	John	Wherry	309-533-2865		309-533-2865	Macon	MEMBER	johnwherry@easton.il.us
Forest City P.D.	PO Box 78	Forest City, IL 61532	Chief	Glen	Hodgins	309-597-2313	309-657-6516	309-597-7664	Macon	MEMBER	forestcitypd@cascomm.com



DEPARTMENT	ADDRESS	CITY, STATE, ZIP	TITLE	FIRST I	LAST NAME	AGENCY PHONE	DIRECT PHONE	FAX	COUNTY	STATUS	EMAIL
Havana P.D.	276 W. Market	Havana, IL 62644	Chief	Kenn	Noble	309-543-3321		309-543-6867	Mason	MEMBER	noble@hcn.net
Kilbourne P.D.	507 N. Walnut, PO Box 223	Kilbourne, IL 62655	Chief	Rock	Gray	309-538-9338		309-538-9338	Mason	MEMBER	can locate email for them
Manito P.D.	PO Box 735	Manito, IL 61546	Chief	Scott	Montgomery	309-568-6010		309-568-6323	Mason	MEMBER	manito@cascomm.com
Mason City P.D.	140 E. Main	Mason City, IL 62664	Chief	Jack	Fischer	217-482-3630		217-482-3619	Mason	MEMBER	masoncitypd@gmail.com
Mason County Coroner's Office	217 N. Plum, PO Box 640	Havana, IL 62644	Coroner	Jeanne	Hurley	309-543-2843		309-543-6136	Mason	MEMBER	jhurley@allanriver.net
Mason County Sheriff's Department	102 W. Market St	Havana, IL 62644	Sheriff	Paul	Genn	309-543-2211		309-543-3564	Mason	MEMBER	maher11@hcn.net
Mason County State's Attorney	200 N. Broadway	Havana, IL 62644	Honorable	Robert	Topol	309-543-1712		309-543-1712	Mason	MEMBER	topol@cascomm.com
San Jose P.D.	PO Box 351	San Jose, IL 62682	Chief	Maia	Cui	309-247-1234		217-247-3530	Mason	MEMBER	saipolpol@yahoo.com
Athens P.D.	210 Bridgeway, Box 260	Athens, IL 62613	Chief	Tim	Becker	217-636-8729		217-636-7949	Menard	MEMBER	athenspolice@gmail.com
Greenview P.D.	109 N. Engle, PO Box 358	Greenview, IL 62642	Chief	John	Hol	217-988-5314			Menard	MEMBER	
Menard County Coroner's Office	315 6th St	Petersburg, IL 62675	Coroner	Larry	Hollis	217-632-2273			Menard	MEMBER	hollis31@global.net
Menard County Sheriff's Department	Courthouse, *O Box 476	Petersburg, IL 62675	Sheriff	Rod	Harrison	217-632-2273		217-632-4124	Menard	MEMBER	harrison@cascomm.com
Menard County State's Attorney	PO Box 438	Petersburg, IL 62675	Honorable	Kenn	Topol	217-632-2542			Menard	MEMBER	kbsavage1@menard.il.us
Petersburg P.D.	101 E. Shendaw, PO Box 135	Petersburg, IL 62675	Chief	Dave	Coulter	217-632-2251		217-632-0161	Menard	Menard County Representative	petersburg@cascomm.com
Goffen P.D.	107 Locust St	Coffeen, IL 62017	Chief	Darrell	Turot	217-534-2216	217-532-2878		Montgomery	MEMBER	hodor1@yahoo.com
Dunnellon P.D.	502 Mary St	Dunnellon, IL 62019	Officer	Robert	Sutton	217-537-3114		217-532-2148	Montgomery	MEMBER	ChiefSimpson@atco.com
Filmora P.D.	20948 Filmora Trail	Filmora, IL 62032	Chief	Darin	Beckman	217-538-2641	618-261-2643		Montgomery	MEMBER	polbeckman@frontier.net
Hillsboro P.D.	447 S. Main St	Hillsboro, IL 62049	Chief	Gary	Sattler	217-532-6129		217-532-3559	Montgomery	MEMBER	hodor2@yahoo.com
Inging P.D.	110 E. State St, PO Box 308	Inging, IL 62051	Chief	Shawn	Winans	217-533-6017/200		217-532-6511	Montgomery	MEMBER	ingpol@consolidated.net
Litchfield P.D.	120 E. Ryder	Litchfield, IL 62056	Chief	Lisa	Jarman	217-324-5581		217-324-0470	Montgomery	MEMBER	jarman@cityoflitchfield.com
Montgomery County Coroner's Office	PO Box 644	Raymond, IL 62560	Coroner	Ruby	Broadus	217-228-4404			Montgomery	MEMBER	coroneridb@icmail.com
Montgomery County Sheriff's Department	140 N. Main St	Hillsboro, IL 62049	Sheriff	James	Vazir	217-532-9513		217-532-6318	Montgomery	Montgomery County Representative	mdepaul@montgomery.il.us
Montgomery County State's Attorney	120 N. Main St	Hillsboro, IL 62049	Honorable	Christopher	Motoush	217-532-9551		217-532-9518	Montgomery	MEMBER	HAVE REQUESTED EMAIL ADDRESS
Nokomis P.D.	22 South Cedar	Nokomis, IL 62075	Chief	Bill	Kenny	217-563-2141		217-563-2117	Montgomery	MEMBER	wkenny@qohio.net
Raymond P.D.	305 E. Broad St, PO Box 87	Raymond, IL 62560	Chief	Vickie	Sheldon	217-225-4516		217-299-4505	Montgomery	MEMBER	laymond_police@yahoo.com
Taylor Springs P.D.	PO Box 160	Taylor Springs, IL 62049	Chief	Warren	Helf	217-532-6129			Montgomery	MEMBER	HAVE REQUESTED EMAIL ADDRESS
Springfield P.D.	100 E. 2nd St	Springfield, IL 62701	Chief	Scott	Conrad	217-532-6513	217-532-6513	217-532-6513	Montgomery	MEMBER	
Springfield Lincoln Capital Airport P.D.	1200 N. Capital Airport Drive	Springfield, IL 62707	Chief	Tim	Frankie	217-788-1080	217-484-0787	217-528-1417	Springamon	MEMBER	frankie@hcn.com
Auburn P.D.	324 W. Johnson	Auburn, IL 62615	Chief	Bruce	Cenigo	217-438-3351	217-461-5410	217-138-3724	Springamon	Board Member At Large	bruce.cenigo@auburnillinois.us
Benedictine University Campus P.D.	1500 N. 5th St	Springfield, IL 62702	LI	George	Judd	217-525-3420-2118			Springamon	MEMBER	gudd@ben.edu
Buffalo/Mechanismsburg P.D.	600 S. Main St, PO Box 75	Aurora, IL 62515	Chief	Bryan	Horse	217-364-4825	217-306-0621	217-364-5600	Springamon	MEMBER	trushpolice@hcn.com
Chatham P.D.	417 E. Mulberry	Chatham, IL 62629	Chief	John	Holm	217-483-2456		217-483-7153	Springamon	Springamon County Representative	johnh@clathfamily.net
Dyerson P.D.	50 E. Evans	Dyerson, IL 62530-0110	Chief	Barclay	Hays	217-628-3355		217-628-3114	Springamon	Board Vice-Chairman	dyerspolice@comcast.net
Grandview P.D.	237 E. Roosevelt	Springfield, IL 62702	Chief	Mike	Festisa	217-544-7318		217-528-6990	Springamon	MEMBER	frankwarp@comcast.net
Illinois 183rd Security Forces Squadron	1103 J. David Jones Parkway	Springfield, IL 62707	TSG	Robert	Agans	217-532-3435	217-892-8-35	217-797-1434	Springamon	MEMBER	ROBERT.AGANS@AF.MIL
Jerome P.D.	1610 Rees Ave	Springfield, IL 62704	Chief	Craig	Kennedy	217-546-5954		217-698-4282	Springamon	MEMBER	Jeromepd@comcast.com
Leland, Grove P.D.	2000 Chatham Road	Springfield, IL 62704	Chief	Dan	Ivan	217-787-4412	217-306-6398	217-787-4415	Springamon	MEMBER	chief@cascomm.com
Lincoln Land Community College P.D.	5250 Shepherd Rd, PO Box 19756	Springfield, IL 62794	Director	Brad	Gentry	217-786-2276	217-415-1907	217-786-9655	Springamon	Board Member At Large	bradley.gentry@lcc.edu
Loami P.D.	602 S. Main, PO Box 314	Loami, IL 62661	Chief	Stan	Wortman	217-624-4011	217-741-7502	217-624-4011	Springamon	MEMBER	chief@loami.il.us
New Berlin P.D.	301 E. Illinois, PO Box 357	New Berlin, IL 62670	Chief	Ferry	Nyckiger	217-488-4012	217-741-5991	217-488-2003	Springamon	MEMBER	police@newberlin.il.us
Peoria P.D.	617 7th St, PO Box 560	Peoria, IL 62556	Chief	Jan	Bowsher	217-625-2341	217-341-3860	217-625-7902	Springamon	Board Chairman	jan@peoriapd.com







# Illinois Law Enforcement Training and Standards Board

**MTU 1 – Doug Fargher**  
Northwest Illinois Criminal  
Justice Commission  
355 West Everett Street  
Dixon, IL 61021  
Phone: 815/288-6695  
fax: 815/288-6787  
[dfargherMTU1@gmail.com](mailto:dfargherMTU1@gmail.com)

**MTU 2 – Deborah Alms**  
Northern Illinois Training Advisory Bd  
4151 Samuelson Road  
Rockford, IL 61109  
Phone: 815/921-1640  
815/921-1649 (fax)  
[nitab@nitab.org](mailto:nitab@nitab.org)  
[www.nitab.org](http://www.nitab.org)

**MTU 3 – Philip A. Brankin**  
North East Multi-Regional Training  
355 Smoke Tree Plaza  
North Aurora, IL 60542-1723  
Phone: 630/896-8860  
fax: 630/896-4422  
[phil@nemrt.com](mailto:phil@nemrt.com)  
[www.nemrt.com](http://www.nemrt.com)

**MTU 4 – Leonard Mendoza**  
Mobile Team Unit #4 Main Office  
1201 7th Street  
P.O. Box 772  
East Moline, IL 61244  
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fax: 309/755-3371

1801 Windish Drive  
Galesburg, IL 61401  
Phone: 309/344-3366  
fax: 309/344-5215  
[len@mttuiv.org](mailto:len@mttuiv.org)  
[www.mttuiv.org](http://www.mttuiv.org)

**MTU 5 – Beth Pinter**  
Illinois Valley Crime Prevention  
Commission  
225 East Backbone Road  
Princeton, IL 61356  
Phone: 815/875-6526  
fax: 815/879-0410  
[ivcpc@frontier.com](mailto:ivcpc@frontier.com)  
[www.ivcpc.com](http://www.ivcpc.com)

**MTU 7 – Michael Oyer**  
Central Illinois Police Training  
Center  
ICC North Campus  
5407 N. University Avenue  
Poplar 100 Peoria, Illinois 61635  
Phone: 309-690-7353  
Fax: 309-690-7359  
[michael.oyer@icc.edu](mailto:michael.oyer@icc.edu)  
<http://www.ciptc-mtu7.com/>

**MTU 8 – Robert P. Siron**  
Law and Justice Commission  
Heartland Community College  
1500 W. Raab Road, NRC 1000  
Normal, IL 61761  
Phone 309/268-8430  
[Robert.Siron@heartland.edu](mailto:Robert.Siron@heartland.edu)

**4500 South Sixth Street Road – Room 173**  
**Springfield, Illinois 62703-6617**  
**(217) 782-4540 – FAX (217) 524-5350**  
[www.ptb.state.il.us](http://www.ptb.state.il.us)

**Kevin T. McClain, Executive Director**  
**Pat Hahn, Manager of In-Service Training**

## A Statewide System of In-Service Training



Susan C. Nichols  
ILETSB -Executive Institute  
510 N. Pearl Street, Suite 4000  
Macomb, IL 61455-1390  
Phone: 309/298-2646  
Fax: 309/298-2642  
[SC-Nichols1@wiu.edu](mailto:SC-Nichols1@wiu.edu)

Eric A. Pingolt - MTU 9  
West Central Illinois  
Criminal Justice Council  
303 West Exchange, P.O. Box 6  
Jerseyville, IL 62052  
Phone: 618/498-5611  
fax: 618/498-2264  
[westcentral@gtec.com](mailto:westcentral@gtec.com)  
[www.mtu9.org](http://www.mtu9.org)

Ellen Petty - MTU 10  
Law Enforcement Training Advisory  
Commission LETAC  
840 S. Spring - Suite B  
Springfield, IL 62704  
Phone: 217/726-7014  
fax: 217/726-7833  
[letac@mtu10.com](mailto:letac@mtu10.com)  
[www.letac.org](http://www.letac.org)

Mark Edwards - MTU 12  
E. Central Illinois Police  
Training Project  
1776 E. Washington Street  
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Phone: 217/819-4027  
fax: 217/328-2426  
[medwards@ccrpc.org](mailto:medwards@ccrpc.org)  
[www.ccrpc.org/police](http://www.ccrpc.org/police)

Terri Newbill - MTU 13  
East Central Illinois Mobile  
Law Enforcement Training Team  
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Charleston, IL 61920  
Phone: 217/345-3344  
Training Center 217/258-9193  
fax: 217/348-7355  
[ecimlett@gmail.com](mailto:ecimlett@gmail.com)  
[www.mtu13.com](http://www.mtu13.com)

William E. Fitzgerald - MTU 14  
Southwestern Illinois Law  
Enforcement Commission  
700 North 5th St., 2nd Floor  
Belleville, IL 62221  
Phone: 618/277-1550  
fax: 618/277-1553  
[office@silec.org](mailto:office@silec.org)  
[www.silec.org](http://www.silec.org)

Michael Norrington - MTU 15  
S. Illinois Criminal Justice  
Training Program  
608 East College  
Carbondale, IL 62901  
Phone: 618/457-3514  
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[Mike@mtu15.com](mailto:Mike@mtu15.com)  
[Office@mtu15.com](mailto:Office@mtu15.com)  
[www.mtu15.com](http://www.mtu15.com)

Richard Fonck - MTU 16  
Tri-River Police Training Region  
14300 Coil Plus Drive  
Plainfield, IL 60544  
Email: [training@tri-river.org](mailto:training@tri-river.org)  
Phone 815.630.5212  
Fax# 815.439.6916  
[www.tri-river.org](http://www.tri-river.org)







# Illinois General Assembly

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Bills & Resolutions

## Illinois Compiled Statutes

Compiled Statutes

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Public Acts

### Information maintained by the Legislative Reference Bureau

Legislative Reports

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as Public Acts soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the [Guide](#).

IL Constitution

Legislative Guide

Legislative Glossary

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

Search By Number  
(example: HB0001)

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## LOCAL GOVERNMENT

### (50 ILCS 720/) Intergovernmental Law Enforcement Officer's In-Service Training Act.

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(50 ILCS 720/1) (from Ch. 85, par. 561)

Sec. 1. Short title. This Act shall be known and may be cited as the "Intergovernmental Law Enforcement Officer's In-Service Training Act".

(Source: P.A. 82-674.)

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(50 ILCS 720/2) (from Ch. 85, par. 562)

Sec. 2. Definitions.

"Board" means the Illinois Law Enforcement Training Standards Board created by the Illinois Police Training Act.

"Director" means the Executive Director of the Board.

"Chairman" means the Chairman of the Board.

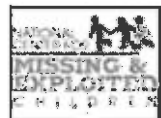
"Appointed Member" means a member of the Board appointed by the Governor pursuant to the Illinois Police Training Act and designated by the Director to serve on an Advisory Board.

"Mobile Team In-Service Training Unit" or "Mobile Team" means an organization formed by a combination of units of local government and the Board and established under this Act to deliver in-service training at scheduled times and selected sites within a geographic region to (i) local and State law enforcement officers (whether employed on a full-time or part-time basis) and (ii) retired law enforcement officers qualified under federal law to carry a concealed weapon.

"Advisory Board" means a Board composed of a representative number of county board members, mayors, chiefs of police, and sheriffs of participating units of local government, and the Director, Chairman or appointed member of the Illinois Law Enforcement Training Standards Board. The composition and number of each Advisory Board will be determined by the participants. Members of the Advisory Board shall serve without compensation but may be reimbursed for reasonable expenses incurred in carrying out their duties.

"Unit of local government" means a unit of local government as defined in Article VII, Section 1 of the Illinois Constitution of 1970 and

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includes both home rule units and units which are not home rule units.  
(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 720/3) (from Ch. 85, par. 563)

Sec. 3. Powers and Duties.

(a) Powers and Duties of the Advisory Board.

(1) To incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law.

(2) To adopt By-Laws and Operating Procedures.

(3) To designate a Financial Officer who is an elected local government official.

(4) To employ a coordinator and to approve the employment of such other full or part-time staff as may be required.

(5) To develop and approve the total budget for the Mobile Team annually.

(6) To determine equitable formulae for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of local government.

(7) To oversee the development of training programs, the delivery of training, and the proper expenditure of funds.

(8) To carry out such other actions or activities appropriate to the operation of the Mobile Team including but not limited to contracting for services and supplies, and purchase of furniture, fixtures, equipment and supplies.

(9) To exercise all other powers and duties as are reasonable to fulfill its functions in furtherance of the purposes of this Act.

(b) Powers and Duties of the Illinois Law Enforcement Training Standards Board.

(1) To act as the State agency participant on each Mobile Team Advisory Board.

(2) To act as the State agency to coordinate the actions of Mobile Teams established in the State.

(3) To determine that the Mobile Team meets the criteria for the receipt of funds from the State in accordance with Section 4 of this Act.

(4) To budget for and authorize quarterly disbursement of State funds up to 50% of the total approved budget of the eligible Mobile Team.

(5) To establish such reasonable rules and regulations as the Director deems necessary to carry out the duties described in this Act, including those relating to the annual certification of retired law enforcement officers qualified under federal law to carry a concealed weapon.

(c) Powers and Duties of the Coordinator of an Advisory Board.

(1) To manage and coordinate the ongoing operations of the Mobile Team.

(2) To employ and supervise additional authorized full or part-time staff.

(3) To arrange for qualified instructors from among the employees of State, local or federal Departments or agencies wherever practical and to obtain other



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instructional services as required.  
(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 720/4) (from Ch. 85, par. 564)

Sec. 4. State Funding-Minimum Criteria. A Mobile Team In-Service Training Unit which meets the minimum criteria established in this Section is eligible to receive State funds to help defray the costs of operation. To be eligible a Mobile Team must:

(1) Be established and operating pursuant to the Intergovernmental Cooperation Section Article VII, Section 10, of the Illinois Constitution of 1970 and must involve two or more units of local government including at least one county and the Board.

(2) Establish an Advisory Board composed of elected local officials and chief law enforcement officers from participating units of local government and the Director, Chairman or appointed member of the Board to oversee the operations of the Mobile Team and make such reports to the Board as the Board may require.

(3) Designate an elected local official to act as the financial officer of the Mobile Team for all participating units of government, and to receive and expend funds for the operation of the Mobile Team.

(4) Limit its operations to in-service training of law enforcement personnel employed by the State, by units of local government or by the Federal government or their agencies and departments in the administration of justice or retired law enforcement officers qualified under federal law to carry a concealed weapon.

(5) Cooperate with the Board in order to assure compliance with this Act and to enable the Board to fulfill its duties under this Act, and to supply the Board with such information as the Board deems necessary therefor.

(6) Receive funding of up to 50% of the total approved budget of the Mobile Team from the participating units of local government.  
(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 720/5) (from Ch. 85, par. 565)

Sec. 5. Determination of eligibility - Amount. The Board shall monitor the operation of all Mobile Teams and determine their eligibility to receive State funds under this Act. From monies appropriated annually by the General Assembly for this purpose, the Director shall determine and certify to the Comptroller the amount of funds to be disbursed to each designated Mobile Team financial officer. The amount of the State funds which a Mobile Team receives hereunder shall equal up to 50% of the total approved budget of that Mobile Team.

(Source: P.A. 82-674.)

(50 ILCS 720/6) (from Ch. 85, par. 566)

Sec. 6. The Director shall report annually, no later than February 1st, to the Governor and the General Assembly on the operations of the Mobile Teams. The report will also include a breakdown of the appropriation for the current fiscal year and the budget for the next fiscal year indicating the amount each Mobile Team received and will receive in the next year.

(Source: P.A. 82-674.)

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## **Joint Committee on Administrative Rules**

# **ADMINISTRATIVE CODE**

### **TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**

### **CHAPTER V: ILLINOIS LOCAL GOVERNMENTAL LAWENFORCEMENT OFFICERS**

### **TRAINING BOARD**

### **PART 1740 IN-SERVICE TRAINING FINANCIAL ASSISTANCE**

The General Assembly's Illinois Administrative Code database includes only those rulemakings that have been permanently adopted. This menu will point out the Sections on which an emergency rule (valid for a maximum of 150 days, usually until replaced by a permanent rulemaking) exists. The emergency rulemaking is linked through the notation that follows the Section heading in the menu.

#### **SUBPART A: GENERAL PROVISIONS**

- [Section 1740.101 Purpose and Scope](#)
- [Section 1740.102 Definitions](#)
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#### **SUBPART B: MOBILE TEAM ORGANIZATION**

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**SUBPART D: BUDGET**

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- Section 1740.403 State Funding
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- Section 1740.406 Budget Categories
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- Section 1740.408 Non-Operational Budget Requirements
- Section 1740.409 Final Mobile Team Budget
- Section 1740.410 Budget Transfers
- Section 1740.411 Returning State Funds

**AUTHORITY:** Implementing Section 5 and authorized by Section 3 of the Intergovernmental Law Enforcement Officer's In-Service Training Act (Ill. Rev. Stat. 1981, ch. 85, pars. 565, and 563).

**SOURCE:** Adopted at 8 Ill. Reg. 4915, effective March 30, 1984; amended at 9 Ill. Reg. 5683, effective April 15, 1985.

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**SECTION 1740.101 PURPOSE AND SCOPE**

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**Section 1740.101 Purpose and Scope**

Unless otherwise indicated, the rules set forth in this Part provide the general funding requirements and procedures which are applicable to all mobile teams created pursuant to the Intergovernmental Law Enforcement Officer's In-Service Training Act.

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**SECTION 1740.102 DEFINITIONS**

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**Section 1740.102 Definitions**

- a) The definitions of terms used in this Part are the same as those found in the Intergovernmental Law Enforcement Officer's In-Service Training Act (Act) (Ill. Rev. Stat. 1981, ch. 85, pars. 561 et seq.).
- b) Notwithstanding paragraph (a) of this Section, the following terms are defined for purposes of this Part:

"Act" means the Intergovernmental Law Enforcement Officer's In-Service Training Act (Ill. Rev. Stat. 1981, ch. 85, par. 561 et seq.) as amended.

"Coordinator" means an employee of the mobile team who manages and directly supervises the ongoing operations of the mobile team.

"Full Time" means one who is employed at least 35 hours a week as a law enforcement officer on a regular basis.

"Law Enforcement Officer" means any employee of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this state and any political subdivision thereof.

"Officer" means "Law Enforcement Officer".

"Roster" means the form listing the names of all law enforcement officers completing the requirements of a course approved by the Board under this Part. The information required on a roster form is the officer's date of appointment, his name, address, department, employment status and salary, and the name of the course and the date of completion.



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**SECTION 1740.103 CONFIDENTIALITY OF INFORMATION**

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**Section 1740.103 Confidentiality of Information**

- a) Claims of confidentiality must be asserted at the time of submission, by stamping the words "Confidential Business Information" on each page containing such information. If no claim is made at the time of the submission, the Board may make the information available to the public without further notice. No information will be submitted to parties involved in litigation without subpoenas.
- b) Claims of confidentiality for the following information will be denied:
  - 1) Name and address of any financial assistance applicant;
  - 2) Financial data submitted to the Board in order to receive funding.

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**SECTION 1740.104 VERACITY OF INFORMATION**

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**Section 1740.104 Veracity of Information**

No person shall make any false or misleading statement, representation or certification of any record, report or any other document filed with the Board or required by the Board.

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**SECTION 1740.105 DATE OF COMPLIANCE**

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**Section 1740.105 Date of Compliance**

Compliance with this Part is required on and after March 30, 1984, the effective date of this Part.

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**SECTION 1740.201 MOBILE TEAM CREATION**

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**Section 1740.201 Mobile Team Creation**

To be eligible to receive financial assistance, a Mobile Team must be established in writing pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution (Ill. Const., Art. VII, sec. 10). In addition, the Mobile Team must submit to the Board the following Mobile Team information:

- a) The Mobile Team's organizational design, structure, operating procedures, and purpose;
- b) The Mobile Team's goals;
- c) The names and addresses of each Mobile Team member;
- d) The name and address of the Mobile Team Financial Officer; and
- e) The dates of the Mobile Team's establishment, and the date of the Mobile Team's expiration, if applicable.

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**SECTION 1740.202 APPOINTMENT OF ADVISORY BOARD**

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**Section 1740.202 Appointment of Advisory Board**

The Mobile Team must submit in writing to the Board the following Advisory Board information:

- a) The names and addresses of every member of the Advisory Board;
- b) *Whether the Advisory Board is a general or not-for-profit corporation or some other appropriate structure under Illinois law.*
- c) The date the Advisory Board was established;
- d) The name and address of the Director or Chairman of the Advisory Board; and
- e) A copy of the Advisory Board's policies and procedures, and by-laws, if applicable.

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**SECTION 1740.203 DUTIES OF THE ADVISORY BOARD**

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**Section 1740.203 Duties of the Advisory Board**

- a) Failure of the Advisory Board to meet any of the requirements of the Act or its rules shall result in denial or postponement of financial assistance. In determining whether funds will be denied or postponed, the Board will examine the activities of the Mobile Team, and:
  - 1) Funds will be denied if the Board finds that there has been a misuse of funds, fraud, material deception or a continuing pattern of violations of the Act and rules when, although minor in nature when viewed individually, but due to their continued repetition, jeopardize the standards developed by the Board under Section 1740.305 of this Part; and
  - 2) Funds will be postponed when the Board finds that a Mobile Team does not comply with the requirements of the Act and rules, but does not negate the reasons for the approval by the Board under Section 1740.305 of this Part.
- b) The Advisory Board shall be responsible for the over-all operation of the Mobile Team, including, but not limited to:
  - 1) Selecting and supervising the Mobile Team Coordinator pursuant to Section 3 of the Act;
  - 2) Supervising the Mobile Team Financial Officer pursuant to Section 3 of the Act;
  - 3) Maintaining accurate records as is required in Sections 1740.204 and 1740.205 of these rules;
  - 4) Insuring the Board received any reports required or requested under the Act or its rules; and
  - 5) Constantly monitoring the operations of the Mobile Team to ensure the Mobile Team complies with the Act and its rules.



- c) The Advisory Board shall prepare an annual report for the Board, to be delivered to the Executive Director of the Board no later than January 1 of each year. The report shall include the following information in detail:
- 1) The local and state financial assistance received and expended during the previous fiscal year;
  - 2) A list of the courses offered, including the number of law enforcement officers who took the courses;
  - 3) The types of course taken, and the cost of each course activity;
  - 4) A description of accomplished programs and goals; and
  - 5) The plans and proposals for the following year, containing an estimate of cost for training.
- d) The Advisory Board must inform the Board in writing within seven days of any changes in the personnel of the Mobile Team, the Advisory Board, the Mobile Team Coordinator, or the Financial Officer.
- e) The Advisory Board shall notify the Board in writing, within ten days, of cancelled and added courses not specified in any approved application for financial assistance.
- f) The Executive Director shall have authority to suspend until the following Board meeting any training program not specified in an approved application when the Executive Director finds the change specified does not conform with the Board's review criteria established in Section 1740.305 or Subpart C. Such finding by the Executive Director must be made in writing to the Mobile Team within ten days of his receipt of notice of any proposed change.
- g) The Board shall hear and decide whether to approve or deny changes in approved programs suspended by the Executive Director pursuant to paragraph (f) of this Section at the Board meeting immediately following suspension of proposed changes in training programs.

(Source: Amended at 9 Ill. Reg. 5683, effective April 15, 1985)

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**SECTION 1740.204 DUTIES OF COORDINATOR**

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**Section 1740.204 Duties of Coordinator**

- a) The Mobile Team Coordinator is responsible for maintaining all records and reports in accordance with the Local Records Act (Ill. Rev. Stat. 1981, ch. 116, pars. 43.101 et seq.) and rules promulgated thereunder;
- b) The Coordinator shall submit the course roster to the Board within 14 days after the completion of any course offered by the Mobile Team.
- c) The Coordinator of Mobile Teams shall be required to submit an annual report to the Board, due the first of each calendar year, containing the Mobile Team's assessment of training needs. In assessing its needs, the Mobile Team must describe the standards and criteria it uses to determine course selection.

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**SECTION 1740.205 DUTIES OF FINANCIAL OFFICER**

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**Section 1740.205 Duties of Financial Officer**

- a) Mobile Team Financial Officers shall report quarterly to the Board on forms provided by the Board. These reports will contain the information required in paragraph (c) of this Section.
- b) Financial Information Reports submitted to the Board must be received by the Board no later than April 15, July 15, October 15, and January 15 for the preceding quarter.
- c) Financial Information Reports submitted to the Board must include, but are not limited to, the following:
  - 1) The total money received and expended by the Mobile Team as a result of state and local funding;
  - 2) The total money received and expended by the Mobile Team from other sources for training;
  - 3) The total money received by the Mobile Team from state and local funding which is not spent;
  - 4) The anticipated need for state and local funding during the succeeding quarterly period;
  - 5) A record of the expenditures during the quarter for operating costs contained in the approved budget of the Mobile Team; and
  - 6) Certification by the Financial Officer that the financial report is accurate and true under the penalty of law.
- d) Financial Officers shall be bonded to cover the total amount of state and local funds received by the Mobile Team.



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**SECTION 1740.206 COOPERATION WITH THE BOARD**

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**Section 1740.206 Cooperation with the Board**

The Mobile Team shall cooperate with the Board to assist the Board in ensuring the training provided complies with the Board's responsibilities under this Act, the Illinois Police Training Act (Ill. Rev. Stat. 1981, ch. 85, par. 501 et seq.), and an Act in relation to Firearms training for peace officers (Ill. Rev. Stat. 1981, ch. 85, par. 515 et seq). Such assistance shall include, but not be limited to, providing firearms training at Board approved firearms training facilities in their Mobile Team area, monitoring Mobile Team regional training-related programs, and informing the Board, as requested by the Board, of ongoing activities in the region.

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**SECTION 1740.301 COMPLETENESS OF APPLICATIONS**

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**Section 1740.301 Completeness of Applications**

- a) Applicants for financial assistance shall file with the Board a complete application for financial assistance in accordance with this Part.
- b) An application is complete when the Board receives an application form and any other supplemental information which is needed by the Illinois Local Governmental Law Enforcement Officers Training Board in order to approve or deny an application in accordance with Section 1740.305 of this Part.
- c) The completeness of any application for financial assistance shall be judged independently of any other application or activity.
- d) Applications are for financial assistance for an entire fiscal year beginning July 1 of any year and terminating June 30 of the following year.

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**SECTION 1740.302 FILING DATE OF PERMIT APPLICATIONS**

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**Section 1740.302 Filing Date of Permit Applications**

- a) An application for financial assistance shall be deemed filed on the date which the Board received the application, unless the Board notified the applicant within 30 days after the date of receipt of the application that the application is incomplete and the reason the Board finds it incomplete.
- b) An application to receive financial assistance must be received by the Board not later than April 1, and no earlier than January 1, for the fiscal year beginning July 1 of the same year.



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**SECTION 1740.303 ADDITIONAL INFORMATION**

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**Section 1740.303 Additional Information**

Notwithstanding the applicant's filing of a complete application in accordance with 1740.301, an applicant for financial assistance shall, upon request by the Board:

- a) Provide additional information necessary to determine whether the activities comply with the Act or rules adopted thereunder; or
- b) Provide additional information necessary to clarify, modify or supplement previously submitted information.

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**SECTION 1740.304 FAILURE TO PROVIDE A COMPLETE PERMIT APPLICATION OR**  
**FAILURE TO PROVIDE ADDITIONAL INFORMATION**

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**Section 1740.304 Failure to Provide a Complete Permit Application or Failure to Provide Additional Information**

The Board may deny an application if an applicant fails to comply with Sections 1740.301 or 1740.303. In determining whether to deny or conditionally approve an application, the Board shall examine the content of the application, and:

- a) Deny the application if the applicant has failed to provide information the Board needs to review an application under Section 1740.305 of this Part; and
- b) Conditionally approve the application if there are minor deviations from the requirements, such as minor technical or other informational deficiencies, which do not impede the Board's ability to judge the compliance of the application with the review criteria of Section 1740.305.

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**SECTION 1740.305 BOARD REVIEW**

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**Section 1740.305 Board Review**

In reviewing an application, the Board must determine if the proposed program or project is necessary and in the public interest to promote and protect the health, safety and welfare of the public. Factors which the Board must consider include, but are not limited to, the need for the proposed program or project in this State, the specific training needs of the locality involved, and the financial practicality of the venture. Financial practicality, for purposes of these rules, includes, but is not limited to, the amount of money available for training, the quantity of police officers to be trained, the costs to administer the training, and the availability of other programs in a more centralized location for less cost.

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**SECTION 1740.306 CONDITIONAL APPROVAL BY THE BOARD**

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**Section 1740.306 Conditional Approval by the Board**

- a) Recipients of state financial assistance must comply with the application as approved by the Board and the conditions established by the Board pursuant to paragraph (b) of this Section.
- b) The Board may impose conditions to its approval for receipt of financial assistance as may be necessary to accomplish the purposes of the Act and as are not inconsistent with the Act or Board rules.
- c) Recipients of financial assistance who do not comply with the terms of paragraph (a) of this Section may have future financial assistance requests reduced or denied. In determining whether future financial assistance is reduced or denied, the Board will compare the terms of the approved budget with the actual practices of the Mobile Team, and;
  - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for the approval of disbursements pursuant to Section 1740.305 of these rules shall result in the denial of disbursements; or
  - 2) Any variance that does not negate the reasons for approval pursuant to Section 1740.305, but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of funds to that level actually required.

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**SECTION 1740.307 SIGNATURES TO PERMIT APPLICATIONS AND REPORTS**

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**Section 1740.307 Signatures to Permit Applications and Reports**

- a) All applications shall be signed by the Advisory Board Chairman, Financial Officer, and Coordinator.
- b) All reports or other information shall be signed by the persons described in paragraph (a) of this Section, except as is otherwise indicated in paragraph (c) of this Section.
- c) Course roster reports required under Section 1740.204 and notices of cancelled courses under Section 1740.203 shall be signed by the Coordinator.
- d) Any person signing a document under paragraph (a) or (b) of this Section shall make the following certification:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based upon my inquiry of those individuals immediately responsible for obtaining information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

(Source: Amended at 9 Ill. Reg. 5683, effective April 15, 1985)

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**SECTION 1740.308 FINANCIAL ASSISTANCE APPLICATION**

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**Section 1740.308 Financial Assistance Application**

- a) In addition to the other requirements of this Subpart, any applicant for financial assistance shall provide the following information to the Board, which shall include, but not be limited to:
- 1) The information required in Sec. 4 of the "Intergovernmental Law Enforcement Officer's In-Service Training Act";
  - 2) The information required in Sections 1740.201 and 1740.202 of Subpart B of this Part;
  - 3) The budgetary information required in Subpart D of this Part;
  - 4) The total number of units of local government to be served, including the total number of counties and law enforcement departments to be served;
  - 5) The population of officers to be served;
  - 6) A Mobile Team's estimated course program schedule, indicating course titles, purposes, and designs;
  - 7) A Mobile Team's description of the need for any program, and the anticipated number of officers who will attend;
  - 8) The availability of training facilities;
  - 9) A description of the Mobile Team's identified need for in-service training, and the Mobile Team's past project accomplishments and successes; and
  - 10) Proof that the Mobile Team's Financial Officer is adequately bonded to receive state funds.

- b) Applicants shall submit all information required by the Board on forms prescribed or provided by the Board.
- c) The Board may waive informational requirements if the Board determines that information would be duplicative of information the Board has already received.



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**SECTION 1740.309 FINAL BOARD DECISION**

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**Section 1740.309 Final Board Decision**

- a) The Board shall notify the applicant in writing within thirty days after it decides to grant or deny the applicant financial assistance. Application denial letters shall state the reasons for denial to the applicant.
- b) Disbursements to Mobile Team shall be made quarterly.

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**SECTION 1740.401 ELIGIBILITY**

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**Section 1740.401 Eligibility**

- a) The proposed Mobile Team budget must be developed and approved by the Advisory Board and submitted as a part of the application to receive state funds in accordance with Subpart C of this Part.
- b) The Advisory Board shall, pursuant to Section 3(6) of the Act, submit to the Board a copy of the equitable formulae it used to assure that participating units of local government provide their local share of costs to the Mobile Team. The Advisory Board must identify the standards and criteria it used to develop the formulae.

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**SECTION 1740.402 PROHIBITIONS**

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**Section 1740.402 Prohibitions**

- a) Funds received or generated by Mobile Teams shall be used solely for Board approved Mobile Team activities.
- b) No Mobile Team shall cause or allow the use of its funds except as finally approved by the Board pursuant to Section 1740.409, Final Mobile Team Budget, of this Part.
- c) No Mobile Team shall cause or allow transfers or funds within any budget approved by the Board, except as provided for in Section 1740.410 of this Subpart.

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**SECTION 1740.403 STATE FUNDING**

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**Section 1740.403 State Funding**

- a) *The amount of the State funds which a Mobile Team receives hereunder shall equal up to 50% of the total approved Mobile Team budget.*
- b) The Mobile Team and the participating units of local government are jointly and severally liable for the remainder of the Mobile Team budget.
- c) The Mobile Team budget shall contain funds designated solely for Board approved mobile team training, and must be segregated in a financial account separate from other state or local fiscal accounts.

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**SECTION 1740.404 OTHER SOURCES OF FUNDING**

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**Section 1740.404 Other Sources of Funding**

- a) Monies received by Mobile Teams from other sources in addition to local and state matching funds under these rules, including but not limited to tuition and federal grants, shall be segregated into a separate account and shall not be used except as provided for in paragraph (b) of this Section.
- b) Monies received by Mobile Teams from other sources may be used for Mobile Team activities after receiving written permission from the Executive Director if the Executive Director finds the Mobile Team's request conforms with the Board's review criteria established in Section 1740.305 of Subpart C. Requests by Mobile Teams shall be in writing to the Executive Director and must specify the intended use of those funds.
- c) The Executive Director shall respond to Mobile Teams within 30 days after receipt of the request. The Executive Director shall have the authority to deny requests for spending under this Section and suspend until the following Board meeting any use of those funds.
- d) Upon receiving a written request from the applicant, the Board shall review the Executive Director's denial during the Board meeting following his action and decide whether to allow the use of the funds as requested by the applicant.

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**SECTION 1740.405 BUDGET CONTENT**

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**Section 1740.405 Budget Content**

- a) The Mobile Team shall provide the Board with any budget information the Board requests, pursuant to Sections 1740.203, 1740.301, 1740.303 and 1740.306 of this Part.
- b) The proposed Mobile Team budget must include all the proposed and anticipated operational and non-operational expenditures for the applicable fiscal year beginning on July 1 and terminating June 30.

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SECTION 1740.406 BUDGET CATEGORIES**

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**Section 1740.406 Budget Categories**

- a) Mobile Team budgets shall be separated into two categories, operational and non-operational.
- b) The operational budget category shall be divided into sub-categories including, but not limited to, personal services, automobile and transportation expenses, contractual services, equipment, commodities, and training costs.
- c) The non-operational budget category shall include the salaries of full-time law enforcement officers who attend training programs.



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**SECTION 1740.407 OPERATIONAL BUDGET REQUIREMENTS**

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**Section 1740.407 Operational Budget Requirements**

- a) The operational budget shall be separated into sub-categories in order for the Board to determine the necessary funding for each sub-category.
- b) Participating units of local government shall provide at least 10% of the total Mobile Team budget before the Mobile Team's application is finally approved by the Board.
- c) The Board shall approve up to 50% of the total Mobile Team budget for operational costs if the Mobile Team meets all the requirements in the Act and rules adopted pursuant thereto, including paragraph (b) of this Section, providing state funds are available.

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**SECTION 1740.408 NON-OPERATIONAL BUDGET REQUIREMENTS**

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**Section 1740.408 Non-Operational Budget Requirements**

- a) Non-operational budget costs shall include only the salaries of full-time law enforcement officers who receive training under this Part.
- b) The non-operational budget shall not exceed 40% of the total Mobile Team budget.
- c) Proposed Mobile Team budgets including a non-operational budget category shall detail the number of full-time officers the Mobile Team expects to train, the total number of training hours planned, and the estimated salaries of the participating law enforcement officers.

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**SECTION 1740.409 FINAL MOBILE TEAM BUDGET**

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**Section 1740.409 Final Mobile Team Budget**

- a) The Board shall approve, deny or conditionally approve the Mobile Team budget in accordance with Sections 1740.306 and 1740.309 of this Part.
- b) The Board shall, on a random basis, investigate the activities of a Mobile Team to ensure the Mobile Team is meeting the requirements of the approved budget.
- c) If the Board determines a Mobile Team is deviating from its budget, the Board may reduce or deny future disbursements. In determining whether there will be a reduction or denial of disbursements, the Board will compare the terms of the approved budget with the actual practices of the Mobile Team, and:
  - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for approval of disbursements pursuant to Section 1700.305 of these rules shall result in the denial of disbursements; or
  - 2) Any variance that does not negate the reasons for approval pursuant to 1700.305, but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of disbursements to that level actually required.

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**SECTION 1740.410 BUDGET TRANSFERS**

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**Section 1740.410 Budget Transfers**

- a) No transfers of money within the budget is permitted, except as is provided for in paragraph (b) of this Section.
- b) A Mobile Team must obtain written authorization from the Executive Director to transfer budget funds from one sub-category to another sub-category. In determining whether there will be a transfer of funds, the Director will compare the terms of the approved budget with the proposed terms of the transfer, and:
  - 1) Any variance from the approved budget that results in the negation of the existence of the facts necessary for approval of disbursement pursuant to Section 1740.305 of Subpart C of this Part shall result in the denial of the request; and
  - 2) The Director must determine if the Mobile Team is complying with the Act and rules adopted pursuant thereto.

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**SECTION 1740.411 RETURNING STATE FUNDS**

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**Section 1740.411 Returning State Funds**

In the event a Mobile Team does not properly expend its funds as approved by the Board, or is in violation of the act or these rules, the mobile team, and the local governmental units creating the Mobile Team, shall be responsible for returning the money as follows:

- a) If the money received by the Mobile Team was appropriated out of the Traffic and Criminal Conviction Surcharge Fund, Ill. Rev. Stat. 1981, ch. 85, par. 509, the money shall be returned to the Board, payable to the Board, for the Board to redeposit the money into the Surcharge Fund pursuant to Section 10.14 of the State Comptroller's Act, (Ill. Rev. Stat. 1981, ch. 15, par. 210.14); or
- b) If the money received by the Mobile Team was appropriated out of the General Revenue Fund, the money shall be returned to the Board, payable to the Board, for the Board to redeposit the money into the proper General Revenue Fund appropriation category, pursuant to Section 10.14 of the State Comptroller's Act.

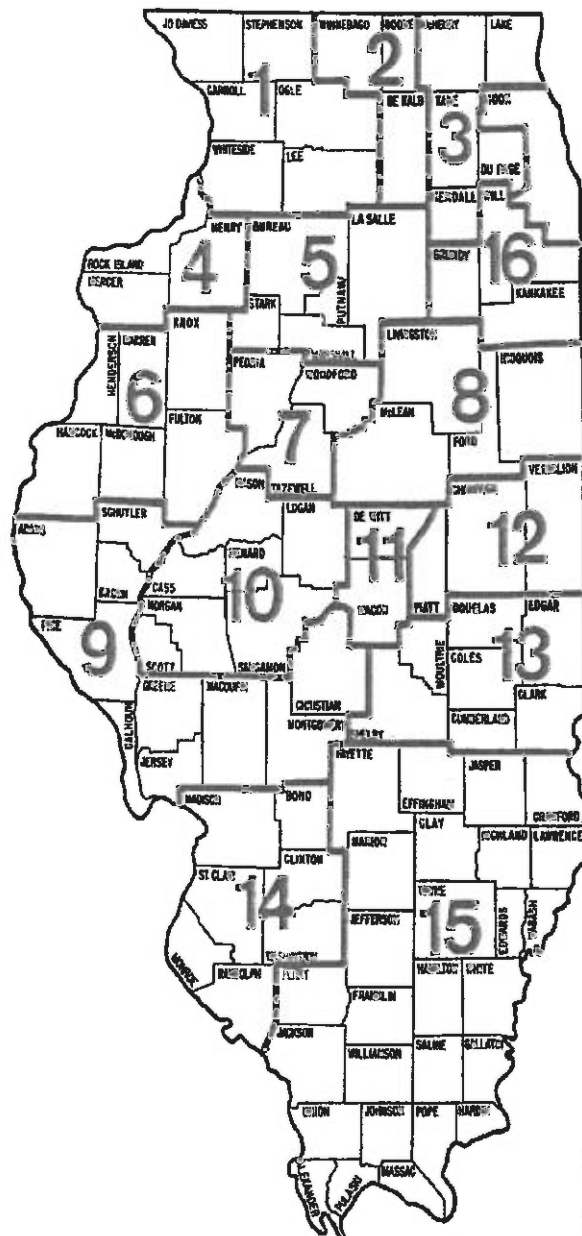


# A Statewide System of In-Service Training

## Illinois Law Enforcement Training and Standards Board

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

George H. Ryan, Governor



*ASSIST  
GUIDE*

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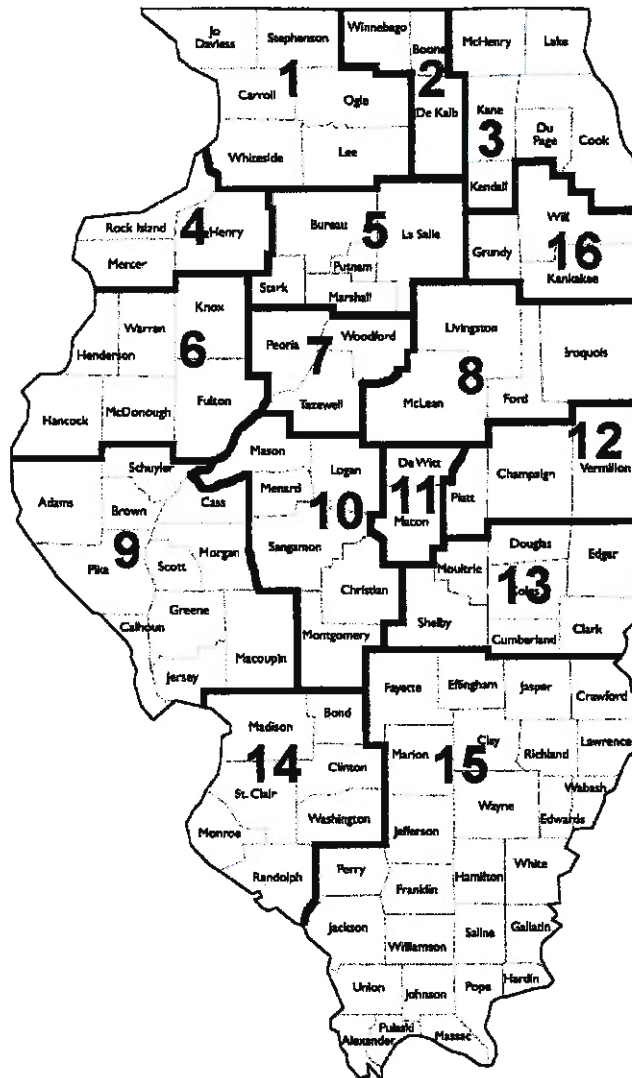
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## A Statewide System of In-Service Training



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## **Introduction**

The Illinois Law Enforcement Training and Standards Board (the Board) is responsible for the administration of several public acts, all of which provide specific mandates for the administration of several public acts, all of which provide specific mandates for the administration and delivery of training programs and courses for local law enforcement agencies and their personnel. Specific Board powers and duties include the following:

- (1) To aid local governmental units in their efforts to raise the level of local law enforcement by upgrading and maintaining a high level of training for law enforcement officers;
- (2) To ensure the required participation of the pertinent local governmental units in the mandatory provisions of the act and to encourage the voluntary participation of other local governmental units;
- (3) To aid in the establishment of adequate training facilities and to certify the adequacy of such facilities;
- (4) To initiate, administer and conduct training programs for permanent police officers in addition to the basic recruit training program, and;
- (5) To reimburse the local governmental units participating in the training program fifty percent (50%) of the total cost of sending an officer through any approved police training course.

The Board, following an extensive effort of evaluation and planning, in which they considered alternative methods and means for providing continuous in-service training for incumbent law enforcement officers, determined that a decentralized system of delivery would best meet the structure and needs of the Illinois law enforcement community. As such, the Board was instrumental in writing, proposing and encouraging the passage of Public Act 82-674, which is, "The Intergovernmental Law Enforcement Officers In-Service Training Act." Appendix A (page 19) contains a copy of Public Act 82-674. Appendix B (page 24) contains a copy of the administrative rules applicable to Public Act 82-674. The act provides a conceptual and operational structure which permits units of local government to collectively form a mobile team training unit. The Mobile Team Unit then delivers in-service training to law enforcement officers at scheduled time and selected sites within an established geographic region. In addition, the act provides that a Mobile Team Unit may receive financial assistance from the State of Illinois, if they meet the minimum criteria established within the act, and by the Board (see Appendix C, Page 40, Conditions of Award).

For administrative purposes, the Board has adopted the acronym "ASSIST" - A Statewide System for In-Service Training - as the official program title. The Board, effective January 1, 1983, allocated a portion of monies appropriated by the General Assembly to fund the ASSIST Program, and shortly thereafter acted to create 16 Mobile Team Units which are located strategically throughout the State (see Appendix D, Page 46). State funding has been awarded in each successive fiscal year. Since the program inception, the Board has provided state reimbursement to the Mobile Team Units in the amount of \$27,882,807.68 (see Appendix E, Page 48, for detailed accounting of those disbursements). The Board views the ASSIST Program and the individual Mobile Team Units as an integral part of the law enforcement training system now established in Illinois. In fact, the Board has established the ASSIST Program as the number two funding priority, behind basic (mandated) law enforcement and correctional officer training. Figure 1, Page 4, provides a graphic illustration of this financial commitment for Fiscal Year 1997, showing that the ASSIST Program received 35.2% of all available training dollars. The Board is truly dependent on the sixteen Mobile Team Units and encourages their growth and development.

The purpose of this document is to provide an overview of the Mobile Team Unit training concept; to discuss its established operational and administrative structures; to relate and to emphasize the need for continuous in-service training; to discuss the many benefits and advantages that may be realized in implementing the Mobile Team Unit structure; and, finally, to consider the possible future of the Mobile Team Units.

### **What is a Mobile Team In-Service Training Unit?**

By statute, a Mobile Team In-Service Training Unit is, "an organization formed by a combination of units of local government... to deliver in-service training to local and state law enforcement officers..." Through a consolidation of the training function, local police agencies may qualify for state funding and may jointly administer a regionalized training endeavor. The Mobile Team Unit is formed through an intergovernmental agreement and typically includes the joint participation of from two, to as many as a hundred, units of local government. It is a not-for-profit governmental entity which is directed and administered by an advisory board composed of local elected officials, local criminal justice administrators and the Director of the Illinois Law Enforcement Training and Standards Board.

**Allocation of Training Expenditures**  
**Fiscal Year 1997**  
**Total Expenditures \$8,645,060.00**

Basic Law Enforcement Training	ASSIST Program	Grants	Executive Institute	Non-Basic/ Optional	Basic Corrections
40.3%	36.2%	6.4%	8.2%	3.2%	6.6%

\*Includes: Police Traffic Services Training Project  
and Juvenile Justice Training Program

## **What is the Purpose of Mobile Team In-Service Law Enforcement Training?**

The concept of Mobile Team In-Service Law Enforcement Training is rather simple. The objectives of Mobile Team In-Service Training are as follows: to encourage local and state law enforcement officers to upgrade their knowledge and skills in techniques pertinent to the law enforcement profession; to provide law enforcement officers with training opportunities within their own locality, and on flexible schedules; and, to provide quality training on topics of instruction centered on specific local needs. On a wider scale, and with the formation of several Mobile Team Units throughout the state, the emergence of a coordinated system for training delivery has been established. What has emerged is a sophisticated statewide network for delivering criminal justice and law enforcement training.

## **What are the Benefits of Mobile Team In-Service Training?**

Mobile Team In-Service Training provides many benefits to participating units of government, to their law enforcement agencies, and to their individual officers. Several such benefits are briefly outlined below.

**Professional Development** - First and foremost, all benefit as the officer becomes better trained to perform his/her assigned job duties. An officer who is well trained and professional in his/her approach to the job will be a definite asset to the department, as well as to the community. Human development and the continued upgrading of job skill and knowledge is a necessary requisite for achieving and maintaining professionalism in law enforcement. The establishment of a Mobile Team In-Service Training Unit provides the structure by which permanent law enforcement officers are able to receive "continued training" throughout their careers.

**Affordability** - Affordability is a second benefit of mobile team in-service training. Illinois, as well as other states, is comprised of a multiplicity of local law enforcement agencies, many being quite small. The Illinois Police Census indicates that there are one thousand two hundred and seventy-seven police departments in Illinois with at least one full-time sworn officer. Two hundred and seventy-six municipalities have only one officer, and an additional four hundred and seventeen have two to ten officers on the force. This means that fifty-four percent of the municipalities of the state are policed by ten officers or less. These smaller agencies often lack sufficient budget allocations to allow non-basic in-service training expenditures for their officers. Training is expensive. First, it involves tuition and travel costs for the officer. Second, the manpower loss to the department while the officer is attending training is considerable. Either the department has to hire a person to replace the officer in his/her absence, which is financially burdening, or the department simply does not replace the officer and the loss is not financial, but is realized in reduced services to the community.

Mobile Team In-Service Training is structured so that undue strain is not placed upon department budgets. Monies are allocated in such a fashion so that cost does not become a prohibitive factor acting to preclude agency participation. Also, since training courses are delivered

on a local basis, as opposed to a centralized state academy, the officers do not have to leave the community, or even the department, in order to attend in-service training courses. Time and money losses due to travel are eliminated or reduced, and this reduction ultimately results in budgetary savings to the department. The training cost savings feature of the mobile team structure makes it very attractive to local governmental officials to law enforcement administrators.

**Availability** - Availability is a third major benefit accrued as a result of instituting mobile team in-service training. As stated previously, the Board funds 16 Mobile Team Units, which collectively have the capability to serve every Illinois jurisdiction. In reviewing Appendix D, Page 46, which provides a map and directory of the 16 Mobile Team Units. This established training network is capable of delivering programs to every permanent law enforcement officer in Illinois. Training and learning opportunities are made available to law enforcement agencies, and law enforcement officers may take full advantage of them. This wide-range training availability is a unique advantage of Mobile Team Unit participation.

**Accessibility** - A fourth benefit is related to the availability of training which is the accessibility of training. Mobile Team Units provide training that is easily obtainable. Mobile team training is provided to local law enforcement agencies in their back yards, so to speak, and is flexible as to its training delivery design. One of the goals of mobile team training is to conduct courses within short travel distances of the participating department. Courses may be scheduled any time of the day, and often during the evening and/or midnight shift. Courses may be scheduled in time blocks from one hour to a full-day session, from several days to two or three weeks. Courses are arranged to accommodate the specific needs and schedules of the departments and their personnel. The emphasis on accessibility allows law enforcement to make maximum use of manpower resources, while allowing for training to occur concurrently.

**Local Control** - A fifth benefit of mobile team training is that it is structured to allow for local governmental control. Although the Board is responsible for the administration of the Act, the board has opted to minimize its level of control over the individual Mobile Team Units. The State Board has assumed a position of non-interference with regard to the day-to-day operations of the Mobile Team Units. The Board focuses its efforts in the areas of: reviewing and approving annual mobile team unit applications for funding; coordinating the overall actions of the Mobile Team Units; providing a means for the annual conduct of a statewide training needs analysis study; and evaluating the overall effectiveness of Mobile Team Unit operations. It is the philosophy of the State Board that individual Mobile Team Units must set their own goals and objectives, within the scope of the Act, and then implement the administrative and operational structures necessary to achieve those goals and objectives.

Each mobile team is controlled by an advisory board composed of a representative number of county board chairmen, mayors, chiefs of police and sheriffs of participating units of local government. The composition and number of each advisory board is determined by the participants. The following broad powers are given to the local advisory board, under Public Act 82-674:

- to incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law;

- to adopt By-Laws and Operating Procedures;
- to designate a Financial Officer who is an elected local government financial officer;
- to employ a coordinator and to approve the employment of such other full or part-time staff as may be required;
- to develop and approve the total budget for the mobile team annually;
- to determine an equitable formula for providing the local share of cost of the mobile team, and to assure receipt of such funds from participating units of local government;
- to oversee the development of training programs, the delivery of training, and the proper expenditure of funds;
- to carry out such other actions or activities appropriate to the operation of the mobile team, including but not limited to contracting for services and supplies, and purchasing furniture, fixtures, equipment and supplies.

Local control allows for the development and administration of training programs that are designed to meet the unique and special needs of law enforcement in a given geographical area. This asset of local control contributes to the overall quality of the training program. The Mobile Team Unit truly belongs to the participating departments and units of local government.

**Quality Instruction** - Finally, a sixth benefit of Mobile Team Unit training is that it provides a structure for the delivery of “quality” instruction. Topics of instruction and course curricula are limited only by the imagination and by dictated need. Each Mobile Team Unit is provided with funding for the continued development and refinement of training programs and courses. In addition, a substantial sum of monies is provided for “instructional contract services.” The Mobile Team Units have the freedom and autonomy to contract with individuals as well as public and private law enforcement academies and training enterprises for the delivery of specific training courses. Consequently, the finest instructors from throughout the state and from throughout the country can be hired to conduct courses within the service region. For example, John Jay College of Criminal Justice, Northwestern University Traffic Institute, Southern Police Training Institute, the University of Illinois Police Training Institute, the Institute of Police Technology and Management, and others, regularly provide instruction and programs of training through the Mobile Team Unit structure. In addition, selected courses from the Federal Bureau of Investigation, the Drug Enforcement Administration, the Illinois Department of State Police and other federal and state agencies are scheduled and conducted on a regular basis. This flexibility in hiring and in scheduling allows each Mobile Team Unit to hire the best and enhance overall quality of training.



## **What about Funding?**

### **How do Mobile Teams Qualify to Receive Financial Assistance from the State?**

The Illinois Law Enforcement Training and Standards Board monitors the operation of all Mobile Team Units to determine their continuing eligibility to receive State funds under the Act. The amount of state funds that a mobile team may receive shall equal up to fifty percent of the total approved budget of that mobile team. From monies appropriated annually by the General Assembly for the administration of this Act, the State Board, and the Executive Director of the State Board, determine the amount of funds to be disbursed to each Mobile Team Unit.

Under the structure of the Act, participating units of local government are responsible for financing fifty percent of the total approved mobile team budget, and the state is responsible for providing funds of up to fifty percent of the total approved budget. The Board has determined that, at a minimum, ten percent of the total approved budget of the mobile team must be financed "in cash" by the participating units of local government. In addition, a maximum of forty percent of the total approved budget may be claimed by local units of government, for the actual cost accrued in "officer salaries: while they are attending courses offered by the mobile team. The state's share of funding - of up to fifty percent of the total approved budget - is cash, and is paid by voucher on a quarterly basis.

Each unit of local government is assessed a membership fee by the Mobile Team Unit on an annual basis. This fee qualifies the department and officers for unlimited participation in the scheduled training courses. The fee is established at a fair and equitable level to encourage maximum participation. For example, several Mobile Team Units charge participating agencies based upon an annual per officer fee. As such, at a cost of fifty dollars per officer, assessed for a department of fifty officers, an annual fee of twenty-five hundred dollars would be assessed. Various formulas are established by each of the Mobile Team Units and may differ from the example provided above.

In order for a Mobile Team Unit to become eligible to receive state funding to help defray costs of operation, certain minimum criteria must be met. The Mobile Team Unit must:

- Be established and operating pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution of 1970, and must involve two or more units of local government including at least one county and the Board.

- Establish an advisory board composed of elected local officials and chief law enforcement officers from participating units of local government and the Director or Chairman of the Illinois Law Enforcement Training and Standards Board to oversee the operations of the mobile team and make such reports to the Board as the Board may require.
- Designate an elected local official to act as the financial officer of the mobile team for all participating units of government, and to receive and expend funds for the operation of the mobile team.
- Limit its operation to in-service training of law enforcement personnel employed by the State, by units of local government or by the Federal government or their agencies and department in the administration of justice.
- Cooperate with the Board in order to assure compliance with this Act and to enable the Board to fulfill its duties under this Act, and to supply the Board with such information as the Board deems necessary therefore.
- Receive funding of up to fifty percent (50%) of the total approved budget of the mobile team from the participating units of local government.

An important component of Mobile Team Unit training is that the costs are shared on an equal basis between local units of government and the State of Illinois. This participatory arrangement in funding allows for the development of state and local “partnership” that is most conducive to the achievement of effective program implementation.

### **Training: Quantity, Quality and Value**

On an annual basis the 16 established Mobile Team Units deliver in excess of thirty-six thousand hours of in-service training to over fifty-two thousand officers. In assessing the total volume of training delivered by the Mobile Team Units over the past five year period, we find that nearly 169,000 hours of instruction have been delivered to 245,381 participating law enforcement officers (see Appendix F, Page 50, for details). In any given year, over thirty thousand hours of instruction, addressing hundreds of topics, are scheduled and delivered throughout the state. Appendix G, Page 52, provides a partial listing of course topics which are commonly delivered by the Mobile Team Units. It should be noted that this list is not exhaustive. It is merely representational.

If the total hours of instruction provided by the Mobile Team Units were scheduled to run concurrently twenty-four hours a day throughout the year, there would be four hours of instruction provided for every hour of every day of the year. This hypothetical example illustrates the

tremendous volume of training that is collectively delivered by the Mobile Team Units.

In addition to training volume, another important consideration is cost-effectiveness. Mobile Team Units are able to operate at levels that are considered quite reasonable when compared to the potential cost of funding alternative training systems. On an annual basis the Board computes calculations of cost-effectiveness for the Mobile Team Units, based upon their total operational expenditures and their total training accomplishments. In past years, Mobile Team Unit cost-effectiveness data has proven their operations to be financially efficient (use Appendix F for greater detail).

Although the “quantity” or “volume” of training delivered is important, the maintenance of training program “quality” is of paramount importance. The individual Mobile Team Units and the Board formally evaluate all courses delivered to ensure that high standards of instruction are established and maintained. Continued efforts aimed at course development and instructor enhancement also help to maintain quality instruction.

Often times the benefits of training are difficult to assess and to document. We know that training opportunities help individual officers maintain and develop their job skills; we know that training is useful in improving individual and organizational morale, in instilling pride, in promoting professionalism, and in increasing overall productivity; we know that cases of criminal and civil liability filed against governmental units, supervisors and officers can be reduced if officers are properly trained to perform their assigned job duties; and, most importantly, we know that training saves lives. Officers who are well trained to follow safe and proper police procedures will reduce their risks and increase their safety on the job. Considered in this light, program cost, as previously discussed, becomes an almost irrelevant concern. If only one life is saved, then the program seems well worth the cost.

## **“Change” and the Need for Continuous Training**

Margaret Meade once remarked that, “the world in which we are born, is not the world in which we live, nor is it the world in which we will die.” Of course she was referring to the phenomenon of change and to our unavoidable, inescapable and constant exposure to change throughout our lives. This phenomenon of change affects not only our personal life, but our work life and community life as well. Change necessitates change. Individuals, organizations and communities are affected by change and in order to keep pace, must continually adapt and renew themselves. It is only through renewal that they may retain the capacity to remain functional and to remain healthy. John W. Gardner (1965) wrote that:

***Life and the world keep on flowing and evolving. For men and women... organizations and communities... who have accepted the reality of change, the need for endless learning is a way of living, a way of thinking, a way of being awake and ready.***

The scope and impact of change as it effects the law enforcement profession is pervasive. Law enforcement, probably more than any other profession, experiences the effects of change first, as they work day to day with our people and their problems. Continued in-service training prepares officers for social change and this preparation helps them to adapt and to function effectively as officers of the law. The critical importance of providing law enforcement officers with continuous in-service training was best stated by Saunders (1970):

***As in any skilled occupation, training must be a continuing process to maintain effective performance in law enforcement. Changes in the laws, in technology, and in the needs of the community make periodic retraining of all personnel essential. Old skills need sharpening with new techniques; specialized knowledge and skills must be taught for certain assignments or for promotion to higher responsibilities.***

Mobile Team Units provide law enforcement organizations and their personnel with a method and system for keeping pace with change. The Mobile Team Unit monitors, identifies, and assesses the impact of change upon the individual, the organization, and the community. In cases where a training response is necessary and appropriate, the Mobile Team Unit designs, develops and offers courses of training. Such training endeavors are initiated with the expressed purpose and goal of helping individuals and organizations to accommodate change. This training method offers to law enforcement agencies and their personnel, in the words of Gardner, “a way of being (and remaining) awake and ready.”

## **Reflection on the Process of Mobile Team Unit Training**

Mobile Team Units operate in a support role, serving participating units of government and law enforcement agencies. Mobile Team Unit activity is primarily focused on training, although, in many cases, the unit and its staff members may provide additional service and technical guidance in the areas of recruitment and selection, management, planning, policy formulation, etc. Mobile Team Unit staff members typically have acquired extensive professional experience and are in a unique position to both acquire and dispense knowledge from a regionalized vantage point. In this manner, the Mobile Team Unit becomes a “trusted” resource to which law enforcement administrators often turn for assistance.

The administration of regionalized training for law enforcement personnel is the major enterprise of the Mobile Team Units. The philosophy of allowing for Mobile Team Unit autonomy is based on the premise that local agencies are in the best position to determine their own training needs and to design and conduct appropriate educational and training programs. Although law enforcement agencies within the state often share and experience similar problems. There is also some variance in both the type and degree of problems faced by departments located in different geographical areas of the state. For example, departments in the Chicago metropolitan area have markedly different problems and training needs than do departments located within the southern rural portion of the state. Training needs are often indigenous to a region, and training programs must necessarily be designed to meet those specific needs. The Mobile Team Unit structure allows for the recognition and accommodation of such variance. A conceptual model of the process of Mobile Team Unit training is presented in Figure 2, Page 15. In viewing the model, one notices a list of 18 identified inputs which may potentially affect change and produce a need for training. The inputs identified range from changes in worker values and needs, to changes in the degree and type of criminal behavior experienced within a community; from new technological innovations, to change in the law; from job re-assignment, to changes in organizational purpose and structure. This list of inputs is by no means exhaustive. The listed inputs are merely representative of those changes that may ultimately impact upon the training function.

Once change(s) has been anticipated and identified, a determination must be made as to how various internal organizational processes should be altered to accommodate the experienced change. This function is identified within the Model and is depicted as lying on the outer perimeter of the circle. Obviously, training is not the absolute or only response for an organization to employ in attempting to deal with change. Department reorganization, employee re-assignment and the issuance of new policy and procedure are other possible options for adapting to change. Such options may be implemented with or without an accompanying need for further training. This recognition, as depicted within the Model on the first inner ring of the circle, distinguishes the conscious separation of those needs which can be met through training from those which cannot.

Once there has been a determination that training is indeed an appropriate response, then training needs must be delineated and prioritized within the total program of the Mobile Team Unit. While it is true that all training needs may ultimately need to be addressed, it is also true that some needs are more critical and deserve an immediate response. Consider, for example, that the State legislature recently passed a Bill which alters the manner with which cases of “driving under the

influence” are processed by the police. It then becomes critical that the police receive information and training relevant to this change, prior to the effective date of the law. In order to accomplish this task, other training programs of lesser priority may need to be delayed. This step of “training needs identification and prioritization” is represented as being located at the core of the circle within the Model. Both visually and symbolically, this step is properly placed within the Model. To be sure, this step is critical to the ultimate success of any training program. Training programs that are designed without the preparatory phase of “needs identification” are programs that can be effective only by chance. In ignoring this phase, a training program designer is in essence offering up a smorgasbord of learning experiences and hoping that something will satisfy the trainee. In such cases, there is not a sophisticated attempt made to deliver training for the purpose of satisfying specifically identified worker, and/or organizational needs.

The developed Model indicates that “administration of training” emerges from (follows) the process of “training needs identification and prioritization.” “Administration of training,” as identified, includes five major functions: the diagnostic function; the planning and development function; the management function; the course delivery function; and the evaluative function. Figure 2 details the general scope of activities encompassed within each of these functional areas. As each area is sufficiently explained within the Model, there is no need to further elaborate within this text.

The point to be made here is that Mobile Team Unit training follows through a logical sequence of activities - a process - conceptualizing and identifying training priorities, and in designing, developing and delivering training courses and programs. Such a process helps us to address only the most relevant of needs. The process helps us to ensure that training is not merely conducted for “training sake.” It is through such a process that we are able to allow for the accommodation of change and create a vehicle for organizational and personal renewal.



## **The Future of Mobile Team Unit Training**

The experience of Illinois in implementing Mobile Team Unit in-service training has been positive. The Illinois law enforcement community has benefited as a result of their increased participation in quality professional development programs. Law enforcement agencies and their personnel become better prepared to perform the myriad of tasks and duties which are associated with the law enforcement job function. The department, in turn, is better able to serve the public in a professional manner and to address the specific and unique needs of the community.

Illinois is the first state to implement and to utilize the Mobile Team Unit concept, as described in the paper. The ASSIST Program, with its 16 Mobile Team Units, accomplishes several objectives, which may be summarized as follows:

- It institutionalizes a statewide system of decentralized law enforcement training;
- It lays the essential groundwork for establishing a systematic training network which may be used to continually improve upon the profession as we approach and prepare for the 21st century;
- It places emphasis on cooperation among and between local units of government, and state and federal government, in matters pertaining to law enforcement training;
- It encourages and allows for maximum program participation;
- It provides for an ideal combination of local and state funding with state monies generated through a special fund created specifically to finance law enforcement training.

While the Illinois Law Enforcement Training and Standards Board continues to evaluate and plan for further development of the Mobile Team Unit training delivery system, its workability, acceptability and effectiveness has been more than adequately demonstrated. It works to the benefit of Illinois law enforcement and it helps to enhance citizen safety.

\* \* \* \* \*



## **Who Do I Contact for More Information?**

In order to receive additional information concerning the Intergovernmental Law Enforcement Officers In-Service Training Act, its administration and operation, please contact:

John F. Janssen, Manager of Training and Field Services or  
Kerrie Rawlings, Office Specialist  
Illinois Law Enforcement Training and Standards Board  
600 South Second Street, Suite 300  
Springfield, IL 62704-2542  
Telephone: 217/782-4540  
Fax: 217/524-5350  
E-Mail Address: [ptb@pop.state.il.us](mailto:ptb@pop.state.il.us)

Should you wish to receive information pertaining to the specific Mobile Team Unit which has been designated to serve your area; or wish to learn more about specific training courses scheduled for delivery in your area, please contact your local Mobile Team Unit Director (see Appendix D).

## **References**

Gardner, J. Self-Renewal: The Individual and the Innovative Society. New York: Harper and Row, 1965.

Illinois Law Enforcement Training and Standards Board. Census of Local Law Enforcement Personnel. Springfield, IL: State of Illinois , 1994.

Saunders, C. Upgrading the American Police: Education and Training for Better Law Enforce. Washington, D.C.: Brookings Institution, 1970.

## APPENDICES

Appendix A	-	Public Act 82-674 Intergovernmental Law Enforcement Officers In-Service Training Act
Appendix B	-	Administrative Rules - Public Act 82-674
Appendix C	-	Conditions of Award
Appendix D	-	Map and Directory of the Mobile Team Units
Appendix E	-	ASSIST State Cash Awards Fiscal Year 1986 - 1997
Appendix F	-	Summary of Expenditures, Training Accomplishments, and Cost Effectiveness Fiscal Year 1993-1997
Appendix G	-	Selected Course Topics Offered by the Mobile Team Units

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## **Appendix A**

### **Public Act 82-674 Intergovernmental Law Enforcement Officers In-Service Training Act**

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**P.A. 82-674**  
**INTERGOVERNMENTAL LAW ENFORCEMENT OFFICERS**  
**IN-SERVICE TRAINING ACT**

**Section**

720/1. Short Title

720/2. Definitions.

720/3. Powers and duties.

720/4. State funding--Minimum criteria.

720/5. Determination of eligibility--Amount.

720/6. Annual report.

**720/1. Short Title**

§ 1. Short title. This Act, shall be known and may be cited as the "Intergovernmental Law Enforcement Officer's In-Service Training Act".

P.A. 82-674, § 1, eff. Oct. 29, 1981.

Formerly Ill. Rev. Stat. 1991, ch. 85, ¶ 561.

**Title of Act:**

An ACT authorizing the establishment of Mobile Team In-Service Training Units to provide regional in-service refresher and update training to state and local law enforcement officers. P.A. 82-674, veto-overridden and eff. Oct. 29, 1981.

**720/2. Definitions**

"Board" means the Illinois Law Enforcement Training Standards Board created by the Illinois Police Training Act.<sup>1</sup>

"Director" means the Executive Director of the Board.

"Chairman" means the Chairman of the Board.

"Appointed Member" means a member of the Board appointed by the Governor pursuant to the Illinois Police Training Act and designated by the Director to serve on an Advisory Board.

"Mobile Team In-Service Training Unit" or "Mobile Team: means an organization formed by a combination of units of local government and the board and established under this Act to deliver in-service training to local and State law enforcement officers (whether employed on a full-time or part-time basis) at scheduled times and selected sites within a geographic region.

"Advisory Board" means a Board composed of a representative number of county board Members, mayors, chiefs of police, and sheriffs of participating units of local government, and the Director, Chairman or appointed member of the Illinois Law Enforcement Training Standards Board. The composition and number of each Advisory Board will be determined by the participants. Members of the Advisory Board shall serve without compensation but may be reimbursed for reasonable expenses incurred in carrying out their duties.

"Unit of local government" means a unit of local government as defined in Article VII, Section 1 of the Illinois Constitution of 1970 and includes both home rule units and units which are not home rule units.

P.A. 82-674, § 2, eff. Oct. 29, 1981. Amended by P.A. 83-585, § 1, eff. Jan. 1, 1984; P.A. 88-586, § 40, eff. Aug. 12, 1994; P.A. 89-170, § 10, eff. Jan. 1, 1996.  
Formerly Ill. Rev. Stat. 1991, ch. 85, ¶ 562.

**720/3. Powers and duties**

**§ 3. Powers and Duties.**

**(a) Powers and Duties of the Advisory Board.**

- (1) To incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law.
- (2) To adopt By-Laws and Operating Procedures.
- (3) To designate a Financial Officer who is an elected local government official.
- (4) To employ a coordinator and to approve the employment of such other full or part-time staff as may be required.
- (5) To develop and approve the total budget for the Mobile Team annually.
- (6) To determine equitable formulae for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of local government.
- (7) To oversee the development of training programs, the delivery of training, and the proper expenditure of funds.
- (8) To carry out such other actions or activities appropriate to the operation of the Mobile Team including but not limited to contracting for services and supplies, and purchase of furniture, fixtures, equipment and supplies.
- (9) To exercise all other powers and duties as are reasonable to fulfill its functions in furtherance of the purposes of this Act.

**(b) Powers and Duties of the Illinois Law Enforcement Training Standards Board.**

- (1) To act as the State agency participant on each Mobile Team Advisory Board.
- (2) To act as the State agency to coordinate the actions of Mobile Teams established in the State.
- (3) To determine that the Mobile Team meets the criteria for the receipt of funds from the State in accordance with Section 4 of this Act.
- (4) To budget for and authorize quarterly disbursement of State funds up to 50% of the total approved budget of the eligible Mobile Team.
- (5) To establish such reasonable rules and regulations as the Director deems necessary to carry out the duties described in this Act.

**(c) Powers and Duties of the Coordinator of an Advisory.**

- (1) To manage and coordinate the ongoing operations of the Mobile Team.
- (2) To employ and supervise additional authorized full or part-time staff.
- (3) To arrange for qualified instructors from among the employees of State, local or federal Departments or agencies wherever practical and to obtain other instructional services as required.

P.A. 82-674, § 3, eff. Oct. 29, 1981. Amended by P.A. 83-585, § 1, eff. Jan. 1, 1984; P.A. 88-586, § 40, eff. Aug. 12, 1994.  
Formerly Ill. Rev. Stat. 1991, ch. 85 ¶ 563.

**720/4. State Funding-Minimum Criteria**

**§ 4. State Funding- Minimum Criteria.** A Mobile Team In-Service Training Unit which meets the minimum criteria established in this Section is eligible to receive State funds to help defray the costs of operation. To be eligible a Mobile Team must:

- (1) Be established and operating pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution of 1970 and must involve two or more units of local government including at least one county and the Board.

- (2) Establish an Advisory Board composed of elected local officials and chief law enforcement officers from participating units of local and the Director, Chairman or appointed member of the board to oversee the operations of the Mobile Team and make such reports to the Board as the Board may require.
- (3) Designate an elected local official to act as the financial officer of the Mobile Team for all participating units of government, and to receive and expend funds for the operation of the Mobile Team.
- (4) Limit its operations to in-service training of law enforcement personnel employed by the State, by units of local government or by the Federal government or their agencies and departments in the administration of justice.
- (5) Cooperate with the board in order to assure compliance with this Act and to enable the Board to fulfill its duties under this Act, and to supply the Board with such information as the Board deems necessary therefor.
- (6) Receive funding of up to 50% of the total approved budget of the Mobile Team from the participating units of local government.

P.A. 82-674, § 4, eff. Oct. 29, 1981. Amended by P.A. 83-585, § 1, eff. Jan. 1, 1984.  
Formerly Ill. Rev. Stat. 1991, ch.85, ¶ 564.

#### **720/5. Determination of eligibility--Amount.**

§ 5. Determination of eligibility--Amount. The Board shall monitor the operation of all Mobile Teams and determine their eligibility to receive State funds under this Act. From monies appropriated annually by the General Assembly for this purpose, the Director shall determine and certify to the Comptroller the amount of funds to be disbursed to each designated Mobile Team financial officer. The amount of the State funds which a Mobile Team receives hereunder shall equal up to 50% of the total approved budget of that Mobile Team.

P.A. 82-674, § 5, eff. Oct. 29, 1981.  
Formerly Ill. Rev. Stat. 1991, ch. 85, ¶ 565.

#### **720/6. Annual Report**

§ 6. The Director shall report annually, no later than February 1st, to the Governor and the General Assembly on the operations of the Mobile Teams. The report will also include a breakdown of the appropriation for the current fiscal year and the budget for the next fiscal year indicating the amount each Mobile Team received and will receive in the next year.

P.A. 82-674, § 6, eff. Oct. 29, 1981.  
Formerly Ill. Re. Stat. 1991, ch. 85, ¶ 566.

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## **Appendix B**

### **Administrative Rules Public Act 82-674**

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**Title 20: Corrections, Criminal Justice and Law Enforcement**  
**Chapter V: Illinois Local Governmental Law Enforcement**  
**Officers Training Board**

**Part 1740**  
**In-Service Training Financial Assistance**

**Sub-Part A: General Provisions**

*Section*

- 1740.101 Purpose and Scope
- 1740.102 Definitions
- 1740.103 Confidentiality of Information
- 1740.104 Veracity of Information
- 1740.105 Date of Compliance

**Sub-Part B: Mobile Team Organization**

*Section*

- 1740.201 Mobile Team Creation
- 1740.202 Appointment of Advisory Board
- 1740.203 Duties of the Advisory Board
- 1740.204 Duties of Coordinator
- 1740.205 Duties of Financial Officer
- 1740.206 Cooperation with the Board

**Sub-Part C: Applications**

*Section*

- 1740.301 Completeness of Applications
- 1740.302 Filing Date of Permit Applications
- 1740.303 Additional Information
- 1740.304 Failure to Provide a Complete Permit Application or Failure to Provide Additional Information
- 1740.305 Board Review
- 1740.306 Conditional Approval by the Board
- 1740.307 Signatures to Permit Applications and Reports
- 1740.308 Financial Assistance Application
- 1740.309 Final Board Decision

**Sub-Part D: Budget**

*Section*

- 1740.401 Eligibility
- 1740.402 Prohibitions
- 1740.403 State Funding
- 1740.404 Other Sources of Funding
- 1740.405 Budget Content
- 1740.406 Budget Categories
- 1740.407 Operational Budget Requirements
- 1740.408 Non-Operational Budget Requirements
- 1740.409 Final Mobile Team Budget
- 1740.410 Budget Transfers
- 1740.411 Returning State Funds

**AUTHORITY:** Implementing Section 5 and authorized by Section 3 of the Intergovernmental Law Enforcement Officer's In-Service Training Act (Ill. Rev. Stat. 1981, ch. 85, pars. 565, and 563).

**SOURCE:** Adopted at 8 Ill. Reg. 4915, effective March 30, 1984; amended at 9 Ill. Reg. 5683, effective April 15, 1985.



**ILLINOIS ADMINISTRATIVE CODE**  
**TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**  
**CHAPTER V: ILLINOIS LOCAL GOVERNMENTAL LAW ENFORCEMENT OFFICERS**  
**TRAINING BOARD**  
**PART 1740: IN-SERVICE TRAINING FINANCIAL ASSISTANCE**  
**SUBPART A: GENERAL PROVISIONS**

**Section 1740.101 Purpose and Scope**

Unless otherwise indicated, the rules set forth in this Part provide the general funding requirements and procedures which are applicable to all mobile teams created pursuant to the Intergovernmental Law Enforcement Officer's In-Service Training Act.

**Section 1740.102 Definitions**

a) The definitions of terms used in this Part are the same as those found in the Intergovernmental Law Enforcement Officer's In-Service Training Act (Act) (Ill. Rev. Stat. 1981, ch. 85, pars. 561 et seq.).

b) Notwithstanding paragraph (a) of this Section, the following terms are defined for purposes of this Part: "Act" means the Intergovernmental Law Enforcement Officer's In-Service Training Act (Ill. Rev. Stat. 1981, ch. 85, par. 561 et seq.) as amended. "Coordinator" means an employee of the mobile team who manages and directly supervises the ongoing operations of the mobile team. "Full Time" means one who is employed at least 35 hours a week as a law enforcement officer on a regular basis. "Law Enforcement Officer" means any employee of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this state and any political subdivision thereof. "Officer" means "Law Enforcement Officer". "Roster" means the form listing the names of all law enforcement officers completing the requirements of a course approved by the Board under this Part. The information required on a roster form is the officer's date of appointment, his name, address, department, employment status and salary, and the name of the course and the date of completion.

### **Section 1740.103 Confidentiality of Information**

a) Claims of confidentiality must be asserted at the time of submission, by stamping the words "Confidential Business Information" on each page containing such information. If no claim is made at the time of the submission, the Board may make the information available to the public without further notice. No information will be submitted to parties involved in litigation without subpoenas.

b) Claims of confidentiality for the following information will be denied:

- 1) Name and address of any financial assistance applicant;
- 2) Financial data submitted to the Board in order to receive funding.

### **Section 1740.104 Veracity of Information**

No person shall make any false or misleading statement, representation or certification of any record, report or any other document filed with the Board or required by the Board.

### **Section 1740.105 Date of Compliance**

Compliance with this Part is required on and after March 30, 1984, the effective date of this Part.

**ILLINOIS ADMINISTRATIVE CODE**  
**TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**  
**CHAPTER V: ILLINOIS LOCAL GOVERNMENTAL LAW ENFORCEMENT OFFICERS**  
**TRAINING BOARD**  
**PART 1740: IN-SERVICE TRAINING FINANCIAL ASSISTANCE**  
**SUBPART B: MOBILE TEAM ORGANIZATION**

**Section 1740.201 Mobile Team Creation**

To be eligible to receive financial assistance, a Mobile Team must be established in writing pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution (Ill. Const., Art. VII, sec. 10). In addition, the Mobile Team must submit to the Board the following Mobile Team information:

- a) The Mobile Team's organizational design, structure, operating procedures, and purpose;
- b) The Mobile Team's goals;
- c) The names and addresses of each Mobile Team member;
- d) The name and address of the Mobile Team Financial Officer; and
- e) The dates of the Mobile Team's establishment, and the date of the Mobile Team's expiration, if applicable.

**Section 1740.202 Appointment of Advisory Board**

The Mobile Team must submit in writing to the Board the following Advisory Board information:

- a) The names and addresses of every member of the Advisory Board;
- b) Whether the Advisory Board is a general or not-for-profit corporation or some other appropriate structure under Illinois law.
- c) The date the Advisory Board was established;
- d) The name and address of the Director or Chairman of the Advisory Board; and
- e) A copy of the Advisory Board's policies and procedures, and by-laws, if applicable.

## **Section 1740.203 Duties of the Advisory Board**

a) Failure of the Advisory Board to meet any of the requirements of the Act or its rules shall result in denial or postponement of financial assistance. In determining whether funds will be denied or postponed, the Board will examine the activities of the Mobile Team, and:

1) Funds will be denied if the Board finds that there has been a misuse of funds, fraud, material deception or a continuing pattern of violations of the Act and rules when, although minor in nature when viewed individually, but due to their continued repetition, jeopardize the standards developed by the Board under Section 1740.305 of this Part; and

2) Funds will be postponed when the Board finds that a Mobile Team does not comply with the requirements of the Act and rules, but does not negate the reasons for the approval by the Board under Section 1740.305 of this Part.

b) The Advisory Board shall be responsible for the over-all operation of the Mobile Team, including, but not limited to:

1) Selecting and supervising the Mobile Team Coordinator pursuant to Section 3 of the Act;

2) Supervising the Mobile Team Financial Officer pursuant to Section 3 of the Act;

3) Maintaining accurate records as is required in Sections 1740.204 and 1740.205 of these rules;

4) Insuring the Board received any reports required or requested under the Act or its rules; and

5) Constantly monitoring the operations of the Mobile Team to ensure the Mobile Team complies with the Act and its rules.

c) The Advisory Board shall prepare an annual report for the Board, to be delivered to the Executive Director of the Board no later than January 1 of each year. The report shall include the following information in detail:

1) The local and state financial assistance received and expended during the previous fiscal year;

2) A list of the courses offered, including the number of law enforcement officers who took the courses;

3) The types of course taken, and the cost of each course activity;

4) A description of accomplished programs and goals; and

5) The plans and proposals for the following year, containing an estimate of cost for training.

d) The Advisory Board must inform the Board in writing within seven days of any changes in the personnel of the Mobile Team, the Advisory Board, the Mobile Team Coordinator, or the Financial Officer.

e) The Advisory Board shall notify the Board in writing, within ten days, of canceled and added courses not specified in any approved application for financial assistance.

f) The Executive Director shall have authority to suspend until the following Board meeting any training program

not specified in an approved application when the Executive Director finds the change specified does not conform with the Board's review criteria established in Section 1740.305 or Subpart C. Such finding by the Executive Director must be made in writing to the Mobile Team within ten days of his receipt of notice of any proposed change.

g) The Board shall hear and decide whether to approve or deny changes in approved programs suspended by the Executive Director pursuant to paragraph (f) of this Section at the Board meeting immediately following suspension of proposed changes in training programs.

*(Source: Amended at 9 Ill. Reg. 5683, effective April 15, 1985)*

#### **Section 1740.204 Duties of Coordinator**

a) The Mobile Team Coordinator is responsible for maintaining all records and reports in accordance with the Local Records Act (Ill. Rev. Stat. 1981, ch. 116, pars. 43.101 et seq.) and rules promulgated thereunder;

b) The Coordinator shall submit the course roster to the Board within 14 days after the completion of any course offered by the Mobile Team.

c) The Coordinator of Mobile Teams shall be required to submit an annual report to the Board, due the first of each calendar year, containing the Mobile Team's assessment of training needs. In assessing its needs, the Mobile Team must describe the standards and criteria it uses to determine course selection.

### **Section 1740.205 Duties of Financial Officer**

a) Mobile Team Financial Officers shall report quarterly to the Board on forms provided by the Board. These reports will contain the information required in paragraph © of this Section.

b) Financial Information Reports submitted to the Board must be received by the Board no later than April 15, July 15, October 15, and January 15 for the preceding quarter.

c) Financial Information Reports submitted to the Board must include, but are not limited to, the following:

- 1) The total money received and expended by the Mobile Team as a result of state and local funding;
- 2) The total money received and expended by the Mobile Team from other sources for training;
- 3) The total money received by the Mobile Team from state and local funding which is not spent;
- 4) The anticipated need for state and local funding during the succeeding quarterly period;
- 5) A record of the expenditures during the quarter for operating costs contained in the approved budget of the Mobile Team; and
- 6) Certification by the Financial Officer that the financial report is accurate and true under the penalty of law.

d) Financial Officers shall be bonded to cover the total amount of state and local funds received by the Mobile Team.

### **Section 1740.206 Cooperation with the Board**

The Mobile Team shall cooperate with the Board to assist the Board in ensuring the training provided complies with the Board's responsibilities under this Act, the Illinois Police Training Act (Ill. Rev. Stat. 1981, ch. 85, par. 501 et seq.), and an Act in relation to Firearms training for peace officers (Ill. Rev. Stat. 1981, ch. 85, par. 515 et seq). Such assistance shall include, but not be limited to, providing firearms training at Board approved firearms training facilities in their Mobile Team area, monitoring Mobile Team regional training-related programs, and informing the Board, as requested by the Board, of ongoing activities in the region.

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**TRAINING BOARD**  
**PART 1740: IN-SERVICE TRAINING FINANCIAL ASSISTANCE**  
**SUBPART C: APPLICATIONS**

**Section 1740.301 Completeness of Applications**

- a) Applicants for financial assistance shall file with the Board a complete application for financial assistance in accordance with this Part.
- b) An application is complete when the Board receives an application form and any other supplemental information which is needed by the Illinois Local Governmental Law Enforcement Officers Training Board in order to approve or deny an application in accordance with Section 1740.305 of this Part.
- c) The completeness of any application for financial assistance shall be judged independently of any other application or activity.
- d) Applications are for financial assistance for an entire fiscal year beginning July 1 of any year and terminating June 30 of the following year.

**Section 1740.302 Filing Date of Permit Applications**

- a) An application for financial assistance shall be deemed filed on the date which the Board received the application, unless the Board notified the applicant within 30 days after the date of receipt of the application that the application is incomplete and the reason the Board finds it incomplete.
- b) An application to receive financial assistance must be received by the Board not later than April 1, and no earlier than January 1, for the fiscal year beginning July 1 of the same year.

**Section 1740.303 Additional Information**

Notwithstanding the applicant's filing of a complete application in accordance with 1740.301, an applicant for financial assistance shall, upon request by the Board:

- a) Provide additional information necessary to determine whether the activities comply with the Act or rules adopted thereunder; or
- b) Provide additional information necessary to clarify, modify or supplement previously submitted information.

#### **Section 1740.304 Failure to Provide a Complete Permit Application or Failure to Provide Additional Information**

The Board may deny an application if an applicant fails to comply with Sections 1740.301 or 1740.303. In determining whether to deny or conditionally approve an application, the Board shall examine the content of the application, and:

- a) Deny the application if the applicant has failed to provide information the Board needs to review an application under Section 1740.305 of this Part; and
- b) Conditionally approve the application if there are minor deviations from the requirements, such as minor technical or other informational deficiencies, which do not impede the Board's ability to judge the compliance of the application with the review criteria of Section 1740.305.

#### **Section 1740.305 Board Review**

In reviewing an application, the Board must determine if the proposed program or project is necessary and in the public interest to promote and protect the health, safety and welfare of the public. Factors which the Board must consider include, but are not limited to, the need for the proposed program or project in this State, the specific training needs of the locality involved, and the financial practicality of the venture. Financial practicality, for purposes of these rules, includes, but is not limited to, the amount of money available for training, the quantity of police officers to be trained, the costs to administer the training, and the availability of other programs in a more centralized location for less cost.

#### **Section 1740.306 Conditional Approval by the Board**

- a) Recipients of state financial assistance must comply with the application as approved by the Board and the conditions established by the Board pursuant to paragraph (b) of this Section.
- b) The Board may impose conditions to its approval for receipt of financial assistance as may be necessary to accomplish the purposes of the Act and as are not inconsistent with the Act or Board rules.
- c) Recipients of financial assistance who do not comply with the terms of paragraph (a) of this Section may have future financial assistance requests reduced or denied. In determining whether future financial assistance is reduced or denied, the Board will compare the terms of the approved budget with the actual practices of the Mobile Team, and;
  - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for the approval of disbursements pursuant to Section 1740.305 of these rules shall result in the denial of disbursements; or
  - 2) Any variance that does not negate the reasons for approval pursuant to Section 1740.305, but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of funds to that level actually required.



### **Section 1740.307 Signatures to Permit Applications and Reports**

- a) All applications shall be signed by the Advisory Board Chairman, Financial Officer, and Coordinator.
- b) All reports or other information shall be signed by the persons described in paragraph (a) of this Section, except as is otherwise indicated in paragraph © of this Section.
- c) Course roster reports required under Section 1740.204 and notices of canceled courses under Section 1740.203 shall be signed by the Coordinator.
- d) Any person signing a document under paragraph (a) or (b) of this Section shall make the following certification: "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based upon my inquiry of those individuals immediately responsible for obtaining information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

(Source: Amended at 9 Ill. Reg. 5683, effective April 15, 1985)

### **Section 1740.308 Financial Assistance Application**

- a) In addition to the other requirements of this Subpart, any applicant for financial assistance shall provide the following information to the Board, which shall include, but not be limited to:
  - 1) The information required in Sec. 4 of the "Intergovernmental Law Enforcement Officer's In-Service Training Act";
  - 2) The information required in Sections 1740.201 and 1740.202 of Subpart B of this Part;
  - 3) The budgetary information required in Subpart D of this Part;
  - 4) The total number of units of local government to be served, including the total number of counties and law enforcement departments to be served;
  - 5) The population of officers to be served;
  - 6) A Mobile Team's estimated course program schedule, indicating course titles, purposes, and designs;
  - 7) A Mobile Team's description of the need for any program, and the anticipated number of officers who will attend;
  - 8) The availability of training facilities;
  - 9) A description of the Mobile Team's identified need for in-service training, and the Mobile Team's past project accomplishments and successes; and
  - 10) Proof that the Mobile Team's Financial Officer is adequately bonded to receive state funds.
- b) Applicants shall submit all information required by the Board on forms prescribed or provided by the Board.
- c) The Board may waive informational requirements if the Board determines that information would be duplicative of information the Board has already received.

**Section 1740.309 Final Board Decision**

- a) The Board shall notify the applicant in writing within thirty days after it decides to grant or deny the applicant financial assistance. Application denial letters shall state the reasons for denial to the applicant.
- b) Disbursements to Mobile Team shall be made quarterly.

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**TRAINING BOARD**  
**PART 1740: IN-SERVICE TRAINING FINANCIAL ASSISTANCE**  
**SUBPART D: BUDGET**

**Section 1740.401 Eligibility**

- a) The proposed Mobile Team budget must be developed and approved by the Advisory Board and submitted as a part of the application to receive state funds in accordance with Subpart C of this Part.
- b) The Advisory Board shall, pursuant to Section 3(6) of the Act, submit to the Board a copy of the equitable formulae it used to assure that participating units of local government provide their local share of costs to the Mobile Team. The Advisory Board must identify the standards and criteria it used to develop the formulae.

**Section 1740.402 Prohibitions**

- a) Funds received or generated by Mobile Teams shall be used solely for Board approved Mobile Team activities.
- b) No Mobile Team shall cause or allow the use of its funds except as finally approved by the Board pursuant to Section 1740.409, Final Mobile Team Budget, of this Part.
- c) No Mobile Team shall cause or allow transfers or funds within any budget approved by the Board, except as provided for in Section 1740.410 of this Subpart.

**Section 1740.403 State Funding**

- a) The amount of the State funds which a Mobile Team receives hereunder shall equal up to 50% of the total approved Mobile Team budget.
- b) The Mobile Team and the participating units of local government are jointly and severally liable for the remainder of the Mobile Team budget.
- c) The Mobile Team budget shall contain funds designated solely for Board approved mobile team training, and must be segregated in a financial account separate from other state or local fiscal accounts.

#### **Section 1740.404 Other Sources of Funding**

- a) Monies received by Mobile Teams from other sources in addition to local and state matching funds under these rules, including but not limited to tuition and federal grants, shall be segregated into a separate account and shall not be used except as provided for in paragraph (b) of this Section.
- b) Monies received by Mobile Teams from other sources may be used for Mobile Team activities after receiving written permission from the Executive Director if the Executive Director finds the Mobile Team's request conforms with the Board's review criteria established in Section 1740.305 of Subpart C. Requests by Mobile Teams shall be in writing to the Executive Director and must specify the intended use of those funds.
- c) The Executive Director shall respond to Mobile Teams within 30 days after receipt of the request. The Executive Director shall have the authority to deny requests for spending under this Section and suspend until the following Board meeting any use of those funds.
- d) Upon receiving a written request from the applicant, the Board shall review the Executive Director's denial during the Board meeting following his action and decide whether to allow the use of the funds as requested by the applicant.

#### **Section 1740.405 Budget Content**

- a) The Mobile Team shall provide the Board with any budget information the Board requests, pursuant to Sections 1740.203, 1740.301, 1740.303 and 1740.306 of this Part.
- b) The proposed Mobile Team budget must include all the proposed and anticipated operational and non-operational expenditures for the applicable fiscal year beginning on July 1 and terminating June 30.

#### **Section 1740.406 Budget Categories**

- a) Mobile Team budgets shall be separated into two categories, operational and non-operational.
- b) The operational budget category shall be divided into sub-categories including, but not limited to, personal services, automobile and transportation expenses, contractual services, equipment, commodities, and training costs.
- c) The non-operational budget category shall include the salaries of full-time law enforcement officers who attend training programs.

### **Section 1740.407 Operational Budget Requirements**

- a) The operational budget shall be separated into sub-categories in order for the Board to determine the necessary funding for each sub-category.
- b) Participating units of local government shall provide at least 10% of the total Mobile Team budget before the Mobile Team's application is finally approved by the Board.
- c) The Board shall approve up to 50% of the total Mobile Team budget for operational costs if the Mobile Team meets all the requirements in the Act and rules adopted pursuant thereto, including paragraph (b) of this Section, providing state funds are available.

### **Section 1740.408 Non-Operational Budget Requirements**

- a) Non-operational budget costs shall include only the salaries of full-time law enforcement officers who receive training under this Part.
- b) The non-operational budget shall not exceed 40% of the total Mobile Team budget.
- c) Proposed Mobile Team budgets including a non-operational budget category shall detail the number of full-time officers the Mobile Team expects to train, the total number of training hours planned, and the estimated salaries of the participating law enforcement officers.

### **Section 1740.409 Final Mobile Team Budget**

- a) The Board shall approve, deny or conditionally approve the Mobile Team budget in accordance with Sections 1740.306 and 1740.309 of this Part.
- b) The Board shall, on a random basis, investigate the activities of a Mobile Team to ensure the Mobile Team is meeting the requirements of the approved budget.
- c) If the Board determines a Mobile Team is deviating from its budget, the Board may reduce or deny future disbursements. In determining whether there will be a reduction or denial of disbursements, the Board will compare the terms of the approved budget with the actual practices of the Mobile Team, and:
  - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for approval of disbursements pursuant to Section 1700.305 of these rules shall result in the denial of disbursements; or
  - 2) Any variance that does not negate the reasons for approval pursuant to 1700.305, but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of disbursements to that level actually required.

### **Section 1740.410 Budget Transfers**

a) No transfers of money within the budget is permitted, except as is provided for in paragraph (b) of this Section.

b) A Mobile Team must obtain written authorization from the Executive Director to transfer budget funds from one sub-category to another sub-category. In determining whether there will be a transfer of funds, the Director will compare the terms of the approved budget with the proposed terms of the transfer, and:

1) Any variance from the approved budget that results in the negation of the existence of the facts necessary for approval of disbursement pursuant to Section 1740.305 of Subpart C of this Part shall result in the denial of the request; and

2) The Director must determine if the Mobile Team is complying with the Act and rules adopted pursuant thereto.

### **Section 1740.411 Returning State Funds**

In the event a Mobile Team does not properly expend its funds as approved by the Board, or is in violation of the act or these rules, the mobile team, and the local governmental units creating the Mobile Team, shall be responsible for returning the money as follows:

a) If the money received by the Mobile Team was appropriated out of the Traffic and Criminal Conviction Surcharge Fund, Ill. Rev. Stat. 1981, ch. 85, par. 509, the money shall be returned to the Board, payable to the Board, for the Board to redeposit the money into the Surcharge Fund pursuant to Section 10.14 of the State Comptroller's Act, (Ill. Rev. Stat. 1981, ch. 15, par. 210.14); or

b) If the money received by the Mobile Team was appropriated out of the General Revenue Fund, the money shall be returned to the Board, payable to the Board, for the Board to redeposit the money into the proper General Revenue Fund appropriation category, pursuant to Section 10.14 of the State Comptroller's Act.

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## **Appendix C**

### **Condition of Award**

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# INTERGOVERNMENTAL LAW ENFORCEMENT OFFICERS IN-SERVICE TRAINING ACT

## CONDITIONS OF AWARD

### **Fiscal Year 1998**

Hereinafter, the word Board, as used, is synonymous with the Illinois Law Enforcement Training and Standards Board; the word Grantee, as used, is synonymous with Mobile Team Unit.

1. The Grantee agrees to submit Quarterly Training Schedules (on forms provided by the Board) to the Board Office as follows (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
July - September, 1997	June 15, 1997
October - December, 1997	September 15, 1997
January - March, 1998	December 15, 1997
April - June, 1998	March 15, 1998

2. The Grantee agrees to submit Quarterly Fiscal Reports (on forms provided by the Board) to the Board Office according to the following schedule, (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
First Quarter	October 15, 1997
Second Quarter	January 15, 1998
Third Quarter	April 15, 1998
Fourth Quarter	July 15, 1998
Final Quarter	September 15, 1998

3. The Grantee agrees to submit Quarterly Training Activity Reports (on forms provided by the Board) to the Board Office according to the following schedule, (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
July - September, 1997	October 15, 1997
October - December, 1997	January 15, 1998
January - March, 1998	April 15, 1998
April - June, 1998	July 15, 1998

4. The Grantee agrees to submit a Narrative Description and Statistical Summary of all "Training Need Assessments/Analysis" that occur during the fiscal year. At least one such analysis must be conducted and submitted prior to March 1, 1998.
5. The Grantee agrees to maintain records of all evaluations for all training courses. Such evaluations should include, but not be limited to, evaluation of instruction, evaluation of course organization, evaluation of course relevancy, evaluation of course materials, evaluation of training environment, a cost/benefit evaluation, and evaluation of student performance (when applicable). Evaluation results



should be maintained at the Mobile Team Office and made available to the Board and Board staff upon request.

6. Obligations of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or other funding source such as the Traffic and Criminal Conviction Surcharge Fund, fails to appropriate or otherwise generate sufficient funds for this grant award.
7. The Grantee agrees to comply with the Illinois Purchasing Act "Bribery" and "Conflict of Interest" sections (30 ILCS 505/10.1 and 11.1 through 11.5, inclusive), which are by reference made as part of this grant award, and all the terms, conditions, are made a part of the award the same as though they were incorporated herein.

The Grantee certifies that no Grantee, authorized officer, employee, consultant, or other personnel has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois.

The Grantee agrees that in the event that the "Conflict of Interest" or "Bribery" sections mentioned above have not been complied with, this award shall be declared void and of no effect, pursuant to the Illinois Purchasing Act, Section 10, (30 ILCS 505/1 et al), and the Grantee shall forfeit all money due and payable to the Grantee under this award and the Grantee shall refund to the Board all money paid to the Grantee pursuant to this grant award.

8. The Grantee agrees that the Board may, upon appropriate investigation and finding of any irregularity, suspend the grant, in whole or part, for cause at any time if the Grantee fails to comply with the In-Service Training Act, the rules adopted by the Board, or these grant conditions. Upon such finding, the Mobile Team agrees to reimburse the Board for all costs incurred by the Board to conduct the investigation; including, but not limited to, costs of audit, staff time and travel. The Grantee also agrees to reimburse the Board for all funds that were not properly expended as determined by the Board.
9. The Grantee agrees to maintain accurate and complete time distribution and attendance records for all grant-funded personnel.
10. The Grantee agrees to submit an inventory of all equipment purchased wholly or partially with grant funds. The inventory must be submitted to the Board office prior to September 15, 1997.
11. The Grantee agrees to submit an annual, independent audit of financial operations, consistent with Board audit guidelines, within 120 days from the close of the grant period.
12. The Grantee agrees to maintain accurate and complete records of training for all participating departments and officers.
13. The Grantee agrees to cooperate with the Board and Board staff in providing technical assistance to local government administrators, and police and sheriff personnel on matters related to law enforcement training and the administrative and operational procedures of the Board. Such obligation will include keeping the Board informed of law enforcement related news occurring within their region. The Grantee agrees to comply with all Board policies and directives, and accept and implement the Board's interpretation of its administrative rules, grant conditions and applicable statutes.
14. The Grantee agrees to direct its administrator, or training coordinator, to participate in all Board sponsored activities and meetings that the Executive Director of the Board deems important to the overall coordination and administration of the ASSIST program.
15. The Grantee agrees to gather and supply instructor and training course information and reports upon

request by the Board, or Board staff.

16. The Grantee agrees to select training sites and facilities so that law enforcement personnel participation is maximized by means of convenience of access.
17. The Board neither commits itself nor implies a commitment for funding beyond the term of this grant.
18. The Grantee agrees to select sites for meetings/conferences on a reasonable cost/benefit basis.
19. The Grantee agrees to abide by the State of Illinois Travel Regulations and apply said regulations to Mobile Team Unit employees, advisory board members and independent contractors. In the event that a Mobile Team Unit officer, employee or independent contractor may exceed established guidelines for travel or lodging the Executive Director of the Board shall review and approve/disapprove these requests on a case by case basis before expenditures are authorized. All out-of-state travel requests must be submitted to the Executive Director for review and approval/disapproval prior to the scheduled event. These requests will be reviewed on a case by case basis before expenditures are authorized.
20. This grant is subject to all provisions contained in the Illinois Grant Funds Recovery Act ( 30 ILCS 705/1 et al).
21. The Grantee agrees to notify the Board office in writing before signing any contract for services with vendors whose main office is located outside the state of Illinois. The Executive Director of the Board shall review and may approve any such contract.
22. The Grantee understands that the financial terms and obligations agreed to under this Grant award may be monitored by the Board, Board auditors and/or the Illinois Auditor General at any time, so that the Board may establish that the Grantee is in continuing compliance.
23. The Grantee will report all other sources of collected funds, as specified under Subpart D, Section 1740-404 of the In-Service Rules, on a quarterly basis, in addition to completing the Board's quarterly fiscal report.
24. The Grantee agrees to accept responsibility for and to meet all obligations and responsibilities related to the payment of applicable state and federal tax laws.
25. The budget as outlined and approved on the "Statement of Award" letter must be adhered to by the Grantee. The Board will limit the transfer of funds within the operational budget to an amount equal to 2% of the total approved operational budget in Fiscal Year 1998. Requests for budget transfers in excess of the 2% limit will be reviewed on an "exception to the rule" basis by the Executive Director. Such requests must be submitted in writing by the Chairman and Financial Officer of the Mobile Team Unit and must include a complete justification.
26. The Grantee agrees to establish and to maintain its Incorporation as a General Not-For-Profit Corporation or other appropriate structure under Illinois law. This condition requires that the Mobile Team Unit register on an annual basis with the Office of the Secretary of State. Incorporation required under the ASSIST act grants no independent authority or immunity to grantees with respect to Board rules, policy, procedures and grant conditions.
27. The Grantee will maintain written staff policy guidelines, by-laws, procedures and provide Board staff with updates and revisions as they occur.
28. The Grantee will utilize written contracts with vendors outlining all expenditures such as fees, travel expenses and other provisions and obligations.

29. The Grantee will maintain financial expenditure ledgers and/or a computerized financial system, including monthly expenditures.
30. The Grantee will maintain and complete course outlines, schedules, instructor lesson plans, handouts, tests and course evaluations and instructor background data. The grantee must ensure that an approved Board instructor form is on file at the Board office for every out of state instructor employed by the Mobile Team Unit.
31. The Grantee understands that compliance with the conditions outlined herein is their sole responsibility, and that the Board accepts no responsibility for their failure to comply with any of the Grant conditions.
32. The Grantee must receive prior written permission from the Executive Director before applying for (or participating in) financial grants not managed or provided by the Board.
33. The Grantee will not require or allow contractual instructors to sign an exclusivity agreement disallowing them from providing instruction or services to other Board approved training facilities and Mobile Team Units. No Mobile Team shall charge or assess a surcharge to any other Mobile Team, governmental unit or agency or unit of local government.
34. The Grantee agrees to credit the Illinois Law Enforcement Training and Standards Board for providing project funding on all Mobile Team Unit official stationary, fliers, catalogs, course announcements, etc. Any reports, materials, books, articles, news release or presentations which result from this grant funding must indicate the Board's funding support of the program.
35. All Mobile Team Unit courses that establish a member and/or non-member tuition must have prior Board Executive Director written approval. Member tuition shall not include costs or expenses, direct or indirect, that are already contained in the Board approved budget.
36. The Grantee will submit course application materials and budgetary information for costs and charges for review and approval to the Curriculum and School Standards Committee on all training programs offered by the Mobile Team Unit that exceeds forty (40) hours.
37. The Grantee shall annually report to its mobile team members and the Board, the amount of membership fees assessed, transferred or collected as local surplus funds. (These are fees collected, but not made part of the mobile team budget.
38. The full local advisory board will be required to meet at least quarterly each calendar year and shall review and authorize the approval/disapproval of all expenses, program development, course deliveries, and administrative and operational duties and functions of the Mobile Team Unit within the confines of the Board approved budget and in conformity with Board rules and procedures.
39. Grantee will report the results of all audits, including non-compliance findings to the full local advisory board. The advisory board shall take steps to remedy all non-compliance findings and submit periodic progress reports to the Executive Director of the Illinois Law Enforcement Training and Standards Board.

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## **Appendix D**

### **Map and Directory of the Mobile Team Units**

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## **Appendix E**

### **ASSIST State Cash Awards Fiscal Year 1986 - 1997**

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## **Appendix F**

### **Summary of Expenditures, Training Accomplishments and Cost Effectiveness Fiscal Year 1993 - 1997**

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Intergovernmental Law Enforcement Officers In-Service Training Act  
Summary of Expenditures, Training Accomplishments and Cost Effectiveness  
Fiscal Year 1993 through Fiscal Year 1997

Annual State Awards		Training Accomplishments			Cost Effectiveness		
Fiscal Year	Total State Cash Award	Hours of Instruction	Local Officers Trained	Training Man-Hours	Cost Per Hour of Instruction	Cost Per Trainee	Cost Per Training Man-Hour
1993	\$2,395,479.18	29,976.4	45,986	417,656.00	\$79.91	\$52.09	\$5.74
1994	\$2,471,276.34	32,970.9	45,958	489,554.58	\$74.95	\$53.77	\$5.05
1995	\$2,779,878.92	37,496.3	55,273	563,703.71	\$74.14	\$50.29	\$4.93
1996	\$2,956,195.96	31,721.5	45,924	502,320.60	\$93.19	\$64.37	\$5.89
1997	\$3,046,011.20	36,785.5	52,240	585,596.35	\$82.80	\$58.31	\$5.20
TOTAL	\$13,648,841.60	168,950.6	245,381	2,558,831.24	\$80.79	\$55.62	\$5.33

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## **Appendix G**

### **Selected Course Topics Offered by the Mobile Team Units**

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## Selected Course Topics

Acting Patrol Officer-in-Charge  
Arrest Search & Seizure Update for Sergeants and Lieutenants  
ASP Tactical Baton Basic Certification  
At-Scene Accident Investigation (Accident Investigation I)  
Bomb and Physical Security Planning  
Breath Alcohol Analysis  
Building Credibility Through Report Writing and Testimony  
Career Development: 40-Hour Basic Investigative Specialist Training Program  
Career Survival and Officer Integrity for Patrol Officers  
Career Survival for Women Officers  
Chapter 705: Act 405: Juvenile Court Act and Law Enforcement Custody of Juveniles  
Chapter 720: Illinois Criminal Code Review  
Child Abuse Investigations (Advanced)  
Classroom Strategies that Add Power to Police Learning  
Command Course for Hostage/Barricade Incidents  
Communicating with Older Persons  
Computerized Traffic Accident Reconstruction: Intro to EDCRASH  
Concealment Areas Within a Vehicle: Searching Techniques  
Confidence Crime Investigation (Advanced)  
Constitutional Criminal Procedure Update  
Coupling Suburban Enforcement Tactics with C.O.P. Strategies  
Crack Cocaine Awareness for Police Officers  
Crime Prevention Officer (40-hour)  
Crime Prevention: Theory and Application for the Street Officer  
Crime Scene Investigation  
Crime Scene Photography (Advanced)  
Crimes Against the Elderly  
Criminal History Records and Information Update  
Criminal Investigative Analysis on Sex Crimes  
Criminal Sexual Assault Profiling  
Crisis Management and Critical Incidents  
Death Investigation Seminar  
Death Notification Procedures  
Defensive Tactics for Women Officers and Women Community Service Officers  
Defensive Tactics: Use of Force vs. Resistance Encountered  
Developing Policy and Procedures Regarding the Freedom of Information Act  
Directing Traffic  
Domestic Violence/Crisis Intervention  
Drug Enforcement (Advanced)  
Drugged Driver Detection for Patrol Officers  
EDGE (Education for Gang Evasion) 40-Hour Instructors' Training Program  
Elderly Services Officer  
Emergency Medical Training for the Police Officer (First Responder)  
Emergency Vehicle Operator's Course (40-hour Train the Trainer)  
Emergency Vehicle Operator's Course (EVOC)  
Essential Spanish for Police  
Ethnic and Cultural Awareness for Juvenile Officers  
Ethnic and Cultural Awareness for Patrol  
Ethnic and Cultural Awareness for Sergeants and Supervisors  
Evidence Technician Program (40-hour Basic)  
Evidence Technician: Serious/Fatal Vehicle Collisions (Adv.)  
Felony Vehicle Stops  
Field Sobriety Testing: Horizontal Gaze Nystagmus

Field Training Officer for Corrections (40-hour)  
 Field Training Officer's Program (40-hour)  
 Financial Crime Investigation  
 Financial Investigations/White Collar Crimes  
 Fingerprints (Taking Classifiable)  
 Firearms Instructor Course (40-hour Train the Trainer)  
 Firearms Instructor School (FBI)  
 Firearms Instructors: Liability Issues  
 Firearms Training (40-hour Mandatory)  
 First Line Supervisory Specialist Program (40-hour)  
 First Responder Awareness Level Training (Hazardous Materials Overview)  
 First Responder Awareness Refresher  
 First Responder: Emergency Medical Training for the Police Officer  
 Force Issues for Supervisors (Legal/Tactical Workshop)  
 Forensic Dental Evidence for Investigators/Evidence Technician  
 Gang Enforcement Specialist Program (40-hour)  
 Handling Death Notification  
 Handling Death Notification (Train the Trainer)  
 Handling Hate Crimes for Supervisors, Policies and Procedures  
 Hazardous Materials Overview: First Responder Awareness Level Training  
 Hazardous Materials Refresher: First Responder Awareness Refresher Training  
 Homicide/Crime Scene Investigations (Basic)  
 Hostage/Barricade Incidents (Command Course)  
 Identi-Kit Training  
 Illinois Criminal Code Review (Chapter 720)  
 Illinois Peace Officers Law Review  
 Illinois Snowmobile Registration and Safety Act Review  
 Illinois Wildlife Code Update and Review: ICS 520  
 Implementing SHOCAP (Serious Habitual Offender Comprehension Action Plan)  
 Improving Courtroom Testimony  
 Improving Supervision Through Total Quality Management (TQM)  
 Instructor Training for Oleoresin Capsicum (Pepper Sprays)  
 Interpersonal Communications for the Police  
 Interviewing Juvenile Victims/Perpetrators in Child Sex Abuse Cases  
 Interviews and Interrogations  
 Investigative Specialist Training Program (40-hour Basic)  
 Investigative Specialist Training Program (Career Development 40-hour Basic)  
 Issues for Handling Crisis Drug/Alcohol Calls (Advanced)  
 Juvenile Court Act and Law Enforcement Custody of Juveniles  
 Juvenile Law and Procedure for Patrol Officers  
 Juvenile Offenders and Victims (Interviewing)  
 Juvenile Specialist (40-hour)  
 Language of Leadership for Staff and Command Officers  
 Laws of Arrest, Search and Seizure  
 Learning Without Lecture: Classroom Strategies that Add Power to Police Learning  
 Legal/Tactical Workshop on Force Issue for Supervisors  
 Liability Issues Affecting Police Executives and Risk Managers  
 Liquor Control, Licenses and Laws  
 Managing Police Traffic Services  
 Managing the Marginal Employee  
 Memory and Listening Skills for Patrol  
 Motorcycle Rider Refresher Course for Police  
 Night Scene Photography  
 Officer Integrity/Career Survival for Patrol Officers  
 Officer Refresher (40-hour)  
 Patrol Officer-in-Charge (Acting)

performance Evaluations and Subordinate Counseling Techniques  
Physical Fitness, Conditioning and Diet  
Police Executives and Risk Managers (Liability Issues)  
Police Photography (Basic)  
Police Staff and Command School (10 week)  
Police Surveillance Photography  
PPCT Defensive Tactics Instructor Course (40-hour)  
Preparing Yourself for Making Great Community Presentations  
Preventing and Resolving Sexual Harassment Complaints in the Workplace for Supervisors  
Preventing Crime/Making Arrests on Foot Patrol  
Recognizing Potential Suicidal Arrestees for Patrol Officers  
Report Writing for Police Officers  
Robbery and Property Crime Investigations  
Room Clearing and Building Searches  
Searching Techniques: Concealment Areas Within a Vehicle  
Sex Crimes (Criminal Investigative Analysis)  
Sexual Harassment Complaints/Supervisors: Preventing/Resolving  
Sexual Harassment: Train the Trainer  
Sniper (Basic)  
Spanish for Police  
Spanish Refresher for Police  
Street Drugs  
Street Gang Identification and Activities Overview  
Street Gangs and Drugs  
Street Guns/Street Gangs  
Stress Management for Supervisors  
Subordinate Counseling Techniques/Performance Evaluations  
Supervisory Refresher (36 hour)  
Suppressing Gang and Drug Activities  
Surveillance Techniques  
SWAT School (Basic)  
Taking Classifiable Fingerprints  
Technical Accident Investigation  
Testifying in a D.U.I. Trial  
Traffic Accident Investigators Course (40 hour)  
Traffic Accident Records and Analysis Workshop  
Truck Weight Enforcement (40 hour Basic)  
Use of Force Workshop for Patrol Officers  
Use of Force Workshop for Sergeants and Lieutenants  
Vehicle Dynamics  
Videotaping Crime Scenes and Illegal Activities  
White Collar Crimes/Financial Investigations





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Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

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## LOCAL GOVERNMENT

### (50 ILCS 710/) Peace Officer Firearm Training Act.

(50 ILCS 710/0.01) (from Ch. 85, par. 514)

Sec. 0.01. Short title. This Act may be cited as the Peace Officer Firearm Training Act.

(Source: P.A. 86-1324.)

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(50 ILCS 710/1) (from Ch. 85, par. 515)

Sec. 1. Definitions. As used in this Act:

(a) "Peace officer" means (i) any person who by virtue of his office or public employment is vested by law with a primary duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses, and who is employed in such capacity by any county or municipality or (ii) any retired law enforcement officers qualified under federal law to carry a concealed weapon.

(b) "Firearms" means any weapon or device defined as a firearm in Section 1.1 of "An Act relating to the acquisition, possession and transfer of firearms and firearm ammunition, to provide a penalty for the violation thereof and to make an appropriation in connection therewith", approved August 3, 1967, as amended.

(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 710/2) (from Ch. 85, par. 516)

Sec. 2. Training course for peace officers.

(a) Successful completion of a 40 hour course of training in use of a suitable type firearm shall be a condition precedent to the possession and use of that respective firearm by any peace officer in this State in connection with the officer's official duties. The training must be approved by the Illinois Law Enforcement Training Standards Board ("the Board") and may be given in logical segments but must be completed within 6 months from the date of the officer's initial employment. To satisfy the requirements of this Act, the training must include the following:

(1) Instruction in the dangers of misuse of the  
firearm safety rules and care and cleaning of the

50 ILCS 710/ Peace Officer Firearm Train...

training, safety rules, and care and cleaning of the firearm.

(2) Practice firing on a range and qualification with the firearm in accordance with the standards established by the Board.

(3) Instruction in the legal use of firearms under the Criminal Code of 1961 and relevant court decisions.

(4) A forceful presentation of the ethical and moral considerations assumed by any person who uses a firearm.

(b) Any officer who successfully completes the Basic Training Course prescribed for recruits by the Board shall be presumed to have satisfied the requirements of this Act.

(c) The Board shall cause the training courses to be conducted twice each year within each of the Mobile Team Regions, but no training course need be held when there are no police officers requiring the training.

(d) (Blank).

(e) The Board may waive, or may conditionally waive, the 40 hour course of training if, in the Board's opinion, the officer has previously successfully completed a course of similar content and duration. In cases of waiver, the officer shall demonstrate his or her knowledge and proficiency by passing the written examination on firearms and by successfully passing the range qualification portion of the prescribed course of training.

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

(50 ILCS 710/2.5)

Sec. 2.5. Annual range qualification. The annual range qualification for peace officers shall consist of range fire approved by the Illinois Law Enforcement Training Standards Board.

(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 710/3) (from Ch. 85, par. 517)

Sec. 3. The Board is charged with enforcing this Act and making inspections to insure compliance with its provisions, and is empowered to promulgate rules necessary for its administration and enforcement, including those relating to the annual certification of retired law enforcement officers qualified under federal law to carry a concealed weapon. All units of government or other agencies which employ or utilize peace officers, or that certify retired law enforcement officers qualified under federal law to carry a concealed weapon, shall cooperate with the Board by furnishing relevant information which the Board may require. The Executive Director of the Board shall report annually, no later than February 1, to the Board, with copies to the Governor and the General Assembly, the results of these inspections and provide other related information and recommendations as it deems proper.

(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 710/4) (from Ch. 85, par. 518)

Sec. 4. The mandatory provisions of this Act apply only to these peace officers who assume their official duties after January 1, 1976.

(Source: P.A. 79-652.)

(50 ILCS 710/5) (from Ch. 85, par. 519)

Sec. 5. This Act does not apply to any home rule unit.

(Source: P.A. 79-652.)



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**Joint Committee on Administrative Rules**  
**ADMINISTRATIVE CODE**

**TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**  
**CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**  
**PART 1730 MANDATORY FIREARMS TRAINING FOR PEACE OFFICERS**

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The General Assembly's Illinois Administrative Code database includes only those rulemakings that have been permanently adopted. This menu will point out the Sections on which an emergency rule (valid for a maximum of 150 days, usually until replaced by a permanent rulemaking) exists. The emergency rulemaking is linked through the notation that follows the Section heading in the menu.

- [Section 1730.10 Definitions](#)
  - [Section 1730.20 Officer's Responsibilities](#)
  - [Section 1730.30 Course Requirements](#)
  - [Section 1730.40 Responsibilities of the County or Municipality](#)
  - [Section 1730.50 Responsibilities of the Board](#)
- 
- [Section 1730.APPENDIX A Annual Firearm Qualification Course-of-Fire](#)

**AUTHORITY:** Implementing and authorized by the Peace Officer Firearm Training Act [50 ILCS 710].

**SOURCE:** Filed and effective January 8, 1976; codified at 7 Ill. Reg. 11233; amended at 32 Ill. Reg. 3284, effective February 22, 2008.

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**SECTION 1730.10 DEFINITIONS**

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**Section 1730.10 Definitions**

"Act" means the Peace Officer Firearm Training Act [50 ILCS 710].

"Board" means the Illinois Law Enforcement Training and Standards Board created by the Illinois Police Training Act [50 ILCS 705].

"Firearms" means any weapon or device defined as a firearm in Section 1.1 of the Firearm Owners Identification Card Act [430 ILCS 65/1.1].

"Peace Officer" means:

any person who by virtue of his office or public employment is vested by law with a primary duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses, and who is employed in such capacity, by any county or municipality; or

any law enforcement officer as defined in Section 2 of the Illinois Police Training Act; or

any retired law enforcement officer qualified under federal law to carry a concealed weapon.

(Source: Amended at 32 Ill. Reg. 3284, effective February 22, 2008)

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**SECTION 1730.20 OFFICER'S RESPONSIBILITIES**

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**Section 1730.20 Officer's Responsibilities**

a) Basic Firearms Certification

- 1) Each officer shall successfully complete a Board certified course of training in the use of a suitable type firearm as a condition precedent to the possession and use of that type of firearm in connection with his or her official duties. The training must be completed within the officer's probationary period or within 6 months from the date of his or her initial employment.
- 2) In order to receive a certificate attesting to the successful completion of the required training, each officer-trainee must attain a passing grade of at least 70% on a written examination covering pertinent portions of the instruction. The officer-trainee must also achieve a score of 70% or above on a pistol course to be fired as prescribed in the curriculum adopted by the Board. In addition, the person in charge of the training must be completely satisfied of the ability of the officer-trainee to handle his or her weapon in a safe and competent manner.
- 3) Any officer who successfully completes the Basic Training Course prescribed for recruits (full time) by the Board shall be presumed to have satisfied the requirements of the Act.

b) Annual Range Qualification

- 1) Each officer shall successfully complete an annual range qualification using a suitable type firearm as a condition precedent to the possession and use of that type firearm in connection with his or her official duties. Training must be completed within 12 months after the officer's previous certification.
- 2) Each retired law enforcement officer qualified under federal law to carry a concealed weapon must successfully complete, during the most recent 12 month period, at the expense of the individual, the same standards for annual range qualification as used for active officers.

- 3) In order to receive a certificate attesting to the successful completion of the annual range qualification, each officer, including those retired law enforcement officers qualified under federal law to carry a concealed weapon, must achieve a score of 70% or above on a pistol course to be fired as prescribed in a curriculum adopted by the Board. In addition, the range officer in charge of the program must be completely satisfied of the ability of the officer to handle his or her weapon in a safe and competent manner.
  - 4) The training course shall contain a presentation of the ethical, moral and legal considerations to be taken into account by any person who uses a firearm.
- c) Each officer will bring such equipment as required by the Course Director.

(Source: Amended at 32 Ill. Reg. 3284, effective February 22, 2008)

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**SECTION 1730.30 COURSE REQUIREMENTS**

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**Section 1730.30 Course Requirements**

- a) Basic Firearms Certification programs must be approved by the Illinois Law Enforcement Officers Training and Standards Board and may be given in logical segments.
- b) Basic Firearms Certification programs must include:
  - 1) Instruction in the dangers of misuse of the firearm, safety rules, and care and cleaning of the firearm;
  - 2) Practice firing on a range and qualification with the firearm in accordance with the standards established by the Board in Section 1730.20(a)(2) of this Part;
  - 3) Instruction in the legal use of firearms under the provisions of the Criminal Code of 1961 [720 ILCS 5] and relevant court decisions;
  - 4) A forceful presentation of the ethical and moral considerations assumed by any person who uses a firearm.
- c) Training shall be offered twice each year within each of the Illinois State Police Districts, but no training course need be held when there are no police officers requiring such training.
- d) Annual Range Qualification programs must be approved by the Illinois Law Enforcement Training and Standards Board and may be given in logical segments.
- e) Annual Range Qualification programs must include:
  - 1) Information on the dangers of misuse of the firearm, safety rules, and care and cleaning of the firearm;
  - 2) Practice firing on a range and qualification with the firearm in accordance with the standards established by the Board in Appendix A of this Part;

- 3) Information on the legal use of firearms under the provisions of the Criminal Code of 1961 and relevant court decisions;
- 4) Information on the ethical and moral considerations assumed by any person who uses a firearm.
- f) No instructor shall be utilized in the delivery of the required program who has not been approved by the Executive Director of the Board.
- g) A range officer shall be in charge of all aspects of the actual firing line and shall certify to the Executive Director of the Board that the range to be used is safe for all phases of the required practice firing.

(Source: Amended at 32 Ill. Reg. 3284, effective February 22, 2008)

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**SECTION 1730.40 RESPONSIBILITIES OF THE COUNTY OR MUNICIPALITY**

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**Section 1730.40 Responsibilities of the County or Municipality**

All units of government who employ or utilize peace officers shall cooperate with the Board by furnishing relevant information which the Board may require.



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**SECTION 1730.50 RESPONSIBILITIES OF THE BOARD**

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**Section 1730.50 Responsibilities of the Board**

- a) The Board shall develop and publish a detailed curriculum of the required course of training.
- b) Advisory Councils
  - 1) The Board shall arrange for training courses to be conducted at least twice each year within the geographical boundaries of each of the Illinois State Police Districts. This shall be accomplished through advisory councils composed of one representative from each of the following agencies:
    - A) A municipal police department;
    - B) A sheriff's office;
    - C) A state's attorney's office;
    - D) The district office of the Illinois State Police;
    - E) An appropriate office of the Federal Bureau of Investigation.
  - 2) Where logic would dictate, the membership of these individual councils may be increased, but to no more than 10 members in any one district.
  - 3) Appointments to these advisory councils shall be the responsibility of the chairman of the Board.
- c) Inspections
  - 1) The Board's staff shall conduct appropriate inspections to ensure the required participation of the pertinent units of government.

- 2) The Board shall, in its annual report, indicate the results of the staff inspections and provide other related information and recommendations as it deems proper.

(Source: Amended at 32 Ill. Reg. 3284, effective February 22, 2008)

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**SECTION 1730.APPENDIX A ANNUAL FIREARM QUALIFICATION COURSE-OF-FIRE**

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**Section 1730.APPENDIX A Annual Firearm Qualification Course-of-Fire**

- a) Target Scoring Area: 8½ x 14 inch overlay / center mass of target. The defined firearm types are: Semi-auto /or/ Revolver handgun; minimum capacity 5 rounds
- b) For Duty Handgun Qualification, all stages of fire will commence from a secured holster. For Off Duty / Retired Officer Qualification, all stages of fire will commence with the handgun in hand from the "low ready" position. A passing score is 70% = 21 hits on center mass.
- c) Where indicated below, the word "DRAW" requires the shooter to withdraw the handgun from a secured holster on the command to fire. The word "PRESENT" means that the shooter has the handgun in the shooting hand in low ready (depressed muzzle) position and stands ready for the command to fire under the following conditions:

5 Yard line - Total of 12 rounds

Stage 1 Draw/Present and fire 2 rounds in 6 seconds

Stage 2 Draw/Present and fire 2 rounds in 6 seconds

Stage 3 Draw/Present and fire 2 rounds in 6 seconds

Stage 4 Draw/Present and fire 2 rounds in 6 seconds

Stage 5 Draw/Present and fire 2 rounds in 6 seconds

Stage 6 Draw/Present and fire 2 rounds in 6 seconds

Shooters will reload without command as needed between stages of fire.

7 Yard line - Total of 12 rounds

Stage 7 Draw/Present and fire 3 rounds in 7 seconds

Stage 8 Draw/Present and fire 3 rounds in 7 seconds

Stage 9 Draw/Present and fire 3 rounds in 7 seconds

Stage 10 Draw/Present and fire 3 rounds in 7 seconds

15 Yard line - Total of 6 rounds

Stage 11 Draw/Present and fire 3 rounds in 10 seconds

Stage 12 Draw/Present and fire 3 rounds in 10 seconds

Stage 12 <OPTIONAL> 25 Yard line-: Draw/Present and fire 3 rounds in 15 seconds (in lieu of the second 10 second /three round string at 15 yards)

- d) The above course-of-fire is the minimum standard required. Any agency may include any modification that increases the level of difficulty such as reloading, alternate hands, movement, time restriction, or other job related skills.

(Source: Added at 32 Ill. Reg. 3284, effective February 22, 2008)



## **Joint Committee on Administrative Rules**

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### **TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**

#### **CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING STANDARDS BOARD**

#### **PART 1770 PART-TIME BASIC TRAINING**

The General Assembly's Illinois Administrative Code database includes only those rulemakings that have been permanently adopted. This menu will point out the Sections on which an emergency rule (valid for a maximum of 150 days, usually until replaced by a permanent rulemaking) exists. The emergency rulemaking is linked through the notation that follows the Section heading in the menu.

#### **SUBPART A: GENERAL PROVISIONS**

- [Section 1770.101 Purpose and Scope](#)
- [Section 1770.102 Definitions](#)
- [Section 1770.103 Veracity of Information](#)
- [Section 1770.104 Confidentiality of Information](#)
- [Section 1770.105 Board Review](#)

#### **SUBPART B: TRAINING PROCEDURES AND REQUIREMENTS**

- [Section 1770.201 Training Standards](#)
- [Section 1770.202 Minimum Curriculum Requirements](#)
- [Section 1770.203 Certification of Facilities](#)
- [Section 1770.204 Standards and Requirements](#)
- [Section 1770.205 Minimum Requirements of the Recruit](#)
- [Section 1770.206 Procedures for Administration of Part-Time Police Officers Certification Examination](#)
- [Section 1770.207 Wellness Standards](#)
- [Section 1770.208 Qualifications of Part-Time Police Instructors](#)
- [Section 1770.209 Direct Supervision](#)
- [Section 1770.210 Work Station Activities](#)

#### **SUBPART C: TRAINING THROUGH MOBILE TEAMS**

- [Section 1770.301 General Provisions](#)
- [Section 1770.302 Applications](#)
- [Section 1770.303 Budget](#)
- [Section 1770.304 Board Decisions](#)

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PART 1770 PART-TIME BASIC TRAININ...

- Section 1770.APPENDIX A Physical Fitness Standards

AUTHORITY: Implementing and authorized by Section 10 of the Illinois Police Training Act [50 ILCS 705/10].

SOURCE: Adopted at 20 Ill. Reg. 9047, effective July 1, 1996.

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**PART 1770 PART-TIME BASIC TRAINING**  
**SECTION 1770.101 PURPOSE AND SCOPE**

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**Section 1770.101 Purpose and Scope**

Unless otherwise indicated, the rules set forth in this Part provide the general requirements and procedures which are applicable for the training of all part-time police officers.



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**PART 1770 PART-TIME BASIC TRAINING**  
**SECTION 1770.102 DEFINITIONS**

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**Section 1770.102 Definitions**

- a) The definitions of terms used in this Part are the same as those found in the Illinois Police Training Act (Act) [50 ILCS 705].
- b) Notwithstanding subsection (a) of this Section, the following terms are defined for purposes of this Part:

"Act" means the Illinois Police Training Act [50 ILCS 705].

"Coordinator" means an employee of the mobile team who manages and directly supervises the ongoing operations of the mobile team.

"Director" means the Executive Director of the Illinois Police Training Board.

"Full-time police officer" means a law enforcement officer who is a member of a duly authorized police department and is employed full-time by a unit of local government. An officer who is employed by one or more local governmental agencies and works more than 1,560 work hours in a twelve month period beginning on the first of January of any calendar year, must comply with the training provisions of the Illinois Police Training Act. Nothing in this definition is intended to alter or affect the pension status of any public employee.

"In-Service Training Act" means the Illinois Intergovernmental Law Enforcement Officers In-Service Training Act [50 ILCS 720].

"Mobile Team" means the organization established as a Mobile Team In-Service Training Unit (see 50 ILCS 720/2).

"Module" means any segment of the part-time basic training for part-time police which is established by the Board as a unit of instruction within the part-time basic training course.

"Module Test" means those examinations created by the Board which are administered at regional training facilities following the successful completion of a Board-approved module.

"Monitor" means that person on location at a training site who is responsible for ensuring training and training records are being properly gathered and maintained.

"Part-time police officer" means a law enforcement officer who is a member of a duly authorized police department and who is employed by one or more units of local government 1,560 hours or less per twelve month period beginning on the first of January of any calendar year. Part-time police officers must comply with the training provisions as specified in this Part. Nothing in this definition is intended to alter or affect the training requirements established for full-time police officers as defined in this Section and pursuant to the Illinois Police Training Act.

"POWER-test" means the physical fitness standards established pursuant to 20 Ill. Adm. Code 1720.30(h).

"Recruit" means a probationary part-time police officer who has not received a Board certificate attesting to the successful completion of the part-time police basic training course.

"Regional Training Facilities" means those designated facilities approved by the Board where probationary part-time police officers must convene at times determined by the Board for in-person direct training.

"Unit of Instruction" means that course of instruction which is combined with other courses in instruction to form a module.

"Work Stations" means those designated facilities approved by the Illinois Law Enforcement Training and Standards Board where probationary part-time police officers can receive distance training under this Part.

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**SECTION 1770.103 VERACITY OF INFORMATION**

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**Section 1770.103 Veracity of Information**

No person shall make any false or misleading statement, representation or certification of any record, report or any other document filed with the Board or required by the Board. In the event records, reports or other documents are determined to be not in compliance with this Section, the Board may take appropriate action, including, but not limited to, disqualifying, dismissing or prosecuting said person.

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**SECTION 1770.104 CONFIDENTIALITY OF INFORMATION**

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**Section 1770.104 Confidentiality of Information**

- a) Claims of confidentiality must be asserted, at the time of submission, by stamping the words "Confidential Business Information" on each page containing such information. No information will be submitted to parties involved in litigation without subpoenas.
- b) Claims of confidentiality on the following information will be denied: Name and address of any applicant for reimbursement; Financial data submitted to the Board in order to provide matching funds.
- c) Notwithstanding the provisions of subsection (a), the Board will adhere to the provisions of the Freedom of Information Act [5 ILCS 140]. Personal and private information may be acquired from the Board with the signed consent of the interested person.
- d) Information received by any mobile teams created pursuant to the Illinois Intergovernmental Law Enforcement Officers In-Service Training Act [50 ILCS 720] shall be treated as information received by the Board under subsections (a) and (b) of this Section.

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**SECTION 1770.105 BOARD REVIEW**

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**Section 1770.105 Board Review**

The Board shall be responsible for annually reviewing the curriculum of the Part-Time Basic Training Course. The Board shall, as changes in the law or training techniques occur, make modifications in the Part-Time Basic Training Course.

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**SECTION 1770.201 TRAINING STANDARDS**

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**Section 1770.201 Training Standards**

- a) The Board shall establish training standards and curriculum for the implementation of the Part-Time Basic Training Course.
- b) Except as provided for in Section 8.1 of the Illinois Police Training Act, every recruit must successfully complete the Part-Time Basic Training Course to be a certified part-time police officer.

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**SECTION 1770.202 MINIMUM CURRICULUM REQUIREMENTS**

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**Section 1770.202 Minimum Curriculum Requirements**

- a) The Board shall annually review the Part-Time Basic Training Course to update and improve the minimum basic training requirements to ensure the course is of similar content and same number of hours as the courses for full-time officers.
- b) The Board's mandated training course may be reviewed and modified at any time by the Board. Nevertheless, the approved curriculum will include, but not be limited to, the following:
  - 1) The Peace Officer Firearm Training Act [50 ILCS 710]; and
  - 2) Those curriculum courses and topics established in Section 7 of the Act.

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**SECTION 1770.203 CERTIFICATION OF FACILITIES**

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**Section 1770.203 Certification of Facilities**

- a) The Board shall certify those work-stations, regional training facilities and other facilities which provide adequate space to satisfy the requirements described in this Part and which are necessary to effectively provide part-time basic training. In making the latter determination, the Board shall consider the economic feasibility of offering training at a particular location and the economic feasibility of offering training. On-site inspections shall be conducted on a regular basis by the coordinator, an employee of the mobile team or the Board to determine the adequacy of facilities and administration.
- b) In certifying facilities for training under this Part, the Board will ensure that work stations are available and accessible to recruits for a minimum of 8 hours per day on business days. A Board-approved facility monitor shall log in and log out all recruits. Proper identification of the recruit must be provided at the time the recruit logs in.
- c) In certifying facilities for training under this Section, the Board will ensure the facility maintains records of all training activities as prescribed by the Board. Said records shall be maintained by the Chief Administrator of said facility until said time as they are transferred to the coordinator of the designated mobile team of the region. The records shall be transferred at least monthly.
- d) Each facility shall establish a designated area for part-time basic training which enhances the training opportunity and provides adequate space and solitude, and shall post therein a symbol or notice that training is in progress when a recruit is undergoing training.
- e) The Chief Administrator is responsible for ensuring that all materials, equipment and videos at the facility remains at the facility where the training occurs.



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**SECTION 1770.204 STANDARDS AND REQUIREMENTS**

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**Section 1770.204 Standards and Requirements**

- a) Each mobile team with a part-time basic training course in its region shall operate under the guidelines set forth in this Part.
- b) The coordinator of the mobile team shall assume the responsibility of the overall supervision of the course, including, as determined by the Board, the maintaining and grading of tests, the maintaining of all records, rating of course notebooks, arranging for instructors as approved by the Board, providing for food and lodging where appropriate, arranging for adequate training facilities, such as work stations, regional training facilities, firearms courses, gymnasiums, auditoriums, driving and running courses, and maintaining and overseeing the conduct and discipline of recruits. The coordinator, in consultation with the Director, shall choose before the course begins which work station or regional training facility each recruit shall attend.
- c) Each mobile team shall maintain complete records for each recruit. The records shall include, but not be limited to, the attendance and performance ratings of the recruit, including test scores for every written or oral test, during the Part-Time Basic Training Course. All records gathered by the mobile team or other facilities approved by the Board shall be maintained in accordance with the State Records Act and, for purposes of this Part, shall be deemed to be the records of the Board and held confidential. No records shall be released, disseminated or published except through the Board and with the Board's permission.
- d) The coordinator shall be responsible for submitting to the Director a class roster of all recruits who attend the part-time basic training. Attendance by recruits is mandatory. The coordinator shall make the final determination whether a recruit has satisfactorily passed all reasonable standards and requirements during regional training. The coordinator shall have the authority to dismiss from the Part-Time Basic Training Course regional training facility any recruit who fails to comply with the standards established in Section 1770.205 of this Part. Upon such dismissal action, the coordinator shall submit a written report within 7 calendar days to the Director. The recruit shall have the opportunity within 7 days to submit a written report to the Director describing the recruit's version of the

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event. The Director has the discretion to determine whether the action of the coordinator should be ratified.

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**SECTION 1770.205 MINIMUM REQUIREMENTS OF THE RECRUIT**

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**Section 1770.205 Minimum Requirements of the Recruit**

- a) Attendance at all sessions is required. In order to successfully complete the Part-Time Basic Training Course, the recruit shall attend all training sessions.
- b) Maintenance of an adequate classroom notebook is required. Factors to be considered in rating the notebook are neatness, legibility, accuracy and sufficiency of content. "Adequate," for purposes of this subsection refers to:
  - 1) Neatness. Concise organization of the notes. All notes and handouts will be placed in the book received during the course. Dividers into topics are required; and
  - 2) Legibility. Recording of notes in brief, clear complete sentences. Underlining the important items; and
  - 3) Accuracy. The notes taken in class must precisely reflect the content of the class; and
  - 4) Sufficiency of content. Recording in the recruit's notebook should be in the recruit's own words. The recruit should strive to achieve condensation of the material clearly and concisely.
- c) Qualifications in the use of firearms as required by the Peace Officer Firearm Training Act [50 ILCS 710] is required.
- d) The recruit shall successfully pass the Board's written module test for each module in order to successfully complete the module. The module tests shall be administered during regional training sessions unless otherwise determined by the Director. A second failure of any module test shall necessitate the retaking of the module. If the recruit again fails the module test after retaking the module, the recruit will not be allowed to continue the Part-Time Basic Training Course and must forfeit the position. In the event the recruit failed two different module testing segments, the recruit will not be allowed to continue the Part-

Time Basic Training Course and must forfeit the position.

- e) A recruit must successfully pass every module before being eligible to take the Board's Part-Time Police Certification Examination.
- f) The Director shall establish standards of conduct for the recruit while he or she is taking the Part-Time Basic Training Course. These shall include demeanor, deportment and compliance with the discipline and regulations of the facility or course.
- g) Each recruit and hiring agency shall provide, on a form prescribed by the Board, certification that the recruit is a person of good character and has not been convicted of a felony offense or a crime involving moral turpitude. A recruit shall immediately, in writing, keep the Board notified of all arrests and convictions while the recruit is undergoing part-time basic training.
- h) Each recruit employed on or before December 31, 1995, who has not been awarded a certificate attesting to his successful completion of the Part-Time Basic Training Course as prescribed by the Board by December 31, 1997, must forfeit his position, or the employing agency must obtain a waiver from the Board extending the period for compliance. Such waivers shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial 24 months. Good and justifiable reasons for a waiver include, but are not limited to, unavailability of facility space for training, illness or disability, and the need for the recruit to serve the department during the probationary period.
- i) Each recruit employed on or after January 1, 1996, who has not been awarded a certificate attesting to his successful completion of the Part-Time Basic Training Course as prescribed by the Board within 18 months after his initial part-time employment, must forfeit his position, or the employing agency must obtain a waiver from the Board extending the period for compliance. Such waivers shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial 18 months. Good and justifiable reasons for a waiver include, but are not limited to, unavailability of facility space for training, illness or disability, and the need for the recruit to serve the department during the initial probationary period.
- j) Each recruit will bring such equipment to training sessions as is required by the Director.
- k) A recruit shall pass the State Part-Time Certification Examination to qualify as a part-time police officer, except as is otherwise provided for in the Act.
  - 1) The test shall be in writing. It shall be administered by the staff of the Board, or such other testing company or association expressly authorized by the Board; and
  - 2) The Board shall establish a minimum passing score. In establishing the minimum passing score, the Board will ensure that the score reflects the knowledge and competency of the recruit for law enforcement work. The minimum passing score

will be established by the Board within the range of 60 to 80 percent of the total score. At the beginning of each training course the minimum passing score will be announced; and

- 3) The content of the test for law enforcement officers may include, but not be limited to, material in the areas as specified in Section 7(b) of the Act and subjects covered in the Peace Officer Firearm Training Act [50 ILCS 710]; and
- 4) The content of the test for part-time officers may include, but not be limited to, materials in the areas specified in 20 Ill. Adm. Code 1770.202; and
- 5) The Board shall at least biennially review the content of the exam and minimum passing score to ensure they are current and reliable.

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**SECTION 1770.206 PROCEDURES FOR ADMINISTRATION OF PART-TIME POLICE**  
**OFFICERS CERTIFICATION EXAMINATION**

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**Section 1770.206 Procedures for Administration of Part-Time Police Officers Certification Examination**

- a) The Certification Examination will be administered to all recruits who successfully complete the Part-Time Basic Training Course certified by the Board.
- b) Recruits who successfully pass the Certification Examination shall be eligible to receive certification attesting to their successful completion of the part-time basic training requirements.
- c) Examination scores will be reported in writing to the Chief Administrator after the recruit's employing agency within 14 days after the examination date.
- d) Part-time police recruits are required to successfully complete the Certification Examination on one occasion only. There are no requirements for re-qualification.
- e) Only recruits who have been certified by the Board as having met all the requirements of having successfully completed the Part-Time Basic Training Course are eligible to take the Part-Time Certification Examination.
- f) Each recruit must be a part-time police officer and be employed by a local law enforcement agency.
- g) In the event the recruit fails to successfully complete the Certification Examination on the initial administration, he or she will be allowed to re-take the Certification Examination a maximum of two times. Failure of this test shall result in the recruit not being eligible for certification and the recruit must forfeit his/her position.
- h) In order to be eligible to re-take the Certification Examination, a written request must be submitted by the Chief Administrator of the employing agency. Upon receipt of the written request, the Board shall administer the re-take examination, except as may otherwise be provided in subsection (o).

- i) Part-time police officers who initially fail to successfully complete the Certification Examination will be administered an alternate version of the Certification Examination on any successive re-take(s).
- j) The Board will establish and publish the locations with the dates and times for the administration of re-take examinations. Such exams will be given at least twice every six months.
- k) The Certification Examination will be administered at regional training facilities on the last Saturday of the last month of the Part-Time Basic Training Course.
- l) The recruit will have 3.5 hours to complete the Part-Time Certification Examination. A recruit will be excused from completing the examination at that session if he/she is ill and excused by the proctor.
- m) Individuals allowed within the testing area will be limited to Board-approved examination proctors and those who are taking the examination.
- n) Any recruit who is uncooperative, disruptive or is thought to be cheating during the administration of the Certification Examination will be ordered by the proctor to turn in his or her examination and to leave the examination area. A complete written report of the incident will then be submitted to the Director of the Board and the Chief Administrator of the officer's employing agency. The offending recruit shall have the opportunity within seven days to submit a written report to the Director describing the recruit's version of the event. In such cases it will be left to the discretion of the Director to determine whether the officer has forfeited the examination and whether the recruit is eligible to re-take the Certification Examination. The Director's determination will be based on the nature of the officer's misbehavior and on the supporting evidence of such misbehavior.
- o) Successful completion of the Part-Time Certification Examination will not be deemed equivalent to or sufficient in and of itself to render said part-time police officer eligible to obtain a waiver of full-time law enforcement basic training or a certificate attesting to equivalent training as a full-time law enforcement officer.

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SECTION 1770.207 WELLNESS STANDARDS**

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**Section 1770.207 Wellness Standards**

- a) Each probationary part-time police officer employed on or after January 1, 1996 shall successfully complete the Board's physical fitness tests before being allowed to begin the Part-Time Basic Training Course.
- b) Each probationary part-time police officer employed before January 1, 1996 shall successfully complete the Board's physical fitness tests before beginning the physical skills unit.
- c) Prior to being allowed to attempt any part of the POWER test, each probationary part-time police officer shall provide in writing to the coordinator, on a form approved by the Board, a medical release and authorization report signed by a licensed physician which indicates that physically the officer is fit medically to take the POWER test.
- d) The coordinator shall have the responsibility of scheduling the administration of the Board's Physical Fitness Training Standards as described in subsection (e) of this Section and following procedures as prescribed by the Board.
- e) Every recruit shall be required to perform and successfully complete all of the Board's physical fitness tests in the sequence delineated in this Section. The tests shall be as follows:
  - 1) Every recruit shall meet the Board's sit and reach standard as defined in Appendix A.
  - 2) Every recruit shall meet the Board's one minute sit-up standard as defined in Appendix A.
  - 3) Every recruit shall meet the Board's benchpress standard as defined in Appendix A.
  - 4) Every recruit shall meet the Board's 1.5 mile run standards as defined in Appendix



## A.

- f) If a recruit fails to meet any standard in subsection (e) of this Section, the coordinator is authorized to administer a re-test of that specific test on one more occasion. The re-take of a test must be administered between 48 and 72 hours after the conclusion of the recruit's first physical fitness test.
- g) If a recruit fails to meet the requirements set forth in subsections (e) and (f) of this Section, the recruit shall not be eligible to proceed with part-time basic training.
- h) A recruit described in subsection (b) of this Section shall be allowed to successfully complete the requirements set forth in subsection (e) and (f) at any Board-approved POWER Test sites within 45 days prior to beginning the physical skills unit.

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**SECTION 1770.208 QUALIFICATIONS OF PART-TIME POLICE INSTRUCTORS**

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**Section 1770.208 Qualifications of Part-Time Police Instructors**

- a) A person wishing to be a part-time police basic training instructor shall submit a written application to the Board on a form prescribed by the Board.
- b) The Police Training Board shall certify instructors for purposes of providing training to recruits under this Part. The Police Training Board shall examine the educational background and/or experience to determine whether the instructor has sufficient experience and education to meet the instructional demands that will be made of him/her. The instructor shall be a person of personal integrity and have a sincere interest and desire to impart his/her knowledge and experience to the recruits.
- c) The Director shall decide whether a particular instructor meets the qualifications set forth above. This decision shall be based on investigation of the credentials of the particular instructor to determine expertise in the particular area of instruction in which he or she is teaching.

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**SECTION 1770.209 DIRECT SUPERVISION**

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**Section 1770.209 Direct Supervision**

All probationary part-time police officers hired on or after January 1, 1996 shall be directly supervised at all times by a Board certified law enforcement officer. Direct supervision requires oversight and control with the supervisor having final decisionmaking authority as to the actions of the recruit during duty hours.

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**SECTION 1770.210 WORK STATION ACTIVITIES**

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**Section 1770.210 Work Station Activities**

- a) Every work station approved by the Board shall be situated in an area that is available and accessible.
- b) Only one recruit may use a work station at a time.
- c) Every recruit shall log in and log out when using a work station. The recruit shall be present at the work station when logged in.
- d) The approved work station facility shall maintain accurate record of a recruit's use of a work station.

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SECTION 1770.301 GENERAL PROVISIONS**

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**Section 1770.301 General Provisions**

- a) Unless otherwise stated, the provisions contained in 20 Ill. Adm. Code 1740 shall apply. In the event a conflict between provisions arises, the provisions set forth in this Part regarding the training of part-time police officers shall prevail.
- b) Matching funds by mobile teams for training of part-time police officers by a mobile team may include salary contributions of full-time law enforcement and part-time police officers while they attend training.

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**SECTION 1770.302 APPLICATIONS**

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**Section 1770.302 Applications**

- a) In addition to the application requirements set forth in Part 1740, the mobile team shall include projections for the training of part-time police officers.
- b) In the event that the mobile team underestimates or overestimates the number of probationary part-time police officers, the mobile team shall immediately inform the Board in writing.
- c) The coordinator of the mobile team shall submit to the Board a monthly report updating the Board of its progress in training probationary part-time police officers.

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**SECTION 1770.303 BUDGET**

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**Section 1770.303 Budget**

- a) The mobile team shall budget for the training of part-time and probationary part-time police officers.
- b) The Board's approval of any mobile team budget shall be conditioned to provide for part-time basic training as required in the Act and contained in this Part.
- c) In the event a Board approved budget must be changed by a mobile team to conform with this Section, the mobile team shall submit revised applications to the Board for further Board approval.
- d) Matching funds required for the non-operational budget requirements under the In-Service Training Act for this Part shall include, but not be limited to, only the salaries of law enforcement probationary part-time and part-time police officers.

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**SECTION 1770.304 BOARD DECISIONS**

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**Section 1770.304 Board Decisions**

The mobile team and its coordinator shall adhere to and follow all directives established by the Board in the course of scheduling, training and certifying part-time police officers. These requirements include, but are not limited to, using Board prescribed forms, following disciplinary and certification requirements established by the Board, providing recordkeeping, maintaining supervisory relationships with recruits and facilities, maintaining confidential materials or information deemed confidential by the Board, and informing the Board of its activities, financially and operationally, in the implementation and development of part-time basic training.



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### TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING STANDARDS BOARD PART 1770 PART-TIME BASIC TRAINING SECTION 1770.APPENDIX A PHYSICAL FITNESS STANDARDS

#### Section 1770.APPENDIX A Physical Fitness Standards

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 important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

TEST	MALE AGE					FEMALE AGE				
	20-29	30-39	40-49	50-59	60 Plus	20-29	30-39	40-49	50-59	60 Plus
Sit and Reach	16.0	15.0	13.8	12.8	12.0	18.8	17.8	16.8	16.3	15.0

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 an important area for maintaining good posture and minimizing lower back problems.

TEST	MALE AGE					FEMALE AGE				
	20-29	30-39	40-49	50-59	60 Plus	20-29	30-39	40-49	50-59	60 Plus
1 Minute Sit Up	37	34	28	23	18	31	24	18	13	5

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.

TEST	MALE AGE					FEMALE AGE				
	20-29	30-39	40-49	50-59	60 Plus	20-29	30-39	40-49	50-59	60 Plus
Maximum Bench Press Ratio	.98	.87	.79	.70	.65	.58	.52	.49	.43	.42

4. **1.5 MILE RUN:** This is a timed run to measure the heart and vascular systems' 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.

TEST	MALE AGE					FEMALE AGE				
	20-29	30-39	40-49	50-59	60 Plus	20-29	30-39	40-49	50-59	60 Plus
1.5 Mile Run	13.46	14.31	15.24	16.21	17.38	16.21	16.52	17.53	18.44	19.39



--H.R.218--

H.R.218

*One Hundred Eighth Congress  
of the  
United States of America  
AT THE SECOND SESSION*

Begun and held at the City of Washington on Tuesday,  
the twentieth day of January, two thousand and four

An Act

To amend title 18, United States Code, to exempt qualified current and former law enforcement officers from State laws prohibiting the carrying of concealed handguns.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,*

**SECTION 1. SHORT TITLE.**

This Act may be cited as the 'Law Enforcement Officers Safety Act of 2004'.

**SEC. 2. EXEMPTION OF QUALIFIED LAW ENFORCEMENT OFFICERS FROM STATE LAWS PROHIBITING THE CARRYING OF CONCEALED FIREARMS.**

(a) In General- Chapter 44 of title 18, United States Code, is amended by inserting after section 926A the following:

**'Sec. 926B. Carrying of concealed firearms by qualified law enforcement officers**

'(a) Notwithstanding any other provision of the law of any State or any political subdivision thereof, an individual who is a qualified law enforcement officer and who is carrying the identification required by subsection (d) may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce, subject to subsection (b).

'(b) This section shall not be construed to supersede or limit the laws of any State that--

'(1) permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or

'(2) prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park.

'(c) As used in this section, the term 'qualified law enforcement officer' means an employee of a governmental agency who--

'(1) is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest;

'(2) is authorized by the agency to carry a firearm;

'(3) is not the subject of any disciplinary action by the agency;

'(4) meets standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;

`(5) is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

`(6) is not prohibited by Federal law from receiving a firearm.

`(d) The identification required by this subsection is the photographic identification issued by the governmental agency for which the individual is employed as a law enforcement officer.

`(e) As used in this section, the term `firearm' does not include--

`(1) any machinegun (as defined in section 5845 of the National Firearms Act);

`(2) any firearm silencer (as defined in section 921 of this title); and

`(3) any destructive device (as defined in section 921 of this title).'

(b) Clerical Amendment- The table of sections for such chapter is amended by inserting after the item relating to section 926A the following:

`926B. Carrying of concealed firearms by qualified law enforcement officers.'

### **SEC. 3. EXEMPTION OF QUALIFIED RETIRED LAW ENFORCEMENT OFFICERS FROM STATE LAWS PROHIBITING THE CARRYING OF CONCEALED FIREARMS.**

(a) In General- Chapter 44 of title 18, United States Code, is further amended by inserting after section 926B the following:

#### **`Sec. 926C. Carrying of concealed firearms by qualified retired law enforcement officers**

`(a) Notwithstanding any other provision of the law of any State or any political subdivision thereof, an individual who is a qualified retired law enforcement officer and who is carrying the identification required by subsection (d) may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce, subject to subsection (b).

`(b) This section shall not be construed to supersede or limit the laws of any State that--

`(1) permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or

`(2) prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park.

`(c) As used in this section, the term `qualified retired law enforcement officer' means an individual who--

`(1) retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;

`(2) before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest;

`(3)(A) before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or

`(B) retired from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency;

`(4) has a nonforfeitable right to benefits under the retirement plan of the agency;

`(5) during the most recent 12-month period, has met, at the expense of the individual, the State's standards for training and qualification for active law enforcement officers to carry firearms;

`(6) is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

`(7) is not prohibited by Federal law from receiving a firearm.

`(d) The identification required by this subsection is--

`(1) a photographic identification issued by the agency from which the individual retired from service as a law enforcement officer that indicates that the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise

found by the agency to meet the standards established by the agency for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm; or

`(2)(A) a photographic identification issued by the agency from which the individual retired from service as a law enforcement officer; and

`(B) a certification issued by the State in which the individual resides that indicates that the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the State to meet the standards established by the State for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm.

`(e) As used in this section, the term `firearm' does not include--

`(1) any machinegun (as defined in section 5845 of the National Firearms Act);

`(2) any firearm silencer (as defined in section 921 of this title); and

`(3) a destructive device (as defined in section 921 of this title).'

(b) Clerical Amendment- The table of sections for such chapter is further amended by inserting after the item relating to section 926B the following:

`926C. Carrying of concealed firearms by qualified retired law enforcement officers.'

Speaker of the House of Representatives.

Vice President of the United States and

President of the Senate.

*END*



# Illinois General Assembly

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## Public Act 094-0103

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### Public Act 094-0103

SB0189 Enrolled

LRB094 03510 MKM 33513 b

AN ACT concerning law enforcement.

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 Sections 10 and 10.2 and adding Section 10.4 as follows:

(50 ILCS 705/10) (from Ch. 85, par. 510)

Sec. 10. The Board may make, amend and rescind such rules and regulations as may be necessary to carry out the provisions of this Act, including those relating to the annual certification of retired law enforcement officers qualified under federal law to carry a concealed weapon. A copy of all rules and regulations and amendments or rescissions thereof shall be filed with the Secretary of State within a reasonable time after their adoption. The schools certified by the Board and participating in the training program may dismiss from the school any trainee prior to his completion of the course, if in the opinion of the person in charge of the training school, the trainee is unable or unwilling to satisfactorily complete the prescribed course of training.

(Source: Laws 1965, p. 3099.)

(50 ILCS 705/10.2)

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, or for annual certification as a retired law enforcement officer qualified under federal law to carry a concealed weapon, 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, or certify a retired law enforcement officer qualified under federal law to carry a concealed weapon, 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.

(Source: P.A. 92-533, eff. 3-14-02.)

(50 ILCS 705/10.4 new)

Sec. 10.4. Weapon certification for retired law enforcement officers. The Board may initiate, administer, and conduct annual firearm certification courses consistent with the requirements enumerated in the Peace Officer Firearm Training Act for retired law enforcement officers qualified under federal law to carry a concealed weapon.

Section 10. The Peace Officer Firearm Training Act is amended by changing Sections 1 and 3 and by adding Section 2.5 as follows:

(50 ILCS 710/1) (from Ch. 85, par. 515)

Sec. 1. Definitions. As used in this Act: (a) "Peace officer" means (i) any person who by virtue of his office or public employment is vested by law with a primary duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses, and who is employed in such capacity by any county or municipality or (ii) any retired law enforcement officers qualified under federal law to carry a concealed weapon. (b) "Firearms" means any weapon or device defined as a firearm in Section 1.1 of "An Act relating to the acquisition, possession and transfer of firearms and firearm ammunition, to provide a penalty for the violation thereof and to make an appropriation in connection therewith", approved August 3, 1967, as amended. (Source: P.A. 81-995.)

(50 ILCS 710/2.5 new)

Sec. 2.5. Annual range qualification. The annual range qualification for peace officers shall consist of range fire approved by the Illinois Law Enforcement Training Standards Board.

(50 ILCS 710/3) (from Ch. 85, par. 517)

Sec. 3. The Board is charged with enforcing this Act and making inspections to insure compliance with its provisions, and is empowered to promulgate rules necessary for its administration and enforcement, including those relating to the annual certification of retired law enforcement officers qualified under federal law to carry a concealed weapon. All units of government or other agencies which employ or utilize peace officers, or that certify retired law enforcement officers qualified under federal law to carry a concealed weapon, shall cooperate with the Board by furnishing relevant information which the Board may require. The Executive Director of the Board shall report annually, no later than February 1, to the Board, with copies to the Governor and the General Assembly, the results of these inspections and provide other related information and recommendations as it deems proper. (Source: P.A. 92-84, eff. 7-1-02.)



Section 15. The Intergovernmental Law Enforcement Officer's In-Service Training Act is amended by changing Sections 2, 3, and 4 as follows:

(50 ILCS 720/2) (from Ch. 85, par. 562)

Sec. 2. Definitions.

"Board" means the Illinois Law Enforcement Training Standards Board created by the Illinois Police Training Act.

"Director" means the Executive Director of the Board.

"Chairman" means the Chairman of the Board.

"Appointed Member" means a member of the Board appointed by the Governor pursuant to the Illinois Police Training Act and designated by the Director to serve on an Advisory Board.

"Mobile Team In-Service Training Unit" or "Mobile Team" means an organization formed by a combination of units of local government and the Board and established under this Act to deliver in-service training at scheduled times and selected sites within a geographic region to (i) local and State law enforcement officers (whether employed on a full-time or part-time basis) and (ii) retired law enforcement officers qualified under federal law to carry a concealed weapon at ~~scheduled times and selected sites within a geographic region.~~

"Advisory Board" means a Board composed of a representative number of county board members, mayors, chiefs of police, and sheriffs of participating units of local government, and the Director, Chairman or appointed member of the Illinois Law Enforcement Training Standards Board. The composition and number of each Advisory Board will be determined by the participants. Members of the Advisory Board shall serve without compensation but may be reimbursed for reasonable expenses incurred in carrying out their duties.

"Unit of local government" means a unit of local government as defined in Article VII, Section 1 of the Illinois Constitution of 1970 and includes both home rule units and units which are not home rule units.

(Source: P.A. 88-586, eff. 8-12-94; 89-170, eff. 1-1-96.)

(50 ILCS 720/3) (from Ch. 85, par. 563)

Sec. 3. Powers and Duties.

(a) Powers and Duties of the Advisory Board.

(1) To incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law.

(2) To adopt By-Laws and Operating Procedures.

(3) To designate a Financial Officer who is an elected local government official.

(4) To employ a coordinator and to approve the employment of such other full or part-time staff as may be required.

(5) To develop and approve the total budget for the Mobile Team annually.

(6) To determine equitable formulae for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of local government.

(7) To oversee the development of training programs,

the delivery of training, and the proper expenditure of funds.

(8) To carry out such other actions or activities appropriate to the operation of the Mobile Team including but not limited to contracting for services and supplies, and purchase of furniture, fixtures, equipment and supplies.

(9) To exercise all other powers and duties as are reasonable to fulfill its functions in furtherance of the purposes of this Act.

(b) Powers and Duties of the Illinois Law Enforcement Training Standards Board.

(1) To act as the State agency participant on each Mobile Team Advisory Board.

(2) To act as the State agency to coordinate the actions of Mobile Teams established in the State.

(3) To determine that the Mobile Team meets the criteria for the receipt of funds from the State in accordance with Section 4 of this Act.

(4) To budget for and authorize quarterly disbursement of State funds up to 50% of the total approved budget of the eligible Mobile Team.

(5) To establish such reasonable rules and regulations as the Director deems necessary to carry out the duties described in this Act, including those relating to the annual certification of retired law enforcement officers qualified under federal law to carry a concealed weapon.

(c) Powers and Duties of the Coordinator of an Advisory Board.

(1) To manage and coordinate the ongoing operations of the Mobile Team.

(2) To employ and supervise additional authorized full or part-time staff.

(3) To arrange for qualified instructors from among the employees of State, local or federal Departments or agencies wherever practical and to obtain other instructional services as required.

(Source: P.A. 88-586, eff. 8-12-94.)

(50 ILCS 720/4) (from Ch. 85, par. 564)

Sec. 4. State Funding-Minimum Criteria. A Mobile Team In-Service Training Unit which meets the minimum criteria established in this Section is eligible to receive State funds to help defray the costs of operation. To be eligible a Mobile Team must:

(1) Be established and operating pursuant to the Intergovernmental Cooperation Section Article VII, Section 10, of the Illinois Constitution of 1970 and must involve two or more units of local government including at least one county and the Board.

(2) Establish an Advisory Board composed of elected local officials and chief law enforcement officers from participating units of local government and the Director, Chairman or appointed member of the Board to oversee the operations of the Mobile Team and make such reports to the Board as the Board may require.

(3) Designate an elected local official to act as the

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financial officer of the Mobile Team for all participating units of government, and to receive and expend funds for the operation of the Mobile Team.

(4) Limit its operations to in-service training of law enforcement personnel employed by the State, by units of local government or by the Federal government or their agencies and departments in the administration of justice or retired law enforcement officers qualified under federal law to carry a concealed weapon.

(5) Cooperate with the Board in order to assure compliance with this Act and to enable the Board to fulfill its duties under this Act, and to supply the Board with such information as the Board deems necessary therefor.

(6) Receive funding of up to 50% of the total approved budget of the Mobile Team from the participating units of local government.

(Source: P.A. 83-585.)

Section 99. Effective date. This Act takes effect July 1, 2005.

**Effective Date: 7/1/2005**

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**Joint Committee on Administrative Rules**  
**ADMINISTRATIVE CODE**

**TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**  
**CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**  
**PART 1720 ILLINOIS POLICE TRAINING ACT**  
**SECTION 1720.200 PURPOSE**

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**Section 1720.200 Purpose**

The purpose of this Subpart is to establish and set forth the requirements and guidelines needed to efficiently and effectively implement and enforce the statutory provisions authorizing the certification and the issuance of a permit for a qualified retired law enforcement officer to carry a concealed firearm.

(Source: Added at 30 Ill. Reg. 7925, effective April 11, 2006)

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SECTION 1720.210 STATUTORY AUTHORITY**

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**Section 1720.210 Statutory Authority**

This Subpart C is promulgated pursuant to the provisions of the federal Law Enforcement Officers' Safety Act of 2004 (P.L. 108-277; 18 USC 926), as amended, and the authority vested in the Illinois Law Enforcement Training and Standards Board by the Illinois Police Training Act [50 ILCS 705/10.4] and the Peace Officer Firearm Training Act [50 ILCS 710/3]. This Subpart supplements existing State and federal laws.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)

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PART 1720 ILLINOIS POLICE TRAINING ACT  
SECTION 1720.220 DEFINITIONS**

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**Section 1720.220 Definitions**

In this Subpart, unless otherwise specified:

"Act" means the Illinois Police Training Act [5 ILCS 705].

"Applicant" means an individual who submits a completed application form and the required fee to the Board to obtain a permit to carry a concealed firearm, administer a Certification Program, or to be approved as a Range Officer.

"Board" means the Illinois Law Enforcement Training and Standards Board created by Section 3 of the Illinois Police Training Act [50 ILCS 705/3].

"Certification Program" means a Board approved program that insures that an applicant meets the requirements of the federal Law Enforcement Officers' Safety Act of 2004 (P.L. 108-277; 18 USC 926), and the program requirements under 20 Ill. Adm. Code 1730.30, and includes a standard course-of-fire and information on the safe and lawful use of a firearm.

"Director" means the Executive Director of the Illinois Law Enforcement Training and Standards Board.

"Federal Act" means the federal Law Enforcement Officers' Safety Act of 2004 (18 USC 926).

"Firearm" means any weapon or device as defined in the Firearm Owners Identification Card Act [430 ILCS 65/1.1].

"FOID Card" means an Illinois Firearm Owners Identification Card issued by the Illinois State Police under the Illinois Firearm Owners Identification Card Act [430 ILCS 65].

"FOID Card Act" means the Illinois Firearm Owners Identification Card Act [430 ILCS 65].

"Organization" means those local governmental agencies described in the Illinois Police Training Act [50 ILCS 705/2].

"Law Enforcement Officer" means any police officer of a governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of a criminal code or traffic or highway laws of any state or any political subdivision, and has statutory powers of arrest.

"Permit" means a certification issued by the Board that authorizes the named holder to carry a concealed firearm subject to the requirements of the federal Act and this Subpart.

"Permittee" means the named holder of a certification by the Board that authorizes the individual to carry a concealed firearm subject to the requirements of the federal Act and this Subpart.

"Qualified Retired Law Enforcement Officer" means an individual who:

- separated from service in good standing from his or her employing agency (other than for reasons of mental disability);

- was authorized to perform the specified law enforcement functions and held a position for which powers of arrest were granted by statute;

- served as a law enforcement officer for an aggregate of 10 years or more before his or her separation in good standing from service with his or her agency, or separated from service in good standing (after completing any applicable probationary period of service) due to a service-connected disability as determined by the agency;

- has met State firearms training and qualifications that are the same as the training and qualifications for active duty officers;

- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

- is not prohibited by federal law from carrying a firearm.

"Range Officer" means an individual who has obtained approval from the Board to conduct a Board approved Certification Program for qualified retired law enforcement officers.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)

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**SECTION 1720.230 COMPLIANCE WITH LAWS AND RULES**

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**Section 1720.230 Compliance with Laws and Rules**

- a) All permit holders shall be knowledgeable of and shall comply with all federal, State, and local laws and rules and regulations pertaining to the possession and use of a firearm.
- b) Any federal or State statute now existing, or duly enacted in the future, shall supersede any conflicting provision of this Subpart to the extent of the conflict, but shall not affect the remaining provisions of this Subpart.
- c) Any violation of this Subpart and applicable federal or State laws may result in denial, suspension, cancellation or revocation of the permit.

(Source: Added at 30 Ill. Reg. 7925, effective April 11, 2006)



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SECTION 1720.240 ELIGIBILITY REQUIREMENTS**

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**Section 1720.240 Eligibility Requirements**

- a) A permit to carry a concealed firearm may be issued to a qualified retired law enforcement officer, as defined in Section 1720.220, who:
  - 1) Before separation from service was a certified law enforcement officer authorized by a local, State or federal law enforcement department, office or agency to carry a firearm in the course and scope of his or her duties;
  - 2) Is in possession of a photographic identification issued by a law enforcement department, office or agency from which the individual separated in good standing as a law enforcement officer;
  - 3) Has authorized an investigation to determine if the applicant has been convicted of any disqualifying criminal offenses, and the results of the investigation reveal no findings of guilt for any disqualifying offenses specified in the Act and the FOID Card Act;
  - 4) Is in possession of a valid FOID Card identifying him or her; and
  - 5) Is a resident of the State of Illinois.
- b) Any qualified retired law enforcement officer making application to carry a concealed firearm pursuant to this Subpart shall, by signing the application form, affirm that he or she meets each of the eligibility requirements described in this Subpart under penalty of perjury.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)

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**SECTION 1720.245 BACKGROUND INVESTIGATION**

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**Section 1720.245 Background Investigation**

- a) The applicant shall authorize the Board, through the Department of State Police, to conduct a complete search of its criminal history records and those of the Federal Bureau of Investigation, including the National Instant Criminal Background Check System, and of the files of the Department of Human Services relating to mental health and developmental disabilities and to obtain records of any conviction or patient hospitalization or other medical information that would disqualify the applicant from obtaining a permit or require revocation of a currently valid FOID Card.
- b) A certification will not be issued if the results of the background investigation reveal a finding of guilt for a criminal offense or evidence of a disqualifying condition as specified in the Act or the FOID Card Act.

(Source: Added at 30 Ill. Reg. 7925, effective April 11, 2006)

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### **TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PART 1720 ILLINOIS POLICE TRAINING ACT SECTION 1720.250 APPLICATION PROCEDURE**

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#### **Section 1720.250 Application Procedure**

- a) Any qualified retired law enforcement officer who wishes to apply for a permit under this Part may request an application in writing or by telephone from the Illinois Retired Officer Concealed Carry Program, P.O. Box 9860, Springfield, Illinois 62791, (217)726-9537 or online at [www.ptb.state.il.us](http://www.ptb.state.il.us). The Board shall develop the application forms and necessary procedures to implement this program.
- b) The completed application shall include a certification that it constitutes a sworn affidavit signed by the applicant attesting to compliance with the eligibility requirements.
- c) An applicant must provide evidence of photographic identification issued by his or her prior local, State or federal law enforcement employer verifying the status of the applicant as having been separated from service in good standing.
- d) All information on the application or any related document must be complete and accurate to the best of the applicant's knowledge. Failure to provide the information necessary to complete the application shall preclude any further processing and shall result in denial of the application.
- e) An applicant shall pay a \$75 (when seeking certification and permit to carry either a revolver or a semi-automatic pistol) or \$100 (when seeking certification and permit to carry both a revolver and a semi-automatic pistol) non-refundable fee at the time the initial application is filed. The Board will review the fee amount annually and make its determination based on the program's operating costs. Failure to pay the required fee at the time the application is filed shall preclude any further processing and shall result in denial of the application. Payment shall be in the form of a check or money order. The Board shall not be responsible for cash lost in the mail.
- f) An applicant must provide evidence of possession of a valid FOID Card at the time of application.
- g) Written notification of approval or denial of an application shall be sent within 60 working days after receipt of a completed application by the Board, unless additional information is needed. Approved applications shall include additional information regarding the availability of ranges and requirements for the

Certification Program. Failure of the Board to issue a written notification on an application within the 60 working day period shall not be deemed an approval of the application by the Board.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)

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#### **Section 1720.260 Permits**

- a) When an applicant has satisfied the requirements of this Subpart, the Board shall issue a concealed firearm permit. The permit shall certify that the permittee is qualified by the State to carry a concealed firearm under federal law and the provisions of this Subpart, and shall contain:
  - 1) The permittee's legal name, as shown on the application;
  - 2) The permittee's date of birth;
  - 3) The type of firearm permitted to be carried;
  - 4) A permit number;
  - 5) The date of issuance and expiration of the permit; and
  - 6) The title of the permit, the State Seal, and instructions to the permit holder.
- b) The Board shall mail an approved permit to the applicant's residential address or mailing address shown on the application.
- c) The permit to carry a concealed firearm is not valid unless the permit card is in the permittee's possession and accompanied by a valid FOID Card and the photographic identification issued by the law enforcement agency from which the permittee separated from service.
- d) The permittee shall present his or her permit upon demand for inspection by a law enforcement officer.
- e) All permit cards or other written authorization shall remain the property of the State and the permittee shall surrender his or her card to the Director or a designated representative upon written notice setting forth the reasons for the surrender.
- f) All permit holders must maintain a current address and telephone number with the Board and report any changes within 10 days after the change.

g) Permits shall expire 12 months from the date of issue.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)

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SECTION 1720.270 DENIAL, SUSPENSION AND REVOCATION**

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**Section 1720.270 Denial, Suspension and Revocation**

- a) Failure to meet any of the requirements of this Subpart will result in denial of the application. In such cases, a portion of the application fee, not to exceed one-third, shall be retained to cover the administrative costs of processing the applicant. An applicant who is deemed eligible, but fails the Firearms Certification Program, shall not have any portion of the fee refunded.
- b) Written notification of an administrative denial of an application shall be sent within 60 working days after receipt of a completed application by the Board. Notice of failure to successfully complete the Certification Program will be given at the test site and will be followed by a written notification with instructions to the permit applicant. Board failure to issue a written notification within 60 working days shall not be deemed approval of the application or the Certification Program by the Board.
- c) A permit applicant must possess a valid FOID Card at the time of issuance of the permit. Revocation or suspension of rights under the FOID Card Act shall result in automatic revocation or suspension of the permit.
- d) A finding of guilt for any of the offenses described in the Act shall result in automatic revocation of the permit.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)

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SECTION 1720.280 FIREARMS CERTIFICATION PROGRAM – APPROVAL**

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**Section 1720.280 Firearms Certification Program – Approval**

- a) A local, State or federal law enforcement department, office or agency wishing to administer a Certification Program to qualified retired law enforcement officers who retired from that department, office or agency shall submit for approval by the Board a curriculum that complies with the requirements established by the Board as set forth in this Part.
- b) The course-of-fire standards for a Certification Program must be the same as the course-of-fire used for the annual qualification for that department, office or agency's active law enforcement officers.
- c) Applicants must provide evidence of a system used to comply with the requirements of the federal Act and this Subpart.
- d) No law enforcement department, office or agency approved to administer a Certification Program shall knowingly certify a qualified retired law enforcement officer qualified under the federal Act to carry a concealed weapon, unless a criminal background investigation of that person has been completed and that investigation reveals no findings of guilt for any criminal offenses or evidence of any disqualifying condition specified in the Act or the FOID Card Act.

(Source: Amended at 39 Ill. Reg. 2578, effective February 5, 2015)





# **Law Enforcement Training Advisory Commission**

**Illinois Law Enforcement Training & Standards Board**

**Mobile Team Unit #10**

## **BY-LAWS**

***November 2013 Revision***

### **SECTION 1 - NAME AND AREA**

- A. The name of the organization shall be the Law Enforcement Training Advisory Commission, Mobile Team Unit #10, hereinafter referred to as the Commission. The Commission shall be responsible to and serve those law enforcement agencies in good standing located within the geographical area of Christian, Dewitt, Logan, Macon, Mason, Menard, Montgomery, and Sangamon Counties. This Commission has previously been known as "Crime Prevention Commission, I.L.E.C. Region #14", and "Crime Prevention Commission, Mobile Team Unit #10".

### **SECTION 2 - AUTHORITY**

- A. The authority and power of the Commission is recognized by the Illinois Law Enforcement Training and Standards Board, as Mobile Team Training Unit #10; and by resolutions of designation and participation from said counties and units of government within those counties. The Commission shall be operated within the guidelines established by the Illinois Law Enforcement Training and Standards Board in accordance with Public Act 82-674, An Act authorizing the establishment of Mobile Team In-Service Training Units to provide regional in-service refresher and update training to state and local law enforcement officers, effective September 17, 1981; formerly the Intergovernmental Law Enforcement Officers In-Service Training Act, Illinois Revised Statutes, Chapter 85. In addition, at the request of the Illinois Training and Standards Board, under the Law Enforcement Officers Safety Act of 2004 (HR 218) and in accordance with Illinois Public Act 94-103 (2005), the Commission shall oversee the operation of the Illinois Retired Officer Concealed Carry (IROCC) Program as well as the Illinois Parole Office Conceal Carry (IPACC) Program, in accordance with Illinois Public Act 96-0230 (2010), for the entire State of Illinois.

### **SECTION 3 - COMMISSION MEMBERSHIP**

- A. The Commission shall consist of all local governmental law enforcement agencies located within the geographical region serviced by Mobile Team Unit #10 which are participating by way of payment of their annual membership assessment fees to the Commission.

### **SECTION 4 - ADVISORY BOARD**

- A. The Advisory Board shall consist of twenty members of the Commission who currently serve as County Board Chairpersons, Mayors, Chiefs of Police, Sheriffs, Coroners, or Chief Executive Law Enforcement Officers of any participating agency serviced by the Commission, and are primarily concerned with upgrading law enforcement training.
- B. The Director, Chairman, or appointed member of the Illinois Law Enforcement Training and Standards Board, will be considered the twenty-first Advisory Board member with full voting power.
- C. The Regional Director shall serve as an ex-officio officer and shall not be entitled to voting privileges, nor counted when determining if a quorum is present.
- D. The twenty members, elected by the Commission membership, shall consist of a Chairman, Vice-Chairman, Treasurer, Secretary, and sixteen (16) members from the Commission.
- E. The sixteen (16) members from the Commission shall consist of one (1) County Representative elected from each of the eight (8) counties of Christian, Dewitt, Logan, Macon, Mason, Menard, Montgomery, and Sangamon, and eight (8) additional members elected at large from any of the eight (8) counties.

## SECTION 5 - ADVISORY BOARD DUTIES AND RESPONSIBILITIES

- A. To incorporate the Commission as a general not-for-profit corporation or other appropriate structure, under Illinois laws, and have such powers and duties consistent with guidelines established by the Illinois Law Enforcement Training and Standards Board.
- B. To adopt By-Laws and Operating Procedures for the Commission, formulate policies, plans, procedures, and establishment of priorities necessary to improve law enforcement training throughout the Region.
- C. To employ a Director and approve employment of other full or part-time staff as required.
- D. To develop and approve the Mobile Team Unit #10 annual budgets, to include the annual state grant operating budget, Part-time Officer Basic Training Program budget, and Illinois Retired Officer Concealed Carry Program budget.
- E. To determine an equitable formula for providing the local share of cost of the Mobile Team and ensure receipt of such funds from participating units of local government.
- F. To oversee the development of training programs, delivery of training, and expenditure of funds for regular training operations under the state grant, Part-time Officer Basic Training Program, and Illinois Retired Officer Concealed Carry Program.
- G. To carry out such actions or activities appropriate to the operation of the Mobile Team and its programs, including but not limited to contracting for services and supplies, purchase of furniture, fixtures, and equipment.
- H. To exercise all other powers and duties as are reasonable in furthering training for both full and part time police officers and other law enforcement, as required by the Illinois Law Enforcement Training & Standards Board under state statute, within the geographic boundaries of the Mobile Team Unit, and providing concealed carry certification to qualified retired law enforcement officers and off-duty parole agents and parole supervisors across the state.
- I. To keep minutes of all Advisory Board meetings and make them available upon request.

## SECTION 6 - EXECUTIVE COMMITTEE/DUTIES AND RESPONSIBILITIES

- A. The Executive Committee will consist of the Chairman, Vice-Chairman, Treasurer, and Secretary. (The immediate past Chairman shall also serve on this board, but shall have no voting privileges.)
- B. The Chairman shall be responsible for presiding at all meetings and assisting the Commission in establishing policies and guidelines, appointing ad hoc committees, and performing additional duties that befall his/her office. He/she shall be responsible for making appointments to the Advisory Board when vacancies occur. All appointments shall be approved by the Advisory Board.
- C. The Vice-Chairman shall assist the Chairman. In the event the Chairman cannot successfully complete his/her term of office, the Vice-Chairman shall automatically assume the office of Chairman. The new Chairman shall appoint a new Vice-Chairman from among members of the Advisory Board to serve the Vice-Chairman's remaining term of office. If the appointment of the new Vice-Chairman results in a vacancy in one of the eight (8) regional County Representative positions, the Chairman shall appoint a Commission member from the same county to fill the vacancy. If the appointment results in a vacancy in one of the at large positions, the Chairman shall appoint a Commission member from any of the eight regional counties to fill the vacancy.
- D. The Treasurer shall be an elected official of one of the units of local government within the Mobile Team Unit #10 geographical area, and shall be the Chief Financial Officer of the Commission, responsible for all financial documentation of the Commission as mandated by the Illinois Law Enforcement Training and Standards Board.
- E. The elected Secretary shall be responsible for recording minutes of all meetings and their submission to the Advisory Board for approval.

## SECTION 7 - TERMS OF OFFICE AND ELECTIONS

- A. A Commission member interested in having his/her name placed in nomination for a two (2) year large position on the Advisory Board, shall notify the Chairman, in writing, on or before September 1<sup>st</sup> 2000, and every even year thereafter of even numbered years.
- B. A Commission member interested in having his/her name placed in nomination for a two (2) year position of either Chairman, Vice-Chairman, Treasurer, Secretary, or County Representative, shall notify the Chairman, in writing, on or before September 1<sup>st</sup>, of odd numbered years.
- C. No later than September 15<sup>th</sup> 2000, and every even year thereafter, of even years, the Regional Director will send a listing, on printed ballot, of the names submitted as candidates for election to a two year at large position on the Advisory Board.
- D. No later than September 15<sup>th</sup>, of odd years, the Regional Director will send a listing, on printed ballot, of the names submitted as candidates for election to a two year term as Chairman, Vice-Chairman, Treasurer, Secretary, or County Representative on the Advisory Board.
- E. Sealed ballots will be due in the office prior to the November Advisory Board meeting, where they will be opened by the Regional Director and tabulated. Election results will then be announced, and the results certified by the Advisory Board.
- F. Newly elected members will take office at the January Advisory Board meeting following the November election.
- G. Whenever the Chairman is advised of a vacancy on the Advisory Board, he/she shall appoint a qualified Commission member to serve the remaining term of office. If the vacancy is in one of the eight regional County Representative positions, the replacement will be appointed from the same county as the outgoing member.
- H. In the event an Advisory Board member is unable to serve for an extended period due to illness, injury, or other extenuating circumstances, the Chairman may appoint a temporary replacement from among the members of the Commission until the original member can return, or until the next election, whichever comes first.
- I. Upon expiration of his/her term, the outgoing Chairman may serve for a period of two (2) years as an ex-officio member of the Advisory Board and shall not have voting privileges, unless he/she has been elected to another position on the Advisory Board.

## SECTION 8 - COMPENSATION

- A. All members of the Advisory Board shall serve without compensation. Members of the Advisory Board may be reimbursed for travel expenses to and from meetings when such funds are available and appropriate. Payment of these expenses must be approved by the Advisory Board.

## SECTION 9 - REMOVAL

- A. A member of the Advisory Board, once elected, shall not be removed unless the member submits a written letter of resignation to the Chairman.
- B. Anyone who is serving as a member of the Advisory Board by virtue of the office or position he/she holds, shall automatically be removed as a member of the Advisory Board when his/her tenure in that office or position has expired or been terminated.

## SECTION 10 - REGIONAL DIRECTOR DUTIES AND RESPONSIBILITIES

- A. Manage and coordinate the ongoing operations of the Mobile Team and its programs as mandated by the Illinois Law Enforcement Training and Standards Board and the Advisory Board of the Commission.
- B. To employ and supervise additional full, part-time, or temporary staff.

- C. To arrange for qualified instructors from among the employees of State, Local and Federal Agencies, wherever practical, and obtain other instructional services as required; and coordinate training which addresses the needs of Mobile Team Unit #10 local member officers.

#### SECTION 11 - AD HOC COMMITTEES

- A. The Chairman, with the approval of the Advisory Board, may form Ad Hoc Committees, as needed, to research specific issues and report back to the Advisory Board for action.
- B. The Chairman, with the approval of the Advisory Board, shall appoint a member of the Advisory Board to serve as Chairman of any Ad Hoc Committee.
- C. Ad Hoc Committee membership shall not be limited to those currently serving on the Advisory Board. The Committee Chairman may elect to solicit outside sources with the approval of the Advisory Board.
- D. Ad Hoc Committee Chairmen will be responsible for recording the minutes of each Ad Hoc Committee meeting and submit the minutes, in writing, to the Regional Director within ten (10) days of the meeting. Upon receipt, the Regional Director shall forward copies of those Ad Hoc Committee minutes to all members of the Advisory Board for approval.

#### SECTION 12 - MEETINGS

- A. The Advisory Board shall meet six (6) times per year during the months of January, March, May, July, September, and November, or at the call of the Chairman.
- B. The Executive Committee shall meet at the call of the Chairman.
- C. Ad Hoc Committees shall meet at the call of the Advisory Board Chairman, or the Committee Chairman.
- D. All meetings shall adhere with Chapter 102, Section 41-44, of the Illinois Revised Statutes, commonly known as the "Open Meetings Act".
- E. Parliamentary procedure shall prevail at all Advisory Board meetings as governed by Robert's Rules of Order.

#### SECTION 13 - QUORUM

- A. One-third or seven (7) Advisory Board members present at any Advisory Board meeting held pursuant to regular notice shall constitute a quorum for the transaction of business. A majority vote of those members present shall prevail.
- B. Proxies to vote will be permitted, provided a signed letter has been submitted from the Advisory Board member, designating a particular person as having their proxy vote at each or any meeting at which the Advisory Board member is not present, or for a specified meeting date only. No Advisory Board member may have more than one person designated to vote at the same meeting. These letters shall be kept on file at the LETAC office until that Board member no longer holds a seat on the Advisory Board.

#### SECTION 14 - PROPERTY

- A. The legal equitable title of all property shall remain with the Commission. All property shall be returned to the Commission in the event of death, resignation, suspension or expulsion of a Commission member or employee.

#### SECTION 15 - AUTHORIZATION TO MAKE DISBURSEMENTS

- A. All disbursements will be made in accordance with guidelines established by the Advisory Board and audit requirements as mandated by the Illinois Law Enforcement Training and Standards Board.

#### SECTION 16 - HEADQUARTERS

- A. The official headquarters and office address of the Commission shall be established by the Advisory Board.

#### SECTION 17 - AMENDMENTS

- A. These By-Laws may be amended by a majority vote of the Advisory Board at any meeting, provided that such proposed amendment or amendments have been submitted, in writing, to the Advisory Board for their review at least ten (10) days prior to the meeting in which they are to be acted upon.
- B. All previous By-Laws, prior to any amendments, shall be kept on file at the Commission headquarters.

#### SECTION 18 - EFFECTIVE DATE

- A. These By-Laws, and any amendments thereto, shall become effective immediately upon adoption.
- B. These By-Laws were amended by the Law Enforcement Training Advisory Commission this 20<sup>th</sup> day of November, 2013 AYE - \_\_\_\_\_ NAY - \_\_\_\_\_

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Chairman, Law Enforcement Training Advisory Commission, M.T.U. #10

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Vice-Chairman, Law Enforcement Training Advisory Commission, M.T.U. #10





## Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B ✱ Springfield, IL 62711  
Phone (217) 726-7014 ✱ Fax (217) 726-7833 ✱ Email: letac@sbcglobal.net  
Ellen L. Petty, Director

### ETHICS POLICY STATEMENT OF COMPLIANCE

**Purpose:** The purpose of this Policy Statement is to establish and ensure compliance with the provisions of the "Illinois Employees Ethics Act", 5 ILCS 430. Law Enforcement Training Advisory Commission is organized as a not-for-profit corporation and is strongly committed to sound management practices. These practices include adherence to all Board imposed grant conditions, and administrative rules of Public Act 82-674. Since LETAC does receive public funds, it will comply with the provisions of the Illinois Employees Ethics Act, 5 ILCS 430.

It is intended that all employees make themselves familiar with and abide by the values expressed in this statement, the points outlined here may be revised in response to changes in LETAC's organizational structure, mission, goals and objectives, size or any combination of factors.

**Authority:** The Advisory Board of Law Enforcement Training Advisory Commission is responsible for the overall operation of the corporation.

**Responsibility:** The Director shall be responsible for implementing the provisions of this policy.

#### **I. Definitions:**

A. For purpose of this statement, the following definitions shall be used:

1. Campaign for elective office: "Campaign for elective office" means any activity in furtherance of an effort to influence the selections, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization or the selection nomination, or election of Presidential or Vice-presidential electors but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action,
- b. Relating to collective bargaining, or
- c. That are otherwise in furtherance of the person's official duties.

2. Candidate: "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

3. Collective Bargaining: "Collective Bargaining: has the same meaning as that term as defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3). Page 2  
Ethics Policy

4. Compensated time:

a. With respect to an employee, "Compensated time" means any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of the Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on leave of absence.





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b. With respect to employees whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the employer and any other time when the employee is executing his or her official duties regardless of location.

5. Compensatory time off: "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

6. Contribution: "Contribution" has the same meaning as that term as defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1,4).

7. Employee: "Employee" means a regular full or part-time employee or a temporary employee as defined in LETAC's Personnel Code.

8. Employer: "Employer" means Law Enforcement Training Advisory Commission.

9. Gift: "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to:

- a. Cash,
- b. Food and drink, and or
- c. Honoraria for speaking engagements related to or attributable to government employment or the official position of an Advisory Board Officer or Advisory Board member or employee.

10. Leave of Absence: "Leave of Absence" means any period during which an employee does not receive:

- a. Compensation for employment
- b. Service credit towards pension benefits, and or
- c. Health insurance benefits paid for by the employer

11. Advisory Board Officer or Advisory Board Member: "Advisory Board Officer or Advisory Board Member" means a person who holds, by election or appointment, a position on the Advisory Board as created by the ASSIST Act, by the Illinois Not for profit Act or by the LETAC Corporate By-Laws.

12. Political Activity: "Political Activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities

- a. Relating to the support or opposition of any executive, legislative, or administrative action,
- b. Relating to collective bargaining, or
- c. That are otherwise in furtherance of the person's official duties

13. Political Organization: "Political Organization" means a party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State board of Elections or a county clerk.

14. Prohibited political activity: "Prohibited political activity" means (while on LETAC time and while being compensated by LETAC.)

- a. Preparing for , organizing, or participating in any political meeting, political rally, political demonstration, or other political event.



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- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fund-raiser, political meeting, or other political event.
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of any political organization for political purposes or for or against any referendum question.
- f. Assisting at the polls on election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- j. Preparing or reviewing responses to candidate questionnaires.
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for or against any referendum question.
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election.

15. Prohibited source: "Prohibited source" means any person or entity who:

- a. Is seeking official LETAC action to be taken either:
  - 1. By a LETAC Board officer or Board member;
  - 2. By a LETAC employer, or
  - 3. By a Board officer, Board member, or by another LETAC employee directing that employee:
- b. Does business or seeks to do business:
  - 1. With a Board officer or Board member or
  - 2. With an employee, a Board Officer, a Board member, or with another employee directing that employee;
- c. Conducts activities regulated:
  - 1. By the Board officer or Board member: or
  - 2. By an employee, Board officer, Board member or another employee directing that employee;
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of a Board officer or member or an employee.

## **II. Prohibitions:**

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

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



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Ellen L. Petty, Director

### A. Prohibited Political Activities

1. No LETAC Board officer, Board member or employee shall intentionally perform any prohibited political activity during any compensated time. No Board officer, Board member, or employee shall intentionally use any property or resources of LETAC in connection with any prohibited political activity.

2. At no time shall any LETAC Board officer, Board member, or employee intentionally require any other Board officer, Board member or employee to perform any prohibited political activity:

- a. As part of that Board officers, Board members, or employee's duties,
- b. As a condition of employment, or
- c.. During any compensated time of (such as holiday, vacation or personal time off).

3. No LETAC Board officer, Board member, or employee shall be required to any time to participate in any prohibited political activities with the promise of being awarded:

- a. Additional compensation or
- b. Any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise.

Nor shall any Board officer, Board member, or employee receive additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

4. Nothing in this section prohibits activities that are permissible for any LETAC Board officer, Board member, or employee to engage in as part of his or her official duties, or activities that are undertaken by an LETAC Board officer, Board member or employee on a voluntary basis which are not prohibited by this policy.

### 5. Equal Opportunity:

a. Applicants for employment at LETAC shall be considered only on the basis of their qualifications as required by the position sought or held, related to experience, training, physical abilities, skills, knowledge, personal character, and integrity as a proper representative of LETAC.

b. No discrimination shall be exercised in any manner by any LETAC official, agent, or employee against or in favor of religious opinions or affiliations or because of race, creed, color, national origin, sex, age, or physical condition.

c. An individual's political affiliation, preference or opinion will not in any way influence appointment, retention or promotion as a LETAC employee. Political activity while on duty for LETAC will not be permitted.

B. Gifts and Gratuities Ban: No Board officer, Board member, or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or state statute rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the Board officer, Board member, or employee. No prohibited source shall intentionally offer or make a gift that violates this section.

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.



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*Ellen L. Petty, Director*

2. Anything for which the Board officer, Board member, or employee, or his or her spouse or immediate family member, pays the fair market value.

3. Any: i) contribution that is lawfully made under the Election Code or: ii) Activity associated with a fundraising event in support of a political organization or candidate.

4. Educational material and missions.

5. Travel expenses for a meeting to discuss business.

6. A gift from a relative as defined in the personnel code.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship.

In determining whether a gift is provided on the basis of personal friendship the recipient shall consider the circumstances under which the gift was offered, such as:

1. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

2. Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought

a tax deduction or business reimbursement for the gift, and

3. Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board officers or Board members or employees, or their spouses or immediate family members.

8. Food, Refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board officer, Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board officer, Board member or employee, and are customarily provided to others in similar circumstances.

9. Bequests, inheritances, and other transfers at death.

10. Each of the exceptions listed in this section is mutually exclusive and independent of every other.

11. Disposition of gifts. A Board officer, Board member, or employee his or her spouse or an immediate family member living with the Board officer, Board member, or employee, does not violate this policy if the recipient promptly takes a reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended renumbered, or succeeded.

### **III. Ethics Advisor**

**A. Appointment.** Unless the Chairman of the Advisory Board designates a Board officer, member, or other employee, the Director of LETAC shall automatically be the Ethics Advisor for LETAC. Once appointed, the duties of the Ethics Advisor may not be delegated to another employee of LETAC without the consent of the Chairman of the Board.



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### B. Duties:

1. The Ethics Advisor shall provide guidance to the Board officer or Board member and employees of LETAC concerning the interpretation of and compliance with the provisions of the policy and State ethics laws, and conduct preliminary investigation of complaints alleging violations of the policy. The Ethics Advisory shall perform such other duties as may be delegated by the Advisory Board.

2. In the event that the Ethics Advisor is the subject of a complaint alleging a violation of the policy, the Chairman of the Advisory Board shall assume the position of Ethics Advisor until formal action is taken by the Chairman and the Advisory Board to make an alternate designation, or until the complaint against the Ethics Advisor has been deemed to be unfounded.

**IV. Complaints:** All complaints alleging violation of this policy by LETAC Board officers, Board members, employees or contractors, will be referred to the local law enforcement agency or to the Office of the State's Attorney with jurisdiction.

The following deadlines and actions, as required by 5 ILCS 430, will be followed:

A. Within three (3) business days after the receipt of a complaint, the Ethics Advisor shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Ethics Advisor shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within three (3) business days after receipt by the Ethics Advisor.

B. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Ethics Advisor shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint.

C. A complaint alleging a violation of this policy must be filed within one year after the alleged violation.

### **V. Effective Date**

A. This policy shall become effective immediately upon adoption by the LEATC Advisory Board.

\_\_\_\_\_  
Date Of Adoption

\_\_\_\_\_  
Advisory Board Chairman

\_\_\_\_\_  
Advisory Board Vice-Chairman



## **Law Enforcement Training Advisory Commission**

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**Ellen L. Petty, Director**

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Advisory Board Secretary

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Advisory Board Treasurer



# **Law Enforcement Training Advisory Commission, M.T.U. #10**

*March 2005 Revision - Approved*

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## **CHAPTER ONE**

### *General Personnel Policies*

#### **I.01 DECLARATION OF POLICY**

- A. *The policy of the Law Enforcement Training Advisory Commission, hereinafter referred to as the Commission, is as follows:*  
*"It is the intent of the corporate authorities of the Commission that employment with the Commission shall be based upon merit and shall be free of personal and political considerations. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy. Appointments and promotions, where possible, shall be based upon systematic tests and evaluations. Every effort shall be made to stimulate high morale by fair administration and consideration of the rights and interests of the person(s) affected, consistent with the best interest of the Commission.*

#### **I.02 COVERAGE OF PERSONNEL MANUAL PROVISIONS**

- A. *The Personnel rules and regulations adopted by the Commission shall apply to all employees of the Commission.*

## **CHAPTER TWO**

### **Requirements for Employment**

#### **2.01 EMPLOYMENT**

- A. All persons seeking employment with the Commission shall submit a completed application form. The application shall include complete information relating to experience, training, and any other applicable qualifications. Applications shall be kept on file in the Director's office for a period of one year. The applicant may be required to take any such discretionary tests and or exams related to the positions(s) for which they are applying.

#### **2.02 EQUAL OPPORTUNITY**

- A. An applicant or employee shall be considered only on the basis of his or her qualifications as required by the positions sought or held, relative to experience, training, physical aptitude, abilities, skills, knowledge, personal character, and integrity as a proper representative of the Commission.
- B. No discrimination shall be exercised in any manner by any Commission official, agent or employee against, or in favor of political or religious opinions or affiliations, or because of race, creed, color, national origin, sex, age, or physical condition.
- C. An individual's political affiliations, preference or opinion will not in any way influence appointment, retention or promotion as a Commission employee. Political activity while on duty for the Commission will not be permitted.

#### **2.03 MEDICAL EXAMINATIONS**

- A. All candidates scheduled for full-time employment with the Commission must take the appropriate pre-employment physical examinations by a qualified, licensed physician. Unless otherwise noted, the examinations will be paid for by the Commission.
- B. The purpose of the pre-employment physical examinations with the Commission is to ensure:
1. The selection of applicant who are initially physically qualified to perform the duties of an applicable Commission job classification.
  2. To aid the Commission in the maintenance of health and physical fitness.
  3. To ensure the safety of all Commission employees while working together in the performance of their duties.
  4. To minimize losses.
- C. In order to ensure that regular Commission employees are physically able to perform the duties and requirements of their job, periodic physical examinations may be required at the expense of the Commission.

#### **2.04 EMPLOYMENT STATUS CLASSIFICATION**

- A. Each applicant's prospective employment status shall be determined by using the following criteria.
- B. Permanent Employment shall be defined as employment not for a specific period of time or for a specific purpose or task. Permanent employment may be either:
1. Full-time, requiring 8 or more hours per day, with a minimum of 40 hours per week and 2080 hours per year.
  2. Part-time, requiring less than 8 hours per day or less than 2080 hours per year.
- C. Temporary Employment is employment requiring less than 8 hours per day or less than 2080 hours per year for a specified period of time, or for the duration of a specific purpose, project or group of assignments.

## CHAPTER THREE

### Employee Compensation

#### 3.01 REGULAR RATES OF PAY

- A. Regular rates of pay for all employees will be drafted in relation to the Grant Award and Fiscal Year Budget submitted to the Illinois Law Enforcement Training and Standards Board.

#### 3.02 OVERTIME PAY

- A. Professional and efficient operation of the Law Enforcement Training Advisory Commission is the direct responsibility of the Regional Director. Due to the nature of this position, it may be necessary to alter the normal work day schedule in order to perform his/her duties. Therefore, he/she will not be eligible for overtime compensation. He/She shall average a 40 hour work week. Vacation time, sick time, personal time, holidays, etc. shall be considered part of the 40 hour work week. The Regional Director's time sheets shall be reviewed by the Executive Committee at each monthly meeting to ensure the 40 hour requirement is being met.
- B. Any full time staff, with the exception of the Regional Director, shall be compensated at a rate of one and one-half times the number of hours actually worked over the standard 40 hour work week. These hours shall be compensated by either one and one-half hours pay or one and one-half hours time off. The employee will have the discretion as to how he or she is compensated. This will be documented by a form signed by that employee and kept in his/her personnel file. Any overtime hours worked in excess of 40 hours overtime carried on the books must be paid at one and one-half times the regular rate of pay within the pay period in which it is earned. Should an employee fail to meet the 40 hour requirement, he or she will be compensated on an hour for hour basis. Any compensatory time off shall be subject to the approval of the Regional Director. Should an employee elect to be paid for any overtime, a request to expend local cash will be submitted to the Illinois Law Enforcement Training and Standards Board by the Regional Director.
- C. Overtime may be requested by Commission management for the good of the Commission operations. It may be requested in advance by management in order to continue operations. Such overtime must be approved by the Director. All overtime will be scheduled in fifteen minute increments.
- D. Failure to report for overtime work when so directed by a responsible member of the Commission acting within established policy is grounds for disciplinary action unless it is clearly proven that the employee's absence was beyond his or her control.

#### 3.03 HOSPITALIZATION AND OTHER INSURANCE

- A. All permanent full-time employees may be eligible for medical insurance and certain other benefits presently in force at the Commission such as:
1. Major Medical and Dental: the Commission will maintain a health/major medical and dental plan for the benefit of its employees and their families. Premiums for full-time employees may be completely paid for by the Commission. Premiums for part-time employees may be paid in part by the Commission and in part by the concerned employee. This insurance will commence in accordance with the terms of the policy currently in effect for newly hired employees. For exact information on the limits of this coverage, please see the Director.
  2. The Commission will maintain a pension plan for the benefit of all employees. Employer and employee contributions will be deposited into each employee's pension plan. The rates of contribution will be decided by the Regional Advisory Board. For information on the plan currently in effect, please see the Director.
  3. Workman's Compensation Insurance is paid for by the Commission and is available without a payroll deduction to each employee. Details of employee coverage under the Illinois Worker's Compensation and Occupation Disease Act are available from the Director. Please note, that any claims arising out of an injury or accident which are covered under Workman's Compensations Insurance are not payable through the group insurance plan.

### **3.04 VACATION ACCRUAL SCHEDULE**

- A. *Eligible employees shall earn vacation time in accordance with the following schedule:*
1. *From the date of hire until the completion of five (5) years of continuous service: ten (10) work days per year.*
  2. *From the completion of five (5) years of continuous service until the completion of nine (9) years of continuous service: fifteen (15) work days per year.*
  3. *From the completion of nine (9) years of continuous service until the completion of fourteen (14) years of continuous service: seventeen (17) work days per year.*
  4. *From the completion of fourteen (14) years of continuous service until the completion of nineteen (19) years of continuous service: twenty (20) work days per year.*
  5. *From the completion of nineteen (19) years of continuous service until the completion of twenty-five (25) years of continuous service: twenty-two (22) work days per year.*
  6. *From the completion of twenty-five (25) years of continuous service: twenty-five (25) work days per year.*
  7. *Part-time employees will not be eligible for vacation time.*
- B. *Vacations will be requested in writing and forwarded to the Director for approval.*
- C. *Vacation will accrue at the beginning of the fiscal year (July 1), and must be taken by the completion of the same fiscal year (June 30). If the date of hire anniversary falls at the completion of five (5), nine (9), fourteen (14), nineteen (19), or twenty-five (25) years, additional earned days may be taken, provided they do not carry over into the next fiscal year (past June 30).*
- D. *No payment will be paid for vacation due but not taken except upon separation from employment with the Commission.*

### **3.05 SICK PAY**

- A. *Sick pay accumulates at 1 work day per month for full-time employees and is capped at 90 working days.*
- B. *If an employee is sick more than 3 consecutive days, he or she must obtain a doctor's certificate. This may be waived by the Director. If an employee is sick on the day before or after a holiday, he or she will not be paid for the holiday. This may be waived by the Director. The Director may ask for a doctor's certificate at any time he/she has reason to suspect sick time abuse.*
- C. *Employees will not be paid for accrued sick days when their employment has been terminated.*

### **3.06 FUNERAL LEAVE**

- A. *An employee may be absent with compensation for a period of up to three (3) working days for the purpose of attending funeral services for a member of the employee's immediate family. The immediate family shall be construed to mean one of the following: husband, wife, daughter, son, mother, father, brother, sister, grandparents, grandchildren, mothers-in-law, fathers-in-law, brothers-in-law, and sisters-in-law.*
- B. *Time off for attending funerals of non-family members may be charged to vacation leave or personal days. Normal authorized funeral leave shall be in addition to sick leave or vacation leave.*

### **3.07 VOTING LEAVE**

- A. *Employees shall be allowed to vote in accordance with the provisions of the Illinois Revised Statutes, Chapter 46, Sections 15-17.*

### **3.08 HOLIDAYS**

A. *Full-time employees will receive 12 paid holidays per year. The 12 paid holidays are:*

- |   |  |
|---|--|
| 1. <i>New Year's Day</i>                        | 7. <i>Veteran's Day</i>                                      |
| 2. <i>Martin Luther King Day</i>                | 8. <i>Thanksgiving Day</i>                                   |
| 3. <i>Lincoln's Birthday or President's Day</i> | 9. <i>Day after Thanksgiving</i>                             |
| 4. <i>Memorial Day</i>                          | 10. <i>Christmas Eve &amp; New Year's Eve (1/2 day each)</i> |
| 5. <i>Independence Day</i>                      | 11. <i>Christmas Day</i>                                     |
| 6. <i>Labor Day</i>                             | 12. <i>Employee's Birthday</i>                               |

*(Employee may elect to take either Lincoln's Birthday or President's Day. This option is upon approval of the Director.)*

B. *Holidays falling on a Saturday shall be taken on the preceding Friday.*

C. *Holidays falling on a Sunday shall be taken on the following Monday.*

### **3.09 MILITARY LEAVE**

A. *Any permanent employee may be granted leave with pay for the purpose of attending annual training sessions or call-ups of any National Guard or Reserve Unit of the United States Armed Forces. Such person shall be paid his or her regular pay, minus any military pay for the annual two week training session, emergency call-ups, and active military duty.*

B. *Military leave will be granted upon the presentation of proper order ordering the individual to report to active duty, plus documents stating the individual's basic pay for that period of time.*

### **3.10 SPECIAL LEAVES OF ABSENCE**

A. *Requests for special leaves of absence with pay shall be made to the Executive Committee through the Director.*

B. *Any permanent employee may be granted a leave of absence with pay for a period of up to 6 weeks providing the employee has sufficient accrued sick, vacation, personal or compensatory time to cover that period. Reason for the leave must be determined legitimate by the Director and/or the Executive Committee including, but not limited to, sick leave, maternity leave, or short term disability.*

C. *An extension of that 6 week period may be granted upon request and must be deemed necessary and reasonable by the Director and/or the Executive Committee.*

D. *The employee must be paid until such time as all his or her accrued sick, vacation, personal or compensatory time has been depleted when on any special leave of absence.*

E. *Fringe benefits will continue to be paid by the Commission for a period of up to 6 weeks on any approved leave of absence with or without pay. Fringe benefits will continue to be paid by the Commission after the 6 week period only if the employee still has accrued sick, vacation, personal or compensatory time. The employee will then have the option of continuing these fringe benefits at his or her own expense after that time.*

### **3.11 MEMBERSHIPS**

A. *The Commission shall promote the development of advanced job knowledge by paying, when feasible, dues for employee membership in recognized professional organizations and pay for subscriptions to recognized professional publications or trade journals. Payment for dues and subscriptions shall be made with the approval of the Director.*

### **3.12 TRAVEL EXPENSES**

A. *Subject to budget allocations and the approval of the Director, travel expenses may be reimbursed to employees attending authorized professional meetings and conferences.*

B. *Such expenses shall include registrations, transportation, meals and lodging. All travel expenses are subject to the most current travel regulations of the State of Illinois.*

### **3.13 PERSONAL DAYS**

- A. *Three (3) personal days will be given to all full-time employees and must be used by the end of the fiscal year. Personal days will not be permitted to accrue.*
- B. *Upon resignation or retirement an employee will not receive compensation for unused personal days.*

### **3.14 JURY LEAVE**

- A. *Any permanent employee, except part-time employees, will be allowed time off with pay when said employee is required to serve as a juror at a court of law.*
- B. *Such person shall be paid his or her regular pay minus any jury pay received.*

## **CHAPTER FOUR**

### *General Rules and Regulations*

#### **4.01 HOURS OF WORK, TOURS OF DUTY AND PAYROLL DEDUCTION**

- A. *Normal working hours for full-time Commission employees shall be from 8:30 a.m. until 4:30 p.m., including a half hour lunch, Monday through Friday. On some occasions, certain employees, because of their position and knowledge or experience, may be asked to alter their normal work day. Each employee affected shall be notified by the Director as to the reason for the alteration, the specific hours of work and the duration of the change. Part-time employees' daily work hours shall be determined and assigned by the Director, provided they do not exceed the number specified in the fiscal budget.*
- B. *Each employee shall have a 30 minute lunch period. Scheduling of lunch will be at the discretion of the Director.*
- C. *It shall be the Director's obligation to see that each employee of the Commission shall prepare a daily entry on a time sheet indicating the following information:*
  - 1. *Each day the employee worked.*
  - 2. *Each day the employee was absent due to holiday, sick time or vacation time, etc.*
  - 3. *Each regular day of work scheduled for the employee.*
- D. *Payroll deductions are made for Social Security and for State and Federal Withholding Tax. Additional payroll deductions may be made for group accident and health insurance, and other programs approved by the Commission at the employee's request.*
- E. *Employees will be given two 15 minute breaks each day to be taken in the morning and afternoon. If an employee desires and the workload permits, the two breaks may be combined with the lunch break.*

#### **4.02 PAY**

- A. *Salaries will be paid every two weeks, on Friday.*
- B. *If a payday falls during an employee's vacation, the employee may have an advancement of pay to the extent of the pay due through the authorized period of absence. An employee's request for such an advance must be made to the Director one payroll period in advance of the leave.*

#### **4.03 REPORTS OF INJURY**

- A. *Employees who are injured while on duty for the Commission must make a report of such injury to the Director. This shall be accomplished by the completion of the Worker's Compensation form. The completed form shall be forwarded to the Director within 24 hours of the accident. Every injury possibly requiring medical attention must be reported to the Director immediately. Those injuries not requiring medical attention shall be reported to the Director no later than the morning of the first working day following the injury. The Director shall report all injuries sustained by Commission employees while on duty to the Commission Chairperson.*

#### **4.04 ACCEPTANCE OF GRATUITIES**

- A. *All employees shall abide by the provisions of the state officials and employees ethics act. (5 ILCS 430/1-1 ET SEQ.)*
- B. *Any violation of this policy is subject to the discipline procedure and may lead to termination.*

#### **4.05 OUTSIDE EMPLOYMENT**

- A. *Outside employment is acceptable as long as it does not constitute a conflict of interest with employment at the Commission. Outside employment which constitutes a conflict of interest with employment at the Commission is unacceptable. Employees are obligated to clear outside employment issues with the Director before accepting such employment.*
- B. *The Director is obligated to clear his/her outside employment issues with the Executive Committee and the Illinois Law Enforcement Training and Standards Board.*

#### **4.06 PROBATIONARY PERIOD**

- A. *Commission employees must work an aggregate of 12 full calendar months in the position to which they were appointed, in order to complete the probationary period.*
- B. *The purpose of the probationary period is to test the qualifications of the employee to perform satisfactorily under the actual working conditions. An evaluation of the probationary employee shall be conducted every three months of the probationary period and prior to the completion of the 12 months of the probationary period. If the rating is satisfactory, a copy of the evaluation is placed in the employee's personnel file and used as a reference for ensuing reviews. If the evaluation is unsatisfactory, the probationary employee may be terminated.*

#### **4.07 APPOINTMENTS TO "ACTING" STATUS**

- A. *In the event that a prolonged vacancy in an administrative or supervisory position occurs because of the prolonged illness, resignation, retirement, termination or leave of absence of the incumbent, another employee may be selected by the Director and with the approval of the Advisory Board. In the absence of the Director, the Executive Committee shall recommend his or her replacement and the Advisory Board shall approve this appointment to "Acting" status.*
- B. *Appointments to "acting" status will be limited to six months.*
- C. *Any employee performing duties in an "acting" status will remain eligible for any and all general wage adjustments or merit performance raises given to all other employees. Upon completion of the period of "acting" status, the employee will revert back to his or her regular rate of pay, and at the same time, that regular rate of pay shall be adjusted in accordance with the provisions of any general wage adjustments of merit performance.*

#### **4.08 PERFORMANCE EVALUATIONS**

- A. *Employees shall be assisted in gaining a greater understanding of their job responsibilities through completion of an Evaluation Form. This form shall be utilized to enhance development, which is an ongoing process intended to facilitate communication between supervisor and employee.*
- B. *Formal job performance evaluations shall be completed by the Director on all non-probationary employees once each Fiscal Year. The Director will meet with employees working under his or her supervision and discuss with them the completed Evaluation Form, reviewing individual performance and areas of strength and weakness, and clarifying areas of responsibilities and goals for performance improvement. The evaluation will be submitted to provide written comments on his or her completed evaluation form, and shall acknowledge review of the form by their signature.*
- C. *Performance evaluations shall include, as a minimum, the following subjects: job knowledge, productivity, efficiency, initiative, use of time, and community relations.*
- D. *The Director shall also be evaluated in accordance with paragraph B and C. His or her evaluation shall be prepared by the Executive Committee, and shall include additional topics relating to supervisory skills and performance, including planning, follow-up, leadership, human relations and subordinate development.*
- E. *Written evaluations shall remain as a permanent document in the employee's personnel file. The evaluations are to be treated as confidential documents pursuant to law. Any unresolved disagreements arising out of the evaluation process shall be addressed using the provisions of Section 6.04 of this Manual.*



- F. *All evaluations must be completed prior to consideration of salaries by the Executive Committee who then makes its recommendations to the Advisory Board during the annual budgeting process.*
- G. *Performance evaluations for part-time staff shall be completed by the Director once each fiscal year.*

## CHAPTER FIVE

### *Retirement, Resignation and Re-employment*

#### **5.01 RETIREMENT AND RESIGNATION**

- A. *All employees who terminate employment with the Commission must submit their letter of resignation two weeks in advance of the last expected day of employment.*
- B. *Anytime an employee permanently terminates employment with the Commission, whether such termination be by retirement, resignation or otherwise, the Director must schedule an Exit Interview with the employee. Exit Interviews are entirely voluntary on the part of the employee and in no way affect any monies or benefits due to the employee by virtue of the separation.*
- C. *During the course of the Exit Interview, the employee shall be encouraged to provide input into matters directly associated with their employment with the Commission such as:*
  - 1. *Job satisfaction*
  - 2. *Personnel matters*
  - 3. *Training, both in-house and outside*
  - 4. *The employee's impression of their supervisor*
  - 5. *Compensation*
  - 6. *General suggestions as to how to improve the delivery of services to both the employee and the Commission*
- D. *A copy of the letter of resignation and a copy of the results of the Exit Interview must be forwarded, within 24 hours, to the Chairman of the Executive Committee.*

#### **5.02 RE-EMPLOYMENT**

- A. *An employee who has resigned while in good standing and who subsequently applies for re-employment, may be given preference in filling positions within the Commission, if so qualified.*
- B. *Any employee who resigns while disciplinary action is pending, or who has previously failed to give the proper (10) working days notice of impending resignation, is not eligible for re-employment.*
- C. *An employee, who had resigned from the employ of the Commission and is subsequently re-employed may be credited with prior service for the purpose of computing the accrual of vacation time, sick time and seniority if approved by the Director and the Advisory Board.*

## CHAPTER SIX

### *Discipline and Grievances*

#### **6.01 DISCIPLINE**

- A. *Discipline - In order to ensure equitable and consistent application of disciplinary procedures, the following guidelines have been established. The key in selecting which disciplinary action to employ is that the punishment must be handled according to the seriousness of the offense, given the circumstance and the employee's past work record. In discipline, the supervisor must consider all factors. The need for a uniform discipline policy is twofold.*
1. *It protects the employee from unjust disciplinary action.*
  2. *It protects the employer from accusations of unfair disciplinary action by documenting a series of progressive actions that were taken.*

#### **6.02 CAUSES FOR DISCIPLINARY ACTION**

- A. *Each of the following circumstances is sufficient cause for disciplinary action against an offending employee. The illustrations of offenses listed are not intended as a complete inventory of what can occur in the work environment (such a list would be limitless) but they are to serve as a guide in determining appropriate action.*
1. *Falsification or fraud in securing employment.*
  2. *Intoxication or use of illegal drugs.*
  3. *Negligent destruction of property.*
  4. *Any act which endangers the safety, health, or well being of another Commission employee or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit to the Commission.*
  5. *Theft or willful destruction of property.*
  6. *Incompetence or inefficiency in the performance of the duties of the position. The term "incompetence" shall mean a lack of ability, knowledge or fitness to perform duties which are reasonable within the scope of employment and the term "inefficiency" shall mean the performance of the duties of the position at a level lower than ordinarily expected of other employees in similar positions. At the time the deficiencies and/or offenses are noted, a timetable will be placed in writing by which the individual must improve performance to an acceptable level.*
  7. *Failure to perform the duties of the position because of neglect.*
  8. *Insubordinate actions, including willful disobedience of a rule, order, or directive.*
  9. *False representation to a superior as to the quality and/or quantity of work performed.*
  10. *Soliciting donations, gifts, or other valuable things for any personal purpose during work hours. During non-working hours, no individual, by representing to the public that he or she is an employee of the Commission, shall solicit any donation, fee, gift or other valuable thing for any personal gain.*
  11. *Unauthorized use of Commission property or use of the services of Commission employees for unauthorized purposes.*
  12. *Absences without leave, the use of sick leave or any leave of absence in an unauthorized manner, a record of excessive absences or tardiness, or engaging in unauthorized outside employment when on emergency leave.*
  13. *Any knowledgeable act of discrimination by a Commission employee on the basis of sex (including sexual harassment) age, religion, ethnic origin or handicap will not be permitted.*
  14. *Any other activity which is not compatible with good public service shall be handled using the definitions below as guidelines for appropriate actions.*

### 6.03 FORMAL DISCIPLINARY MEASURES

- A. *Oral Reprimand - is an oral reprimand given by the supervisor. An oral reprimand shall be documented by memo and kept in the personnel file.*
- B. *Written Letter of Warning - Is issued to the employee by the supervisor. This letter will include a description of the incident for which the warning is issued, an outline of the circumstance surrounding the incident, and a statement regarding the resolution of the incident, and shall be placed in the employee's personnel file. The employee shall be given an opportunity to sign the Warning indicating receipt of such a written reprimand. Failure to sign will be noted.*
- C. *Suspension - a suspension or temporary separation from the Commission is without pay. An employee may be suspended by the Director subject to the approval of the Executive Committee. When a suspension is enacted, the Director will provide a letter of documentation and a copy of the letter will be placed in the employee's personnel file. Notification of a pending suspension shall be approved by the Executive Committee. Suspension may include loss of earned vacation and/or holiday time.*
- D. *Dismissal - Dismissal, the final course of disciplinary action, is utilized only as a means of insuring high quality public service to the law enforcement community. Whenever the actions or attitudes of an employee seriously conflict with the policies, rules, and practices of the Commission, the Director may recommend the dismissal of an employee to the Executive Committee. All dismissals must be approved by the Advisory Board.*
- E. *If the situation arises that in the opinion of the Director necessitates immediate disciplinary action for the safety and protection of public property, the Director has the authority to order the offending employee to immediately leave the job site. The Director shall, however, inform the offending employee of the reason why the order is being made. Whenever a disciplinary action is to be taken against a permanent employee, the employee shall be advised in writing by the Director of the violations and the discipline that will be administered. A meeting will then be scheduled with the employee to discuss the discipline and the employee will be given the opportunity to respond to the circumstances. In the case of suspension or dismissal, the employee shall be advised in writing, that he or she may appeal the action in accordance with the Personnel Manual.*
- F. *Grievance reviews shall be limited to two areas:*
  - 1. *The facts used in determining whether an incident occurred requiring disciplinary action, and*
  - 2. *The process used in disciplining the employee once that act occurs.*

### 6.04 GRIEVANCES

- A. *In order to maintain satisfactory working conditions, the Commission provides a means to ensure fair handling of any employee grievance. The purpose of this mechanism is to provide the employee seeking relief through a grievance, a formal process to follow, which provides process guidance at each step.*
- B. *If the aggrieved employee is dissatisfied with the decision of the Director, he or she may appeal to the Commission's Executive Committee by submitting one copy of the written grievance, and one copy of any and all supporting paperwork to the Chairman of the Executive Committee. Upon receipt and review of the grievance paperwork, the Chairman will schedule a meeting of the Commission's Executive Committee in order to decide whether or not to hear the appeal. This meeting of the Executive Committee must be scheduled within 20 days of the receipt of the grievance paperwork by the Chairman.*
- C. *If the Executive Committee decides to accept the Director's ruling as final and not to hear the appeal, they must so inform the aggrieved employee in writing within ten (10) days of that decision.*
- D. *If the Executive Committee decides to hear the appeal, it must inform the aggrieved employee within ten (10) working days of that decision.*
- E. *The Executive Committee will meet with the aggrieved employee, and all supervisory staff involved in the appeal at a place and time reasonably convenient to all parties. The Executive Committee will hear arguments, review all submitted documents, and will fully investigate and ascertain the facts of the case.*
- F. *The Executive Committee will have ten (10) days in which to make their decision on the appeal. Their decision, in writing, will be given to all concerned parties.*
- G. *The decision of the Executive Committee concerning any grievance shall be final.*

- H. *Extensions of additional time to review the facts and circumstances of the case may be requested by either party throughout the grievance process, and shall not be unreasonably withheld.*

## **CHAPTER SEVEN**

### *Review of Policy Manual*

#### **7.01 PERSONNEL MANUAL REVIEW PROCESS**

- A. *The Personnel Manual shall be reviewed by the Regional Director and the Personnel/By-Law Committee as deemed necessary by the Advisory Board, but no less than every two (2) years.*
- B. *If any changes to the Personnel Manual are enacted by the Advisory Board, amended and dated versions of the Manual will be distributed to all employees and Advisory Board members as soon as possible.*

#### **7.02 EFFECTIVE DATE**

- A. *This Personnel Manual and amendments thereto shall become effective immediately upon adoption.*

*This Personnel Manual was amended by the Law Enforcement Training Advisory Commission Advisory Board this 23rd day of March, 2005.*

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*Chairman, Law Enforcement Training Advisory Commission, M.T.U. #10*

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*Vice-Chairman, Law Enforcement Training Advisory Commission, M.T.U. #10*





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## LOCAL GOVERNMENT

### (50 ILCS 705/) Illinois Police Training Act.

(50 ILCS 705/1) (from Ch. 85, par. 501)

Sec. 1. It is hereby declared as a matter of legislative determination that in order to promote and protect citizen health, safety and welfare, it is necessary and in the public interest to provide for the creation of the Illinois Law Enforcement Training Standards Board for the purpose of encouraging and aiding municipalities, counties, park districts, State controlled universities, colleges, and public community colleges, and other local governmental agencies of this State and participating State agencies in their efforts to raise the level of law enforcement by upgrading and maintaining a high level of training and standards for law enforcement executives and officers, county corrections officers, sheriffs, county coroners, and law enforcement support personnel under this Act. It is declared to be the responsibility of the board to ensure the required participation of the pertinent local governmental units in the programs established under this Act, to encourage the voluntary participation of other local governmental units and participating State agencies, to set standards, develop and provide quality training and education, and to aid in the establishment of adequate training facilities.

(Source: P.A. 88-586, eff. 8-12-94.)

(50 ILCS 705/2) (from Ch. 85, par. 502)

Sec. 2. Definitions. As used in this Act, unless the context otherwise requires:

"Board" means the Illinois Law Enforcement Training Standards Board.

"Local governmental agency" means any local governmental unit or municipal corporation in this State. It does not include the State of Illinois or any office, officer, department, division, bureau, board, commission, or agency of the State, except that it does include a State-controlled university, college or public community college.

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"Police training school" means any school located within the State of Illinois whether privately or publicly owned which offers a course in police or county corrections training and has been approved by the Board.

"Probationary police officer" means a recruit law enforcement officer required to successfully complete initial minimum basic training requirements at a police training school to be eligible for permanent full-time employment as a local law enforcement officer.

"Probationary part-time police officer" means a recruit part-time law enforcement officer required to successfully complete initial minimum part-time training requirements to be eligible for employment on a part-time basis as a local law enforcement officer.

"Permanent police officer" means a law enforcement officer who has completed his or her probationary period and is permanently employed on a full-time basis as a local law enforcement officer by a participating local governmental unit or as a security officer or campus policeman permanently employed by a participating State-controlled university, college, or public community college.

"Part-time police officer" means a law enforcement officer who has completed his or her probationary period and is employed on a part-time basis as a law enforcement officer by a participating unit of local government or as a campus policeman by a participating State-controlled university, college, or public community college.

"Law enforcement officer" means (i) any police officer of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision of this State or (ii) any member of a police force appointed and maintained as provided in Section 2 of the Railroad Police Act.

"Recruit" means any full-time or part-time law enforcement officer or full-time county corrections officer who is enrolled in an approved training course.

"Probationary county corrections officer" means a recruit county corrections officer required to successfully complete initial minimum basic training requirements at a police training school to be eligible for permanent employment on a full-time basis as a county corrections officer.

"Permanent county corrections officer" means a county corrections officer who has completed his probationary period and is permanently employed on a full-time basis as a county corrections officer by a participating local governmental unit.

"County corrections officer" means any sworn officer of the sheriff who is primarily responsible for the control and custody of offenders, detainees or inmates.

"Probationary court security officer" means a recruit court security officer required to successfully complete initial minimum basic training requirements at a designated training school to be eligible for employment as a court security officer.

"Permanent court security officer" means a court security officer who has completed his or her probationary period and is employed as a court security officer by a participating local governmental unit.

"Court security officer" has the meaning ascribed to it in Section 3-6012.1 of the Counties Code.

(Source: P.A. 94-846, eff. 1-1-07.)

(50 ILCS 705/3) (from Ch. 85, par. 503)

Sec. 3. Board - composition - appointments - tenure - vacancies. The Board shall be composed of 19 members selected as follows: The Attorney General of the State of Illinois, the Director of State Police, the Director of Corrections, the Superintendent of the Chicago Police Department, the Sheriff of Cook County, the Director of the Illinois Police Training

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Institute, the Special Agent in Charge of the Springfield, Illinois, division of the Federal Bureau of Investigation, the Executive Director of the Illinois Board of Higher Education and the following to be appointed by the Governor: 2 mayors or village presidents of Illinois municipalities, 2 Illinois county sheriffs from counties other than Cook County, 2 managers of Illinois municipalities, 3 chiefs of municipal police departments in Illinois having no Superintendent of the Police Department on the Board and 2 citizens of Illinois who shall be members of an organized enforcement officers' association which has no other members on the Board other than the chief of a municipal police department, the Special Agent of the Federal Bureau of Investigation, the Director of State Police, a county sheriff or deputy sheriff. The appointments of the Governor shall be made on the first Monday of August in 1965 with 3 of the appointments to be for a period of one year, 3 for 2 years, and 3 for 3 years. Their successors shall be appointed in like manner for terms to expire the first Monday of August each 3 years thereafter. All members shall serve until their respective successors are appointed and qualify. Vacancies shall be filled by the Governor for the unexpired terms.

(Source: P.A. 92-461, eff. 1-1-02.)

(50 ILCS 705/4) (from Ch. 85, par. 504)

Sec. 4. The initial meeting of the Board shall be held no later than August 31, 1965. The Attorney General shall call the first meeting of the Board and serve as temporary Chairman until regular officers are elected. The Board shall elect a Chairman and Vice-Chairman, and adopt its rules of procedure, and shall meet at least 4 times each year.

The Board may employ an Executive Director and other necessary clerical and technical personnel. Special meetings of the Board may be called at any time by the Chairman or upon the request of any 3 members. The members of the Board shall serve without compensation but shall be entitled to reimbursement for their actual expenses in attending meetings and in the performance of their duties hereunder.

(Source: Laws 1965, p. 3099.)

(50 ILCS 705/5) (from Ch. 85, par. 505)

Sec. 5. The Board may accept contributions, capital grants, gifts, donations, services or other financial assistance from any individual, association, corporation or other organization, having a legitimate interest in police training, and from the United States of America and any of its agencies or instrumentalities, corporate or otherwise.

(Source: P.A. 81-1509.)

(50 ILCS 705/6) (from Ch. 85, par. 506)

Sec. 6. Selection and certification of schools. The Board shall select and certify schools within the State of Illinois for the purpose of providing basic training for probationary police officers, probationary county corrections officers, and court security officers and of providing advanced or in-service training for permanent police officers or permanent county corrections officers, which schools may be either publicly or privately owned and operated. In addition, the Board has the following power and duties:

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a. To require local governmental units to furnish such reports and information as the Board deems necessary to fully implement this Act.

b. To establish appropriate mandatory minimum standards relating to the training of probationary local law enforcement officers or probationary county corrections officers.

c. To provide appropriate certification to those probationary officers who successfully complete the prescribed minimum standard basic training course.

d. To review and approve annual training curriculum for county sheriffs.

e. To review and approve applicants to ensure no applicant is admitted to a certified academy unless the applicant is a person of good character and has not been convicted of a felony offense, any of the misdemeanors in Sections 11-6, 11-9.1, 11-14, 11-17, 11-19, 12-2, 12-15, 16-1, 17-1, 17-2, 28-3, 29-1, 31-1, 31-6, 31-7, 32-4a, or 32-7 of the Criminal Code of 1961 or Section 5 or 5.2 of the Cannabis Control Act, or a crime involving moral turpitude under the laws of this State or any other state which if committed in this State would be punishable as a felony or a crime of moral turpitude. The Board may appoint investigators who shall enforce the duties conferred upon the Board by this Act.

(Source: P.A. 91-495, eff. 1-1-00.)

(50 ILCS 705/6.1)

Sec. 6.1. Decertification of full-time and part-time police officers.

(a) The Board must review police officer conduct and records to ensure that no police officer is certified or provided a valid waiver if that police officer has been convicted of a felony offense under the laws of this State or any other state which if committed in this State would be punishable as a felony. The Board must also ensure that no police officer is certified or provided a valid waiver if that police officer has been convicted on or after the effective date of this amendatory Act of 1999 of any misdemeanor specified in this Section or if committed in any other state would be an offense similar to Section 11-6, 11-9.1, 11-14, 11-17, 11-19, 12-2, 12-15, 16-1, 17-1, 17-2, 28-3, 29-1, 31-1, 31-6, 31-7, 32-4a, or 32-7 of the Criminal Code of 1961 or to Section 5 or 5.2 of the Cannabis Control Act. The Board must appoint investigators to enforce the duties conferred upon the Board by this Act.

(b) It is the responsibility of the sheriff or the chief executive officer of every local law enforcement agency or department within this State to report to the Board any arrest or conviction of any officer for an offense identified in this Section.

(c) It is the duty and responsibility of every full-time and part-time police officer in this State to report to the Board within 30 days, and the officer's sheriff or chief executive officer, of his or her arrest or conviction for an offense identified in this Section. Any full-time or part-time police officer who knowingly makes, submits, causes to be submitted, or files a false or untruthful report to the Board must have his or her certificate or waiver immediately decertified or revoked.

(d) Any person, or a local or State agency, or the Board is immune from liability for submitting, disclosing, or releasing information of arrests or convictions in this Section as long as the information is submitted, disclosed, or released in good faith and without malice. The Board has qualified immunity for the release of the information.

(e) Any full-time or part-time police officer with a certificate or

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waiver issued by the Board who is convicted of any offense described in this Section immediately becomes decertified or no longer has a valid waiver. The decertification and invalidity of waivers occurs as a matter of law. Failure of a convicted person to report to the Board his or her conviction as described in this Section or any continued law enforcement practice after receiving a conviction is a Class 4 felony.

(f) The Board's investigators are peace officers and have all the powers possessed by policemen in cities and by sheriff's, provided that the investigators may exercise those powers anywhere in the State, only after contact and cooperation with the appropriate local law enforcement authorities.

(g) The Board must request and receive information and assistance from any federal, state, or local governmental agency as part of the authorized criminal background investigation. The Department of State Police must process, retain, and additionally provide and disseminate information to the Board concerning criminal charges, arrests, convictions, and their disposition, that have been filed before, on, or after the effective date of this amendatory Act of the 91st General Assembly against a basic academy applicant, law enforcement applicant, or law enforcement officer whose fingerprint identification cards are on file or maintained by the Department of State Police. The Federal Bureau of Investigation must provide the Board any criminal history record information contained in its files pertaining to law enforcement officers or any applicant to a Board certified basic law enforcement academy as described in this Act based on fingerprint identification. The Board must make payment of fees to the Department of State Police for each fingerprint card submission in conformance with the requirements of paragraph 22 of Section 55a of the Civil Administrative Code of Illinois.

(h) A police officer who has been certified or granted a valid waiver shall also be decertified or have his or her waiver revoked upon a determination by the Illinois Labor Relations Board State Panel that he or she, while under oath, has knowingly and willfully made false statements as to a material fact going to an element of the offense of murder. If an appeal is filed, the determination shall be stayed.

(1) In the case of an acquittal on a charge of murder, a verified complaint may be filed:

(A) by the defendant; or

(B) by a police officer with personal knowledge of perjured testimony.

The complaint must allege that a police officer, while under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense of murder. The verified complaint must be filed with the Executive Director of the Illinois Law Enforcement Training Standards Board within 2 years of the judgment of acquittal.

(2) Within 30 days, the Executive Director of the Illinois Law Enforcement Training Standards Board shall review the verified complaint and determine whether the verified complaint is frivolous and without merit, or whether further investigation is warranted. The Illinois Law Enforcement Training Standards Board shall notify the officer and the Executive Director of the Illinois Labor Relations Board State Panel of the filing of the complaint and any action taken thereon. If the Executive Director of the Illinois Law Enforcement Training Standards Board determines that the verified complaint is frivolous and without merit, it shall be dismissed. The Executive Director of the Illinois Law Enforcement Training Standards Board has sole discretion to make this

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determination and this decision is not subject to appeal.

(i) If the Executive Director of the Illinois Law Enforcement Training Standards Board determines that the verified complaint warrants further investigation, he or she shall refer the matter to a task force of investigators created for this purpose. This task force shall consist of 8 sworn police officers: 2 from the Illinois State Police, 2 from the City of Chicago Police Department, 2 from county police departments, and 2 from municipal police departments. These investigators shall have a minimum of 5 years of experience in conducting criminal investigations. The investigators shall be appointed by the Executive Director of the Illinois Law Enforcement Training Standards Board. Any officer or officers acting in this capacity pursuant to this statutory provision will have statewide police authority while acting in this investigative capacity. Their salaries and expenses for the time spent conducting investigations under this paragraph shall be reimbursed by the Illinois Law Enforcement Training Standards Board.

(j) Once the Executive Director of the Illinois Law Enforcement Training Standards Board has determined that an investigation is warranted, the verified complaint shall be assigned to an investigator or investigators. The investigator or investigators shall conduct an investigation of the verified complaint and shall write a report of his or her findings. This report shall be submitted to the Executive Director of the Illinois Labor Relations Board State Panel.

Within 30 days, the Executive Director of the Illinois Labor Relations Board State Panel shall review the investigative report and determine whether sufficient evidence exists to conduct an evidentiary hearing on the verified complaint. If the Executive Director of the Illinois Labor Relations Board State Panel determines upon his or her review of the investigatory report that a hearing should not be conducted, the complaint shall be dismissed. This decision is in the Executive Director's sole discretion, and this dismissal may not be appealed.

If the Executive Director of the Illinois Labor Relations Board State Panel determines that there is sufficient evidence to warrant a hearing, a hearing shall be ordered on the verified complaint, to be conducted by an administrative law judge employed by the Illinois Labor Relations Board State Panel. The Executive Director of the Illinois Labor Relations Board State Panel shall inform the Executive Director of the Illinois Law Enforcement Training Standards Board and the person who filed the complaint of either the dismissal of the complaint or the issuance of the complaint for hearing. The Executive Director shall assign the complaint to the administrative law judge within 30 days of the decision granting a hearing.

(k) In the case of a finding of guilt on the offense of murder, if a new trial is granted on direct appeal, or a state post-conviction evidentiary hearing is ordered, based on a claim that a police officer, under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense of murder, the Illinois Labor Relations Board State Panel shall hold a hearing to determine whether the officer should be decertified if an interested party requests such a hearing within 2 years of the court's decision. The complaint shall be assigned to an administrative

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law judge within 30 days so that a hearing can be scheduled.

At the hearing, the accused officer shall be afforded the opportunity to:

(1) Be represented by counsel of his or her own choosing;

(2) Be heard in his or her own defense;

(3) Produce evidence in his or her defense;

(4) Request that the Illinois Labor Relations Board State Panel compel the attendance of witnesses and production of related documents including but not limited to court documents and records.

Once a case has been set for hearing, the verified complaint shall be referred to the Department of Professional Regulation. That office shall prosecute the verified complaint at the hearing before the administrative law judge. The Department of Professional Regulation shall have the opportunity to produce evidence to support the verified complaint and to request the Illinois Labor Relations Board State Panel to compel the attendance of witnesses and the production of related documents, including, but not limited to, court documents and records. The Illinois Labor Relations Board State Panel shall have the power to issue subpoenas requiring the attendance of and testimony of witnesses and the production of related documents including, but not limited to, court documents and records and shall have the power to administer oaths.

The administrative law judge shall have the responsibility of receiving into evidence relevant testimony and documents, including court records, to support or disprove the allegations made by the person filing the verified complaint and, at the close of the case, hear arguments. If the administrative law judge finds that there is not clear and convincing evidence to support the verified complaint that the police officer has, while under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense of murder, the administrative law judge shall make a written recommendation of dismissal to the Illinois Labor Relations Board State Panel. If the administrative law judge finds that there is clear and convincing evidence that the police officer has, while under oath, knowingly and willfully made false statements as to a material fact that goes to an element of the offense of murder, the administrative law judge shall make a written recommendation so concluding to the Illinois Labor Relations Board State Panel. The hearings shall be transcribed. The Executive Director of the Illinois Law Enforcement Training Standards Board shall be informed of the administrative law judge's recommended findings and decision and the Illinois Labor Relations Board State Panel's subsequent review of the recommendation.

(l) An officer named in any complaint filed pursuant to this Act shall be indemnified for his or her reasonable attorney's fees and costs by his or her employer. These fees shall be paid in a regular and timely manner. The State, upon application by the public employer, shall reimburse the public employer for the accused officer's reasonable attorney's fees and costs. At no time and under no circumstances will the accused officer be required to pay his or her own reasonable attorney's fees or costs.

(m) The accused officer shall not be placed on unpaid

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status because of the filing or processing of the verified complaint until there is a final non-appealable order sustaining his or her guilt and his or her certification is revoked. Nothing in this Act, however, restricts the public employer from pursuing discipline against the officer in the normal course and under procedures then in place.

(n) The Illinois Labor Relations Board State Panel shall review the administrative law judge's recommended decision and order and determine by a majority vote whether or not there was clear and convincing evidence that the accused officer, while under oath, knowingly and willfully made false statements as to a material fact going to the offense of murder. Within 30 days of service of the administrative law judge's recommended decision and order, the parties may file exceptions to the recommended decision and order and briefs in support of their exceptions with the Illinois Labor Relations Board State Panel. The parties may file responses to the exceptions and briefs in support of the responses no later than 15 days after the service of the exceptions. If exceptions are filed by any of the parties, the Illinois Labor Relations Board State Panel shall review the matter and make a finding to uphold, vacate, or modify the recommended decision and order. If the Illinois Labor Relations Board State Panel concludes that there is clear and convincing evidence that the accused officer, while under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense murder, the Illinois Labor Relations Board State Panel shall inform the Illinois Law Enforcement Training Standards Board and the Illinois Law Enforcement Training Standards Board shall revoke the accused officer's certification. If the accused officer appeals that determination to the Appellate Court, as provided by this Act, he or she may petition the Appellate Court to stay the revocation of his or her certification pending the court's review of the matter.

(o) None of the Illinois Labor Relations Board State Panel's findings or determinations shall set any precedent in any of its decisions decided pursuant to the Illinois Public Labor Relations Act by the Illinois Labor Relations Board State Panel or the courts.

(p) A party aggrieved by the final order of the Illinois Labor Relations Board State Panel may apply for and obtain judicial review of an order of the Illinois Labor Relations Board State Panel, in accordance with the provisions of the Administrative Review Law, except that such judicial review shall be afforded directly in the Appellate Court for the district in which the accused officer resides. Any direct appeal to the Appellate Court shall be filed within 35 days from the date that a copy of the decision sought to be reviewed was served upon the party affected by the decision.

(q) Interested parties. Only interested parties to the criminal prosecution in which the police officer allegedly, while under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense of murder may file a verified complaint pursuant to this Section. For purposes of this Section, "interested parties" shall be limited to the defendant and any police officer who has personal knowledge that the police officer who is the subject of the complaint has, while under oath, knowingly and willfully made false statements as to a material

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fact going to an element of the offense of murder.

(r) Semi-annual reports. The Executive Director of the Illinois Labor Relations Board shall submit semi-annual reports to the Governor, President, and Minority Leader of the Senate, and to the Speaker and Minority Leader of the House of Representatives beginning on June 30, 2004, indicating:

(1) the number of verified complaints received since the date of the last report;

(2) the number of investigations initiated since the date of the last report;

(3) the number of investigations concluded since the date of the last report;

(4) the number of investigations pending as of the reporting date;

(5) the number of hearings held since the date of the last report; and

(6) the number of officers decertified since the date of the last report.

(Source: P.A. 93-605, eff. 11-19-03; 93-655, eff. 1-20-04.)

(50 ILCS 705/7) (from Ch. 85, par. 507)

Sec. 7. Rules and standards for schools. The Board shall adopt rules and minimum standards for such schools which shall include but not be limited to the following:

a. The curriculum for probationary police officers which shall be offered by all certified schools shall include but not be limited to courses of arrest, search and seizure, civil rights, human relations, cultural diversity, including racial and ethnic sensitivity, criminal law, law of criminal procedure, vehicle and traffic law including uniform and non-discriminatory enforcement of the Illinois Vehicle Code, traffic control and accident investigation, techniques of obtaining physical evidence, court testimonies, statements, reports, firearms training, first-aid (including cardiopulmonary resuscitation), handling of juvenile offenders, recognition of mental conditions which require immediate assistance and methods to safeguard and provide assistance to a person in need of mental treatment, law of evidence, the hazards of high-speed police vehicle chases with an emphasis on alternatives to the high-speed chase, and physical training. The curriculum shall include specific training in techniques for immediate response to and investigation of cases of domestic violence and of sexual assault of adults and children. The curriculum shall also include a block of instruction aimed at identifying and interacting with persons with autism and other developmental disabilities, reducing barriers to reporting crimes against persons with autism, and addressing the unique challenges presented by cases involving victims or witnesses with autism and other developmental disabilities. The curriculum for permanent police officers shall include but not be limited to (1) refresher and in-service training in any of the courses listed above in this subparagraph, (2) advanced courses in any of the subjects listed above in this subparagraph, (3) training for supervisory personnel, and (4) specialized training in subjects and fields to be selected by the board.

b. Minimum courses of study, attendance requirements and equipment requirements.

c. Minimum requirements for instructors.

d. Minimum basic training requirements, which a probationary police officer must satisfactorily complete before being eligible for permanent employment as a local law enforcement officer for a participating local governmental agency. Those requirements shall include training in first aid (including cardiopulmonary resuscitation).



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e. Minimum basic training requirements, which a probationary county corrections officer must satisfactorily complete before being eligible for permanent employment as a county corrections officer for a participating local governmental agency.

f. Minimum basic training requirements which a probationary court security officer must satisfactorily complete before being eligible for permanent employment as a court security officer for a participating local governmental agency. The Board shall establish those training requirements which it considers appropriate for court security officers and shall certify schools to conduct that training.

A person hired to serve as a court security officer must obtain from the Board a certificate (i) attesting to his or her successful completion of the 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 training course is unnecessary because of the person's extensive prior law enforcement experience.

Individuals who currently serve as court security officers shall be deemed qualified to continue to serve in that capacity so long as they are certified as provided by this Act within 24 months of the effective date of this amendatory Act of 1996. Failure to be so certified, absent a waiver from the Board, shall cause the officer to forfeit his or her position.

All individuals hired as court security officers on or after the effective date of this amendatory Act of 1996 shall be certified within 12 months of the date of their hire, unless a waiver has been obtained by the Board, or they shall forfeit their positions.

The Sheriff's Merit Commission, if one exists, or the Sheriff's Office if there is no Sheriff's Merit Commission, shall maintain a list of all individuals who have filed applications to become court security officers and who meet the eligibility requirements established under this Act. Either the Sheriff's Merit Commission, or the Sheriff's Office if no Sheriff's Merit Commission exists, shall establish a schedule of reasonable intervals for verification of the applicants' qualifications under this Act and as established by the Board.

(Source: P.A. 95-171, eff. 1-1-08.)

(50 ILCS 705/7.5)

Sec. 7.5. Police pursuit guidelines. The Board shall annually review police pursuit procedures and make available suggested police pursuit guidelines for law enforcement agencies. This Section does not alter the effect of previously existing law, including the immunities established under the Local Governmental and Governmental Employees Tort Immunity Act.

(Source: P.A. 88-637, eff. 9-9-94.)

(50 ILCS 705/8) (from Ch. 85, par. 508)

Sec. 8. Participation required. All home rule local governmental units shall comply with Sections 8.1 and 8.2 and any other mandatory provisions of this Act. This Act is a limitation on home rule powers under subsection (i) of Section 6 of Article VII of the Illinois Constitution.

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

(50 ILCS 705/8.1) (from Ch. 85, par. 508.1)

Sec. 8.1. Full-time police and county corrections officers.

(a) After January 1, 1976, no person shall receive a permanent appointment as a law enforcement officer as defined

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in this Act nor shall any person receive, after the effective date of this amendatory Act of 1984, a permanent appointment as a county corrections officer unless that person has been awarded, within six months of his or her initial full-time employment, a certificate attesting to his or her successful completion of the Minimum Standards Basic Law Enforcement and County Correctional Training Course as prescribed by the Board; or has been awarded a certificate attesting to his satisfactory completion of a training program of similar content and number of hours and which course has been found acceptable by the Board under the provisions of this Act; or by reason of extensive prior law enforcement or county corrections experience the basic training requirement is determined by the Board to be illogical and unreasonable.

If such training is required and not completed within the applicable six months, then the officer must forfeit his position, or the employing agency must obtain a waiver from the Board extending the period for compliance. Such waiver shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial six months.

(b) No provision of this Section shall be construed to mean that a law enforcement officer employed by a local governmental agency at the time of the effective date of this amendatory Act, either as a probationary police officer or as a permanent police officer, shall require certification under the provisions of this Section. No provision of this Section shall be construed to mean that a county corrections officer employed by a local governmental agency at the time of the effective date of this amendatory Act of 1984, either as a probationary county corrections or as a permanent county corrections officer, shall require certification under the provisions of this Section. No provision of this Section shall be construed to apply to certification of elected county sheriffs.

(c) This Section does not apply to part-time police officers or probationary part-time police officers.

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

(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

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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. 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. 92-533, eff. 3-14-02.)

(50 ILCS 705/9) (from Ch. 85, par. 509)

Sec. 9. A special fund is hereby established in the State Treasury to be known as "The Traffic and Criminal Conviction Surcharge Fund" and shall be financed as provided in Section 9.1 of this Act and Section 5-9-1 of the "Unified Code of Corrections", unless the fines, costs or additional amounts imposed are subject to disbursement by the circuit clerk under Section 27.5 of the Clerks of Courts Act. Moneys in this Fund shall be expended as follows:

(1) A portion of the total amount deposited in the Fund may be used, as appropriated by the General Assembly, for the ordinary and contingent expenses of the Illinois Law Enforcement Training Standards Board;

(2) A portion of the total amount deposited in the Fund shall be appropriated for the reimbursement of local governmental agencies participating in training programs certified by the Board, in an amount equaling 1/2 of the total sum paid by such agencies during the State's previous fiscal year for mandated training for probationary police officers or probationary county corrections officers and for optional advanced and specialized law enforcement or county corrections training. These reimbursements may include the costs for tuition at training schools, the salaries of trainees while in schools, and the necessary travel and room and board expenses for each trainee. If the appropriations under this paragraph (2) are not sufficient to fully reimburse the participating local governmental agencies, the available funds shall be apportioned among such agencies, with priority first given to repayment of the costs of mandatory training given to law enforcement officer or county corrections officer recruits, then to repayment of costs of advanced or specialized training for permanent police officers or permanent county corrections officers;

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(3) A portion of the total amount deposited in the Fund may be used to fund the "Intergovernmental Law Enforcement Officer's In-Service Training Act", veto overridden October 29, 1981, as now or hereafter amended, at a rate and method to be determined by the board;

(4) A portion of the Fund also may be used by the Illinois Department of State Police for expenses incurred in the training of employees from any State, county or municipal agency whose function includes enforcement of criminal or traffic law;

(5) A portion of the Fund may be used by the Board to fund grant-in-aid programs and services for the training of employees from any county or municipal agency whose functions include corrections or the enforcement of criminal or traffic law.

All payments from The Traffic and Criminal Conviction Surcharge Fund shall be made each year from moneys appropriated for the purposes specified in this Section. No more than 50% of any appropriation under this Act shall be spent in any city having a population of more than 500,000. The State Comptroller and the State Treasurer shall from time to time, at the direction of the Governor, transfer from The Traffic and Criminal Conviction Surcharge Fund to the General Revenue Fund in the State Treasury such amounts as the Governor determines are in excess of the amounts required to meet the obligations of The Traffic and Criminal Conviction Surcharge Fund.

(Source: P.A. 88-586, eff. 8-12-94; 89-464, eff. 6-13-96.)

(50 ILCS 705/9.1) (from Ch. 85, par. 509.1)

Sec. 9.1. In addition to every fine imposed by a court for a criminal or traffic offense, an additional assessment, payable to The Traffic and Criminal Conviction Surcharge Fund, shall be imposed by the court and paid by the defendant in accordance with subsection (c) of Section 5-9-1 of the "Unified Code of Corrections", unless the additional assessment and fine are subject to disbursement by the circuit clerk under Section 27.5 of the Clerks of Court Act. The Clerk of the Circuit Court shall retain 2% of such penalty assessment total to cover the costs incurred in administering and enforcing this Section.

(Source: P.A. 87-670.)

(50 ILCS 705/10) (from Ch. 85, par. 510)

Sec. 10. The Board may make, amend and rescind such rules and regulations as may be necessary to carry out the provisions of this Act, including those relating to the annual certification of retired law enforcement officers qualified under federal law to carry a concealed weapon. A copy of all rules and regulations and amendments or rescissions thereof shall be filed with the Secretary of State within a reasonable time after their adoption. The schools certified by the Board and participating in the training program may dismiss from the school any trainee prior to his completion of the course, if in the opinion of the person in charge of the training school, the trainee is unable or unwilling to satisfactorily complete the prescribed course of training.

(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 705/10.1) (from Ch. 85, par. 510.1)

Sec. 10.1. Additional training programs. The Board shall

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initiate, administer, and conduct training programs for permanent police officers and permanent county corrections officers in addition to the basic recruit training program. The Board may initiate, administer, and conduct training programs for part-time police officers in addition to the basic part-time police training course. The training for permanent and part-time police officers and permanent county corrections officers may be given in any schools selected by the Board. Such training may include all or any part of the subjects enumerated in Section 7 of this Act.

The corporate authorities of all participating local governmental agencies may elect to participate in the advanced training for permanent and part-time police officers and permanent county corrections officers but nonparticipation in this program shall not in any way affect the mandatory responsibility of governmental units to participate in the basic recruit training programs for probationary full-time and part-time police and permanent county corrections officers. The failure of any permanent or part-time police officer or permanent county corrections officer to successfully complete any course authorized under this Section shall not affect the officer's status as a member of the police department or county sheriff's office of any local governmental agency.

The Board may initiate, administer, and conduct training programs for clerks of circuit courts. Those training programs, at the Board's discretion, may be the same or variations of training programs for law enforcement officers.

The Board shall initiate, administer, and conduct a training program regarding the set up and operation of portable scales for all municipal and county police officers, technicians, and employees who set up and operate portable scales. This training program must include classroom and field training.

(Source: P.A. 90-271, eff. 7-30-97, 91-129, eff. 7-16-99.)

(50 ILCS 705/10.2)

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, or for annual certification as a retired law enforcement officer qualified under federal law to carry a concealed weapon, 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, or certify a retired law enforcement officer qualified under federal law to carry a concealed weapon, 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.

(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 705/10.3)

Sec. 10.3. Training of police officers to conduct electronic interrogations.

(a) From appropriations made to it for that purpose, the Board shall initiate, administer, and conduct training programs for permanent police officers, part-time police officers, and recruits on the methods and technical aspects of conducting electronic recordings of interrogations.

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(b) Subject to appropriation, the Board shall develop technical guidelines for the mandated recording of custodial interrogations in all homicide investigations by law enforcement agencies. These guidelines shall be developed in conjunction with law enforcement agencies and technology accreditation groups to provide guidance for law enforcement agencies in implementing the mandated recording of custodial interrogations in all homicide investigations.  
(Source: P.A. 95-688, eff. 10-23-07.)

(50 ILCS 705/10.4)

Sec. 10.4. Weapon certification for retired law enforcement officers. The Board may initiate, administer, and conduct annual firearm certification courses consistent with the requirements enumerated in the Peace Officer Firearm Training Act for retired law enforcement officers qualified under federal law to carry a concealed weapon.  
(Source: P.A. 94-103, eff. 7-1-05.)

(50 ILCS 705/10.5)

Sec. 10.5. Conservators of the Peace training course. The Board shall initiate, administer, and conduct a training course for conservators of the peace. The training course may include all or any part of the subjects enumerated in Section 7. The Board shall issue a certificate to those persons successfully completing the course.

For the purposes of this Section, "conservators of the peace" means those persons designated under Section 3.1-15-25 of the Illinois Municipal Code and Section 4-7 of the Park District Code.

(Source: P.A. 90-540, eff. 12-1-97.)

(50 ILCS 705/10.7)

Sec. 10.7. Mandatory training; police chief and deputy police chief. Each police chief and deputy police chief shall obtain at least 20 hours of training each year. The training must be approved by the Illinois Law Enforcement Training and Standards Board and must be related to law enforcement, management or executive development, or ethics. This requirement may be satisfied by attending any training portion of a conference held by an association that represents chiefs of police that has been approved by the Illinois Law Enforcement Training and Standards Board. Any police chief and any deputy police chief, upon presentation of a certificate of completion from the person or entity conducting the training, shall be reimbursed by the municipality in accordance with the municipal policy regulating the terms of reimbursement, for his or her reasonable expenses in obtaining the training required under this Section. No police chief or deputy police chief may attend any recognized training offering without the prior approval of his or her municipal mayor, manager, or immediate supervisor.

This Section does not apply to the City of Chicago or the Sheriff's Police Department in Cook County.

(Source: P.A. 94-354, eff. 1-1-06.)

(50 ILCS 705/10.10)

Sec. 10.10. Training in child abduction and missing endangered senior alert system. The Board shall conduct training programs for law enforcement personnel of local governmental agencies in the statewide coordinated child abduction alert system developed under Section 2605-480 of the Department of State Police Law of the Civil Administrative Code of

1/20/2010

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Illinois and the statewide coordinated missing endangered senior alert system developed under Section 2605-375 of the Department of State Police Law of the Civil Administrative Code of Illinois.

(Source: P.A. 96-442, eff. 1-1-10.)

(50 ILCS 705/11) (from Ch. 85, par. 511)

Sec. 11. If any provision of this Act or the application thereof to any person or circumstances is invalid, such invalidity shall not affect other provisions or applications of the Act which can be given effect without the invalid provision or application and to this and the provisions of this Act are declared to be severable.

(Source: Laws 1965, p. 3099.)

(50 ILCS 705/12) (from Ch. 85, par. 512)

Sec. 12. This Act shall be known and may be cited as the "Illinois Police Training Act".

(Source: Laws 1965, p. 3099.)

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## **Joint Committee on Administrative Rules**

# **ADMINISTRATIVE CODE**

### **TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**

### **CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

### **PART 1720 ILLINOIS POLICE TRAINING ACT**

The General Assembly's Illinois Administrative Code database includes only those rulemakings that have been permanently adopted. This menu will point out the Sections on which an emergency rule (valid for a maximum of 150 days, usually until replaced by a permanent rulemaking) exists. The emergency rulemaking is linked through the notation that follows the Section heading in the menu.

#### **SUBPART A: CERTIFICATION OF POLICE OFFICERS**

- [Section 1720.10 Course Requirements](#)
- [Section 1720.15 Equivalency Examination](#)
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#### **SUBPART B: DECERTIFICATION OF POLICE OFFICERS**

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- Section 1720.260 Permits
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- Section 1720.280 Firearms Certification Program – Approval
- Section 1720.290 Range Officer – Approval
  
- Section 1720.APPENDIX A Physical Fitness Standards
- Section 1720.APPENDIX B Complaint Form
- Section 1720.APPENDIX C Firearm Qualification Course-of-Fire

AUTHORITY: Implementing the Illinois Police Training Act [50 ILCS 705] and authorized by Section 10 of that Act.

SOURCE: Filed and effective July 26, 1966; codified at 7 Ill. Reg. 11232; amended at 8 Ill. Reg. 12259, effective July 1, 1984; amended at 11 Ill. Reg. 16692, effective October 6, 1987; amended at 12 Ill. Reg. 3728, effective February 2, 1988; amended at 13 Ill. Reg. 19957, effective December 11, 1989; amended at 14 Ill. Reg. 14800, effective September 4, 1990; amended at 15 Ill. Reg. 999, effective January 14, 1991; amended at 16 Ill. Reg. 4002, effective February 28, 1992; emergency amendment at 16 Ill. Reg. 727, effective January 1, 1992; amended at 16 Ill. Reg. 18811, effective November 19, 1992; emergency amendment at 28 Ill. Reg. 6479, effective April 12, 2004, for a maximum of 150 days; emergency expired September 8, 2004; amended at 28 Ill. Reg. 13537, effective September 23, 2004; emergency amendment at 29 Ill. Reg. 19708, effective November 15, 2005, for a maximum of 150 days; amended at 30 Ill. Reg. 7925, effective April 11, 2006; amended at 32 Ill. Reg. 14749, effective August 28, 2008.

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**SECTION 1720.10 COURSE REQUIREMENTS**

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**Section 1720.10 Course Requirements**

- a) Minimum Hours
  - 1) The Board, from time to time, shall set the minimum number of hours in prescribed subjects of the Minimum Standards Basic Law Enforcement Officers Training Course. An hour of instruction is defined as being 50 minutes of actual instruction plus a 10 minute recess period.
  - 2) The Board strongly recommends that the minimum number of hours set by the Board be exceeded whenever possible.
- b) The Minimum Standards Basic Law Enforcement Officers Training Course shall consist of concentrated study which is continuous and full time.
- c) The Basic Course shall cover the prescribed subjects with the instructional time as specified in the approved curriculum and instructor's guides.
- d) Training in advanced and specialized areas of police work must follow curricula approved by the Board to be reimbursable.
- e) In-service refresher type training on a departmental or regional level should be designed to meet particular problems of that locale. Therefore, each proposed course of this type shall be considered for reimbursement on an individual basis by the Board.
- f) As a general rule, the Board will not certify any course of training that is not at least 30 hours in length, with training to cover no less than 6 hours each day on consecutive days.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.15 EQUIVALENCY EXAMINATION**

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**Section 1720.15 Equivalency Examination**

- a) The Executive Director may grant a waiver of basic training requirements set forth by the Board if, by reason of extensive prior experience as a law enforcement officer or prior experience as a county corrections officer, the basic training requirement is illogical or unreasonable. The Executive Director may require the applicant to take and successfully pass the Board's Equivalency Examination if the Executive Director, in reviewing prior experience and training, determines that there is a need for the applicant to demonstrate current knowledge of Illinois law and procedures. Factors the Executive Director shall consider in determining the need for the Equivalency Exam shall include, but not be limited to, the type and length of prior experience as a law enforcement or county corrections officer, prior certificates for training, and education.
- b) The Board shall establish a minimum passing score. In establishing a minimum score, the Board will ensure that the score reflects the knowledge and competency of the applicant. The minimum passing score will be established by the Board within the range of 60 to 80% of the total score.
- c) The content of the test shall include, but not be limited to, material in the areas specified in Section 7(b) of the Illinois Police Training Act (Act) and subjects covered in the Peace Officer Firearm Training Act [50 ILCS 710].
- d) The Board shall at least biennially review the content of the examination and minimum passing score to ensure accuracy and reliability.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.20 MINIMUM REQUIREMENTS OF THE TRAINEE**

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**Section 1720.20 Minimum Requirements of the Trainee**

- a) Regular attendance at all sessions is required. However, excused absences may be granted by the Academy Director under certain limited circumstances beyond the trainee's control, which may include, but not be limited to, a death in the family, illness, response to a court subpoena, disability, or a transportation breakdown. In order to successfully complete the course, absences must not exceed ten percent of the total hours of instruction for any Board certified course of instruction.
- b) Trainees shall maintain an adequate classroom notebook. Factors to be considered in rating the notebook are neatness, legibility, accuracy and sufficiency of content. "Adequate", for purposes of this subsection, refers to:
  - 1) Neatness. Requires concise organization of the notes. All notes and handouts will be placed in the book or received during the course. Dividers into topics are required.
  - 2) Legibility. Put down notes in brief, clear complete sentences. Underline the important items. Lined notebooks or typing paper for typing should be used.
  - 3) Accuracy. The notes taken in class must precisely reflect the content of the class.
  - 4) Sufficiency of content. Notes should be in the trainee's own words. The trainee should strive to achieve condensation of the material clearly and concisely.
- c) Trainees shall qualify in the use of firearms as required by the Peace Officer Firearm Training Act [50 ILCS 710].
- d) An overall average of 70% must be achieved on all written examinations given during any course of training. Separate evaluation of any skill-oriented performance requirements shall be made by the Academy Director on a satisfactory/unsatisfactory basis.
- e) The Academy Director shall establish standards of conduct for the recruit while enrolled at

the academy. These shall include demeanor, deportment and compliance with the discipline and regulations of the school or course. Receipt of certification of the successful completion of the course from the academy shall be deemed proof that the trainee has complied with the requirements of this subsection.

- f) *Each trainee who has not been awarded a certificate attesting to his successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Board within 6 months after his initial full-time employment must forfeit his position, or the employing agency must obtain a waiver from the Board extending the period for compliance. Such waivers shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial 6 months. [50 ILCS 705/8.1(a)]* Good and justifiable reasons for a waiver include, but are not limited to, unavailability of academy space for training, illness or disability, and the need for the trainee to serve his or her department during the initial 6 month period.
- g) Each trainee shall bring such equipment as required by the Course Director.
- h) A trainee shall pass the State comprehensive examination to qualify as a permanent law enforcement or permanent correctional officer, except as is otherwise provided for in the Illinois Police Training Act.
  - 1) The test shall be in writing. It shall be administered by the staff of the Board, or such other testing company or association expressly authorized by the Board.
  - 2) The Board shall establish a minimum passing score. In establishing the minimum passing score, the Board will ensure that the score reflects the knowledge and competency of the trainee for law enforcement or correctional work. The minimum passing score will be established by the Board within the range of 60 to 80% of the total score. At the beginning of each training course the minimum passing score will be announced.
  - 3) The content of the test for law enforcement officers may include, but not be limited to, material in the areas specified in Section 7(b) of the Act and subjects covered in the Peace Officer Firearm Training Act [50 ILCS 710].
  - 4) The content of the test for correctional officers may include, but not be limited to, material in the areas specified in 20 Ill. Adm. Code 1750.202 and subjects covered in the Peace Officer Firearm Training Act.
  - 5) The Board shall at least biennially review the content of the exam and minimum passing score to ensure they are current and reliable.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**Section 1720.25 Procedures for Administration of Law Enforcement and Correctional Officers Certification Examination**

- a) The Comprehensive Examination will be administered to all trainee law enforcement and correctional officers who successfully complete the Trainee Basic Law Enforcement or Correctional Officers Training Course at a State-certified academy.
- b) Trainees who successfully pass the Comprehensive Examination shall be eligible to receive certification attesting to their successful completion of the Minimum Standard Basic Law Enforcement or Correctional Training Requirements.
- c) Examination scores will be reported in writing to the Chief Administrator of the Trainee's employing agency within 14 days after the examination date.
- d) Law Enforcement or Correctional Trainees are required to successfully complete the Comprehensive Examination on one occasion only. There are no requirements for re-qualification.
- e) Only trainees who have been certified by the Academy Director as having successfully completed the Trainee Basic Training Law Enforcement or Correctional Officers Course with an average minimum score of 70% are eligible to take the Comprehensive Examination.
- f) Each trainee must be a full-time law enforcement or correctional officer and be employed by a local law enforcement agency.
- g) In the event the trainee fails to successfully complete the Comprehensive Examination on the initial administration, he or she will be allowed to re-take the Comprehensive Examination a maximum of 2 times.
- h) In order to be eligible to re-take the Comprehensive Examination, a written request must be submitted by the Chief Administrator of the Officer's employing agency. Upon receipt

of the written request, the Board shall administer the re-take examination, except as may otherwise be provided in subsection (o).

- i) Law enforcement or correctional officers who initially fail to successfully complete the Comprehensive Examination will be administered an alternate version of the Comprehensive Examination on any successive re-takes.
- j) The Board will establish and publish the locations with the dates and times for the administration of re-take examinations. Such exams will be given at least twice every 6 months.
- k) In the event that a law enforcement or correctional officer fails to successfully complete the Comprehensive Examination and is discharged as an employee by a law enforcement agency, he or she is nevertheless eligible to re-take the Comprehensive Examination if employed by another local law enforcement agency. He or she will be viewed as a new trainee by the Board and would be granted all rights that are provided to new trainees as specified in this Part.
- l) The Comprehensive Examination will be administered on site at the academies on the last Thursday on the last week of the basic course.
- m) The trainee will have 3.5 hours to complete the Comprehensive Examination. A trainee will be excused from completing the examination if he/she is ill and excused by the proctor.
- n) Individuals allowed within the testing area will be limited to Board-approved examination proctors and those who are taking the examination.
- o) Any trainee who is uncooperative, disruptive or is thought to be cheating during the administration of the Comprehensive Examination will be ordered by the proctor to turn in his or her examination and to leave the examination area. A complete written report of the incident will then be submitted to the Executive Director of the Board and to the Chief Administrator of the officer's employing agency. The offending trainee shall have the opportunity within 7 days to submit a written report to the Executive Director describing the trainee's version of the event. In such cases it will be left to the discretion of the Executive Director to determine whether the officer has forfeited the examination and whether the trainee is eligible to re-take the Comprehensive Examination. The Executive Director's determination will be based on the nature of the officer's misbehavior and on the supporting evidence of such misbehavior.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.290 RANGE OFFICER – APPROVAL**

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**Section 1720.290 Range Officer – Approval**

- a) The range officer shall have a sufficient educational background and/or experience necessary to meet the instructional demands that will be made of him or her in accordance with Section 1720.40.
- b) The decision shall be based on an investigation of the credentials of the particular individual. No range officer shall be utilized in a Certification Program for retired officers who has not been previously approved as a Qualified Police Instructor for the course described in 20 Ill. Adm. Code 1730 (Mandatory Firearms Training for Peace Officers).
- c) A range officer shall be in charge of all aspects of the course-of-fire Certification Program and shall certify in writing to the Board that the range to be used is safe for all phases of the required course-of-fire. The range officer shall be physically present at all times the Certification Program is being administered to an applicant and shall have the authority to dismiss any applicant for reasons of range safety.
- d) The range officer shall certify and report in writing to the Board the results of an applicant's performance in the Certification Program.

(Source: Added at 30 Ill. Reg. 7925, effective April 11, 2006)



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#### **SECTION 1720.30 SCHOOL STANDARDS AND REQUIREMENTS**

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#### **Section 1720.30 School Standards and Requirements**

- a) Each local school or course certified by the Board shall operate, for the duration of the school or course, under a full-time Director approved by the Executive Director of the Board.
- b) The Academy Director shall assume the responsibility of the overall supervision of the school, including the preparation and grading of examinations, rating of classroom notebooks, arranging for qualified instructors, providing for food and lodging for the trainees where appropriate, arranging for adequate training facilities such as classrooms, props, gymnasium and safe firearms ranges, and the conduct and discipline of the trainees.
- c) The Academy Director shall maintain complete records on each trainee and, at the conclusion of the course, submit those records to the Executive Director of the Board for filing in such form as he may require. A copy of the performance record of each trainee shall also be furnished the employing agency, including demeanor and deportment of the trainee.
- d) The Academy Director shall make a final determination as to whether a trainee has satisfactorily passed all reasonable standards and requirements of a particular course of training. He shall also have the authority to dismiss from the school any trainee prior to the completion of the course, if, in the opinion of the Academy Director, the trainee is unable or unwilling to satisfactorily complete the prescribed course of training. Immediately upon dismissal action, the Academy Director shall submit a written report to the Executive Director and the appointing authority.
- e) The Academy Director shall also have the responsibility of fixing reasonable fees to be charged for any training course, including tuition and room and board where applicable. The local governmental agency employing the trainee shall pay the fees directly to the training school or sponsoring agency.
- f) Approval of Training Course

- 1) A formal letter of application for certification of a training course under the Illinois Police Training Act must be submitted to the Executive Director by the sponsoring agency and/or the course Director. Such application must include course objectives, curriculum outline, a brief description of what is taught under each topic, the complete schedule of the school (hour by hour and day by day and lesson plans) and the names and qualifications of the instructors to be used. It should also list the specific location of the physical facilities to be used, including firearms ranges and detailed justification regarding fees to be charged, as set forth in subsection (e). Applications shall be submitted at least 45 days prior to the next regularly scheduled meeting of the Board.
- 2) After the complete program of the proposed course is evaluated, the applicant will be notified by the Executive Director as to whether the course is approved or disapproved.
- g) The Academy Director shall have the responsibility of administering the Board's Physical Fitness Training Standards to all trainees before they commence the Minimum Basic Standard Law Enforcement Training Course. A trainee must successfully meet the Board's Physical Fitness Training Standards as described in subsection (h).
- h) Every trainee shall be required to perform and successfully complete all of the Board's physical fitness tests in the sequence delineated in this Section. The tests shall be as follows:
  - 1) Every trainee shall meet the Board's sit and reach standard as defined in Appendix A.
  - 2) Every trainee shall meet the Board's one minute sit-up standard as defined in Appendix A.
  - 3) Every trainee shall meet the Board's benchpress standard as defined in Appendix A.
  - 4) Every trainee shall meet the Board's 1.5 mile run standard as defined in Appendix A.
- i) If a trainee fails any standard listed in subsection (h), the Academy Director is authorized to administer the minimal physical fitness sequence to the trainee on one more occasion. A trainee only needs to retake the standards of the sequence he or she failed. The retake of a sequence must not be administered before 48 hours have elapsed following the conclusion of the trainee's first physical fitness test, nor later than 72 hours after the conclusion of the first test.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.35 ACADEMY ENTRANCE QUALIFICATIONS**

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**Section 1720.35 Academy Entrance Qualifications**

- a) A person shall not be eligible to enter a Board-certified academy for basic training if that person has been convicted of a felony or any other crime involving moral turpitude, and unless he or she is a person of good character.
- b) Moral turpitude includes, but is not limited to, actions that contravene the need to protect the public, fail to meet the integrity of the profession, or do not preserve the administration of justice from reproach.
- c) An applicant's employer agency shall submit to the academy an authorization to obtain and release information and a written certification within 30 days prior to the first day of basic training. The written certification shall attest that the applicant's background has been checked and verified and that the applicant meets the requirements set forth in subsection (a) and Section 6 of the Illinois Police Training Act.
- d) The written certification shall contain the following information:
  - 1) Name and address of employer agency;
  - 2) Name and address of applicant;
  - 3) Verification that the criminal history of the applicant has been examined and contains no violation as specified in this Part;
  - 4) Verification that the personal history of the applicant has been examined and that the applicant is of good character; and
  - 5) Dated signatures of the agency head on the application with an attestation from the applicant that the information is true and correct.
- e) The Board-certified Academy Director shall have the first 2 weeks of training to review the qualifications of the applicant to enter the academy. An applicant's participation in the

academy is conditional upon this review.

- f) In the event that the Board-certified Academy Director determines that an applicant does not meet the standards set forth by law, the applicant's employer agency shall be notified in writing that the applicant is not eligible to enter the academy and the applicant shall be sent home. Reasons for the denial shall be in writing.
- g) Any employer agency who wishes to appeal the decision of a director denying admission into a Board-certified academy shall, within 10 days, submit a written request for review to the Executive Director of the Board.
- h) The Executive Director of the Board shall have 30 days to undertake a review of the Academy Director's decision. The Executive Director shall have the powers of investigation. Failure to cooperate in the investigation on the part of the applicant or employer agency may result in disqualification.
- i) The Executive Director shall decide within 30 days whether to confirm or overrule the Academy Director's decision.
- j) In the event the Executive Director confirms the decision, the applicant's employer agency may, in writing, file an appeal, within 10 days after the Executive Director's decision. The Board's Executive Committee shall review the record at the next regularly scheduled quarterly Executive Committee meeting to confirm or overrule the Executive Director. The Executive Committee shall make its recommendation to the Board at the Board's next regularly scheduled meeting.
- k) If an appeal is filed, an applicant shall be entitled to the 90 day extension in Section 8.1 of the Act to complete basic training.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.40 QUALIFICATION OF POLICE INSTRUCTORS**

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**Section 1720.40 Qualification of Police Instructors**

- a) The instructor shall have a sufficient educational background and/or experience necessary to meet the instructional demands that will be made of him or her.
- b) The instructor shall be an individual of personal integrity and have a sincere interest and desire to impart knowledge and experience to the persons under instruction.
- c) The Executive Director shall decide whether a particular instructor meets the qualifications set forth in the Section. This decision shall be based on investigation of the credentials of the particular instructor.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**ADMINISTRATIVE CODE**

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**CHAPTER V: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**  
**PART 1720 ILLINOIS POLICE TRAINING ACT**  
**SECTION 1720.50 REIMBURSEMENTS**

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**Section 1720.50 Reimbursements**

- a) The Board will, within certain limitations, reimburse the local governmental agency for one half the cost of training the officer as follows:
  - 1) The trainee's salary during the training period.
  - 2) The cost of lodging and meals incurred when the trainee is required to be away from his residence overnight, subject to the same limitations applicable to employees of the State of Illinois (see 80 Ill. Adm. Code 2800.Appendix A and 3000.400(b)). If the trainee returns to his residence each night, no lodging or food expense, except for lunch, will be allowed.
  - 3) The cost of necessary travel expense incurred. Where travel is by car, the standard State mileage rate (see 80 Ill. Adm. Code 3000.300(f)(2)) will be allowed, but travel must be outside the city where the school is located.
  - 4) The cost of school tuition and fees.
- b) In no case will reimbursement for any particular course exceed the maximum amount set by statute. Reimbursement of salary will not be considered if a trainee is required to work during any part of a training course.
- c) Reimbursement to Employer
  - 1) Reimbursement will be made by the Board to those local home rule governmental units who have demonstrated their desire to participate in the program by passing the necessary resolution or ordinance and filing a copy of that resolution or ordinance with the Board and who have complied with other provisions of the Act.
  - 2) Reimbursement will also be made by the Board to those local non-home-rule governmental units who employ at least one full-time law enforcement officer as

defined in the Act and who have complied with other provisions of the Act.

- d) Reimbursement will be made by the Board only once for a particular training course in which the same officer may be enrolled the second time, unless unusual circumstances exist.
- e) As a general rule, reimbursement will not be made by the Board for any type of non-basic training unless the trainee has been awarded a certificate attesting to his successful completion of the Minimum Standards Basic Law Enforcement Officers Training Course prior to such training or has been granted a waiver of the Basic Course requirement.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.60 REQUIREMENTS OF PARTICIPATING LOCAL AGENCIES**

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**Section 1720.60 Requirements of Participating Local Agencies**

Each participating local governmental agency shall:

- a) Specifically inform each full-time officer appointed after January 1, 1976 that, as a condition of permanent employment, the officer must successfully complete the prescribed Basic Course of training within the first 6 months after employment.
- b) Fully cooperate with the Training Board by furnishing reports and information the Board deems necessary to fully implement all provisions of the Act.
- c) Not appoint any person as a permanent full-time law enforcement officer who has not been awarded a certificate by the Training Board attesting to successful completion of the required basic training course within the first 6 months of employment. A waiver of this training requirement may be obtained under certain conditions (Section 1720.20(f)).
- d) Terminate the employment of any officer who fails to successfully complete the prescribed Basic Course within the first 6 months of employment, unless a waiver of the basic course requirement has been granted the employing agency upon proper application to the Executive Director of the Board.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)



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**SECTION 1720.70 MINIMUM TRAINING REQUIREMENTS FOR ILLINOIS SHERIFFS**

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**Section 1720.70 Minimum Training Requirements for Illinois Sheriffs**

- a) Illinois Sheriffs shall successfully complete 20 hours of training at a Board certified training academy or a Mobile Team Training Unit organized pursuant to the Intergovernmental Law Enforcement Officer's In-Service Training Act [50 ILCS 720].
- b) Notwithstanding subsection (a), Illinois Sheriffs may complete up to 20 hours of approved training by successfully completing training programs approved by the Executive Director of the Board. In order to obtain approval of a training program, the entity seeking approval shall submit the proposed training program to the Executive Director 30 to 90 days prior to the administration of the training program. The Executive Director shall approve or deny the proposed training program within 14 days following receipt of the proposal.
- c) Proposed training programs submitted for approval shall contain an outline of the proposed training program, the dates when the proposed program will be offered, a listing of all instructors offering the proposed program, and the location of the proposed program.
- d) In approving training programs, the Board will determine if the training relates to job tasks performed by Illinois Sheriffs within their own department or relates to the duties and responsibilities of Sheriffs in supervising law enforcement or correctional tasks within their own department. Approved training programs may include, but are not limited to, the local operation of correctional facilities, supervision of deputies or county correctional officers, operation of the Sheriff's department and methods of management regarding operational and administrative departmental quality control for county correctional or local Sheriff's departments.
- e) If the Executive Director denies or requests additional information, the program is not approved. The Executive Director will verify in writing to the entity seeking approval when a training program is approved.
- f) The Illinois Local Governmental Law Enforcement Officers Training Board shall maintain

a record for each Sheriff in Illinois to determine the amount of hours of approved training each Sheriff receives during each calendar year.

- g) Upon the completion of 20 hours of training approved by the Board, the Executive Director of the Board shall issue a certificate to the Sheriff attesting to the completion of training.
- h) Upon completion of any Board approved training program, each Sheriff is responsible for submitting proof of completion of training to the Board's office in Springfield, Illinois.
- i) Sheriffs who do not complete 20 hours of approved training prior to December 31 of any calendar year for the preceding calendar year will be issued a letter notifying them of non-compliance with the Board's training requirements.

(Source: Amended at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.80 CONSERVATOR OF THE PEACE TRAINING COURSE**

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**Section 1720.80 Conservator of the Peace Training Course**

- a) Any person designated as a conservator of the peace under Section 3.1-15-25 of the Illinois Municipal Code [65 ILCS 5/3.1-15-25] or Section 4-7 of the Park District Code [70 ILCS 1205/4-7] must comply with the standards for basic law enforcement officers training as set out in the Police Training Act [50 ILCS 705] and Subpart A of this Part before exercising any police authority.
- b) The standards for academy entrance, certification and decertification applicable to law enforcement officers shall be the same for conservators of the peace.
- c) Any annual training required of law enforcement officers by State or federal law will be required of conservators of the peace.
- d) The time limitations described in Section 1720.20(f) shall not apply to mayors, aldermen, presidents, trustees or park district board members.

(Source: Added at 32 Ill. Reg. 14749, effective August 28, 2008)

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**SECTION 1720.APPENDIX A PHYSICAL FITNESS STANDARDS**

**Section 1720.APPENDIX A Physical Fitness Standards**

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 important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3

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 an important area for maintaining good posture and minimizing lower back problems.

TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1 Minute Sit Up	37	34	28	23	31	24	18	13

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.

TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43

4. **1.5 MILE RUN:** This is a timed run to measure the heart and vascular systems' 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.

TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1.5 Mile Run	15.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

(Source: Amended at 15 Ill. Reg. 999, effective January 14, 1991)

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**SECTION 1720.APPENDIX C FIREARM QUALIFICATION COURSE-OF-FIRE**

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**Section 1720.APPENDIX C Firearm Qualification Course-of-Fire**

- 1) Target Scoring Area: 8½ x 14 inch overlay/center mass of target. The defined firearm types are: Semi-auto/Revolver handgun; minimum capacity 5 rounds
- 2) For Duty Handgun Qualification, all stages of fire will commence from a secured holster. For Off Duty/Retired Officer Qualification, all stages of fire will commence with the handgun in hand from the "low ready" position. A passing score is 70% = 21 hits on center mass.
- 3) Where indicated below, the word "DRAW" requires the shooter to withdraw the handgun from a secured holster on the command to fire. The word "PRESENT" means that the shooter has the handgun in the shooting hand in low ready (depressed muzzle) position and stands ready for the command to fire under the following conditions:

5 Yard line – Total of 12 rounds

- Stage 1 Draw/Present and fire 2 rounds in 6 seconds
- Stage 2 Draw/Present and fire 2 rounds in 6 seconds
- Stage 3 Draw/Present and fire 2 rounds in 6 seconds
- Stage 4 Draw/Present and fire 2 rounds in 6 seconds
- Stage 5 Draw/Present and fire 2 rounds in 6 seconds
- Stage 6 Draw/Present and fire 2 rounds in 6 seconds

Shooters will reload without command as needed between stages of fire.

7 Yard line – Total of 12 rounds

- Stage 7 Draw/Present and fire 3 rounds in 7 seconds
- Stage 8 Draw/Present and fire 3 rounds in 7 seconds
- Stage 9 Draw/Present and fire 3 rounds in 7 seconds
- Stage 10 Draw/Present and fire 3 rounds in 7 seconds

15 Yard line – Total of 6 rounds

- Stage 11 Draw/Present and fire 3 rounds in 10 seconds
- Stage 12 Draw/Present and fire 3 rounds in 10 seconds
- Stage 12 <OPTIONAL> 25 Yard line-: Draw/Present and fire 3 rounds

in 15 seconds

(in lieu of the second 10 second /three round string at 15 yards)

- 4) The above course-of-fire is the minimum standard required. Any agency may include any modification that increases the level of difficulty such as reloading, alternate hands, movement, time restriction, or other job related skills.

(Source: Added at 30 Ill. Reg. 7925, effective April 11, 2006)





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**SECTION 1720.100 PURPOSE**

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**Section 1720.100 Purpose**

The purpose of this Part is to establish procedural requirements for the filing of a verified complaint, by a defendant in a murder prosecution or by a police officer who has personal knowledge alleging that a police officer, while under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense of murder.

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.110 DEFINITIONS**

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**Section 1720.110 Definitions**

The definitions of terms used in this Part are the same as those found in the Illinois Police Training Act [50 ILCS 705]. Additionally, the following terms are defined for purposes of this Part:

"Act" means the Illinois Police Training Act [50 ILCS 705].

"Board" means the Illinois Law Enforcement Training and Standards Board as established pursuant to Section 3 of the Act.

"Director" means the Executive Director of the Illinois Law Enforcement Training and Standards Board.

"Complaint" means a verified document filed by a defendant or by a police officer with personal knowledge of perjured testimony in a murder prosecution.

"Complainant" means an interested party who files a verified complaint. A complainant shall be limited to only a defendant in a murder prosecution or a police officer who has personal knowledge of perjured testimony in a murder prosecution.

"Employing agency" means any local or State law enforcement agency or department within this State.

"TLRB" means the Illinois Labor Relations Board as established pursuant to Section 5 of the Illinois Public Labor Relations Act [5 ILCS 315/5].

"Task force" means the group of police officer investigators appointed pursuant to Section 6.1(i) of the Act.

"Task force investigator" means a sworn police officer with at least 5 years of criminal investigation experience appointed by the Director of the Board to the task force pursuant to Section 6.1(i) of the Act.

1/21/2010

<http://www.ilga.gov/commission/jcar/a...>

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.120 SUBMISSION AND REVIEW OF A COMPLAINT**

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**Section 1720.120 Submission and Review of a Complaint**

- a) A complaint shall be in the format outlined in Appendix B. A complaint shall include identifying information about the complainant, the filing status of the complainant (i.e., defendant, police officer), information identifying the affected prosecution, the name of the police officer alleged to have committed perjury, a description of the alleged perjury, identifying information on other persons having knowledge of the perjury, and a certification by the complainant.
- b) The complaint must be signed. An original complaint and 3 copies shall be filed at the following address:

Executive Director  
Illinois Law Enforcement Training and Standards Board  
600 South Second Street  
Suite 300  
Springfield, Illinois 62704-2542
- c) To be valid, a verified complaint must be filed within 2 years after a judgment of acquittal of the underlying murder prosecution.
- d) Within 5 working days after receipt of a verified complaint, the Director shall review the filing for completeness. If the verified complaint does not meet all of the elements required for completeness as required by this Section and Appendix B, the document will be returned by certified mail, return receipt requested, to the person filing the verified complaint at the person's address contained in the verified complaint, specifying that the verified complaint is incomplete and listing the elements that must be completed for the verified complaint to be accepted for review.
- e) Within 30 days after receipt of a verified complaint that meets all of the requirements of this Part, the Director shall review the complaint and determine whether the complaint is frivolous and without merit or whether further investigation is warranted based upon the information submitted in the complaint. The decision of the Director shall be based upon a

determination that there is sufficient evidence to warrant an investigation of the complaint that a police officer, while under oath, has knowingly and willfully made false statements as to a material fact going to an element of the offense of murder. The Director shall provide the complainant, at the address listed in the complaint, with written notice, by certified mail, return receipt requested, of his determination whether a complaint is deemed to be frivolous and without merit (and therefore dismissed) or whether the complaint warrants further investigation. If the Director determines that a complaint warrants further investigation, then the police officer alleged to have committed perjury and the police officer's employing agency shall also be given written notice of the Director's determination. Notification shall be by certified mail, return receipt requested, sent to the officer's and employing agency's last known address. Complaints and all documents related to the complaint may only be disclosed pursuant to the provisions of the Freedom of Information Act [5 ILCS 140].

- f) If the Director determines, after reviewing the verified complaint, that further investigation is warranted, the Director shall assign one or more task force investigators to conduct a fact-finding investigation and to write a report. The Director shall submit the written report to the Illinois Labor Relations Board State Panel as required by the Act.

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.130 CERTIFICATION REVOCATION**

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**Section 1720.130 Certification Revocation**

Upon receipt of written notification that the Illinois Labor Relations Board State Panel has concluded that a police officer, while under oath, knowingly and willfully made false statements as to a material fact going to an element of the offense of murder, the Illinois Law Enforcement Training and Standards Board shall immediately revoke the police officer's certification and provide written notice of such revocation by certified mail, return receipt requested, to the police officer and the officer's employing agency. Notification shall be by certified mail, return receipt requested, sent to the officer's last known address, to the officer's attorney, if any, and to the officer's employing agency.

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.140 REPORTING**

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**Section 1720.140 Reporting**

The Director shall submit to the Director of the Illinois Labor Relations Board, at least semi-annually, written reports indicating:

- a) the number of verified complaints received by the Director since the date of the last report;
- b) the number of investigations initiated since the date of the last report;
- c) the number of investigations concluded since the date of the last report;
- d) the number of investigations pending as of the reporting date; and
- e) the number of officers decertified since the date of the last report.

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)

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**SECTION 1720.150 LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**  
**COSTS AND ATTORNEY FEES FUND**

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**Section 1720.150 Law Enforcement Training and Standards Board Costs and Attorney Fees Fund**

Pursuant to the provisions of Section 5.595 of the State Finance Act [30 ILCS 105/5.595], an employing agency of a task force investigator and an employing agency of an officer named in a verified complaint shall be reimbursed its approved costs of a task force investigator and an accused officer's reasonable attorney's fees and costs. An application for reimbursement shall be on forms provided by the Board and, after review and approval by the Director, shall be forwarded to the State Comptroller for payment.

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)



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**SECTION 1720.APPENDIX B COMPLAINT FORM**

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**Section 1720.APPENDIX B Complaint Form**

**COMPLAINT BEFORE THE  
ILLINOIS LAW ENFORCEMENT TRAINING  
AND STANDARDS BOARD**

**NOTE: IN ORDER TO FILE THIS VERIFIED COMPLAINT WITH THE BOARD, A COMPLAINANT MUST BE EITHER A DEFENDANT ACQUITTED IN A MURDER PROSECUTION OR A POLICE OFFICER WHO HAS PERSONAL KNOWLEDGE OF PERJURED TESTIMONY IN A MURDER PROSECUTION RESULTING IN AN ACQUITTAL.**

1. Complainant's Name: \_\_\_\_\_
2. Complainant's Address: \_\_\_\_\_
3. The complainant is:  
    the defendant in a murder prosecution  
    a police officer with personal knowledge of perjured testimony in a murder prosecution
4. Name of the county of the Circuit Court having jurisdiction of the underlying murder prosecution: \_\_\_\_\_
5. Case Number: \_\_\_\_\_
6. Name of the Case: People of the State of Illinois v. \_\_\_\_\_
7. A verified complaint, to be valid, must be filed within 2 years after a judgment of acquittal of the underlying murder prosecution. Please list the date of acquittal on a charge of murder: \_\_\_\_\_
8. The name of the police officer alleged to have committed perjury in the murder prosecution: \_\_\_\_\_
9. The name of the employing police agency at the time of the alleged perjury: \_\_\_\_\_

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_

- [illegible]

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[Attach additional sheets if necessary]

**NOTE: A COPY OF THE TRANSCRIPT OF THE POLICE OFFICER'S SWORN TESTIMONY MUST BE ATTACHED TO THIS COMPLAINT OR THE COMPLAINT WILL NOT BE REVIEWED BY THE DIRECTOR.**

### **CERTIFICATION**

Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure [735 ILCS 5/1-109], the undersigned certifies that the statements set forth in this complaint are true and correct, except as to matters stated to be on information and belief and as to such matters the undersigned certifies that he or she believes to be true.

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Complainant

**20 Ill. Adm. Code 1720.120(b) requires that 3 copies of this complaint be filed with the Executive Director of the Illinois Law Enforcement Training and Standards Board at 600 S. 2<sup>nd</sup> St., Suite 300, Springfield IL 62704-2542.**

(Source: Added at 28 Ill. Reg. 13537, effective September 23, 2004)



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**MEETING CERTAIN EDUCATIONAL STANDARDS**

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The General Assembly's Illinois Administrative Code database includes only those rulemakings that have been permanently adopted. This menu will point out the Sections on which an emergency rule (valid for a maximum of 150 days, usually until replaced by a permanent rulemaking) exists. The emergency rulemaking is linked through the notation that follows the Section heading in the menu.

- [Section 1710.10 Definitions](#)
- [Section 1710.20 "Law Enforcement Related Courses"](#)
- [Section 1710.30 Administrative Procedures](#)

**AUTHORITY:** Implementing and authorized by "AN ACT providing for grants to local governmental units for the additional compensation of law enforcement officers meeting certain educational standards" (Ill. Rev. Stat. 1981, ch. 85, pars. 521 et seq.).

**SOURCE:** Filed and effective January 18, 1974; codified at 7 Ill. Reg. 10873.

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**MEETING CERTAIN EDUCATIONAL STANDARDS**  
**SECTION 1710.10 DEFINITIONS**

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**Section 1710.10 Definitions**

*"Board" means the Illinois Local Governmental Law Enforcement Officers Training Board created by the Illinois Police Training Act (Ill. Rev. Stat. 1981, ch. 85, pars. 501 et seq.).*

*"Law enforcement officer" or "officer" means any person who has been employed full time for at least a year by a county, municipality or township as a policeman, peace officer, or in some like position involving the enforcement of the law and protection of the public interest at the risk of that person's life.*

*"Municipality" means a city, village or incorporated town.*

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**SECTION 1710.20 "LAW ENFORCEMENT RELATED COURSES"**

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**Section 1710.20 "Law Enforcement Related Courses"**

- a) The 30 semester hours of law enforcement related courses must have been earned in a law enforcement related program. Programs which are related to law enforcement include, but are not limited to, the following:
- 1) Law Enforcement/Police Science/Police Administration
  - 2) Forensic Science/Criminalistics
  - 3) Criminal Justice/Criminal Justice Administration
  - 4) Criminal Justice Planning/Evaluation
  - 5) Administration of Justice
  - 6) Criminology
  - 7) Law
  - 8) Judicial Management/Court Administration
  - 9) Corrections/Correctional Administration/Probation-Parole
  - 10) Psychology
  - 11) Social Justice
  - 12) Social Welfare/Social Work
  - 13) Sociology/Anthropology

- 14) Behavioral Science
  - 15) Public Administration/Public Management/Public Service
- b) Credits to be acceptable must have been awarded by an institution of higher learning (community or junior college, senior college or university) which has been accredited by a recognized regional accreditation association, or which has accreditation pending with such an association.
  - c) A minimum grade of "C," or its equivalent, must be attained in a course as a requirement for acceptance.
  - d) For purposes of effective administration, only those credits acquired before February 1, 1975 (and by February 1st each year thereafter) shall be considered in determining eligibility for the financial benefits provided by this Act.
  - e) For those applicants on a quarter-hour system, one and one-half (1½) quarter hours shall be considered as equaling one semester hour.



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**SECTION 1710.30 ADMINISTRATIVE PROCEDURES**

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**Section 1710.30 Administrative Procedures**

a) **Officer's Responsibilities**

- 1) Each officer who believes he possesses the minimum credits required to qualify for the incentive pay shall complete the application form prescribed by the Board, identifying the pertinent educational institution, the courses completed which are considered as "related to law enforcement" under the established criteria, the credits earned, and the grades attained in each course. The completed application should then be submitted to the designated liaison officer of the governmental unit.
- 2) It shall be the officer's responsibility to arrange for a certified copy of his transcript of credits to be mailed directly to the Board from the educational institution involved in order to officially validate the credits claimed. Any fees levied by the institution in connection with furnishing the certified transcript shall be borne by the officer.
- 3) When an officer has less than one year of service at his present agency, but has prior employment with another agency, it shall be his responsibility to verify this employment to the Board.

b) **Responsibilities of the County, Municipality or Township**

- 1) Each participating local governmental unit shall designate a responsible official to serve as liaison between the unit and the Board. He shall be employed in such a capacity that he can and shall attest to the length of employment of the officer and to the officer's rate of pay. The liaison officer, however, will have no authority to approve or disapprove the officer's application, but may assist the officer, if necessary, in preparing the application.
- 2) A cover letter transmitting the applications shall be prepared and signed by the

chief official of the governmental unit. This cover letter shall include:

- A) Names of all officer applicants, indicating whether new applicants or previous applicants, and also indicate any changes in status, rank and salary.
  - B) The total dollar amount being applied for as perceived by the official.
  - C) Assurances that when State funds are received, they shall be appropriately disbursed to eligible officers and evidence that such disbursement has taken place furnished the Board.
- 3) All grant applications must be mailed together and with the cover letter in time to be received at the Springfield Office of the Board no later than April 21, 1975. All transcripts must have been received at the Board no later than May 2, 1975. By resolution to be adopted no later than December 15th each year thereafter, the Board shall establish future appropriate deadlines for such grant applications and transcripts to be received.
- 4) Upon receipt of the State warrant issued in payment of a grant request, appropriate distribution to eligible officers shall be made by the governmental unit involved. The local agency shall furnish evidence that such distribution has actually taken place.
- c) Responsibilities of the Board
- 1) The Board shall prescribe the required application forms and shall furnish each participating local governmental unit with an adequate supply of such forms.
  - 2) The Board shall promptly acknowledge receipt of all grant applications.
  - 3) Should the total amount of approved grant requests exceed the funds available, payment *shall be apportioned among the participating units of local government* (Ill. Rev. Stat. 1981, ch. 85, par. 540).
  - 4) *No more than 50% of any appropriation under this Act shall be spent in any municipality having a population of more than 500,000* (Ill. Rev. Stat. 1981, ch. 85, par. 540).
  - 5) Should the Board deny the application of any officer, the reasons for such denial shall be made known to both the officer and to the appropriate officials of the governmental unit.
  - 6) As soon as is reasonably practical after the deadline for receipt of applications has passed, the Board shall prepare the necessary vouchers from which State warrants, payable to the Treasurer of each eligible governmental unit, shall be

1/21/2010

Section 1710

issued in satisfaction of approved grant request.



## **Joint Committee on Administrative Rules**

# **ADMINISTRATIVE CODE**

### **TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT**

#### **CHAPTER V: ILLINOIS LOCAL GOVERNMENT LAW ENFORCEMENT OFFICERS TRAINING BOARD**

#### **PART 1700 SURCHARGE FUND FINANCIAL ASSISTANCE**

The General Assembly's Illinois Administrative Code database includes only those rulemakings that have been permanently adopted. This menu will point out the Sections on which an emergency rule (valid for a maximum of 150 days, usually until replaced by a permanent rulemaking) exists. The emergency rulemaking is linked through the notation that follows the Section heading in the menu.

- [Section 1700.10 Preamble](#)
- [Section 1700.20 Eligibility](#)
- [Section 1700.30 Use of Funds](#)
- [Section 1700.40 Applications](#)
- [Section 1700.50 Board Review](#)
- [Section 1700.60 Certification](#)
- [Section 1700.70 Approval by the Board](#)
- [Section 1700.80 Denial by the Board](#)
- [Section 1700.90 State Disbursements \(Repealed\)](#)
- [Section 1700.100 Accounting Reports](#)
- [Section 1700.110 Severability Clause](#)

**AUTHORITY:** Implementing Section 9(2) and authorized by Section 10 of the Illinois Police Training Act (Ill. Rev. Stat. 1981, ch. 85, pars. 509 and 510).

**SOURCE:** Emergency Rules adopted and codified at 7 Ill. Reg. 1174, effective January 13, 1983, for a maximum of 150 days; adopted at 7 Ill. Reg. 7949, effective June 17, 1983; amended at 8 Ill. Reg. 4169, effective March 20, 1984.

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**TRAINING BOARD**  
**PART 1700 SURCHARGE FUND FINANCIAL ASSISTANCE**  
**SECTION 1700.20 ELIGIBILITY**

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**Section 1700.20 Eligibility**

To be eligible for financial assistance, an applicant must be a local governmental agency as defined in Section 2 of the Police Training Act. (Ill. Rev. Stat. 1981, ch. 85, par. 502)

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**SECTION 1700.100 ACCOUNTING REPORTS**

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**Section 1700.100 Accounting Reports**

Upon written request by the Board, recipient local governmental agencies shall provide an accounting to the Board within 60 days, containing all expenditures incurred for programs funded under these Rules. In order to test compliance with the requirements of the Act and these Rules, the Board will, on a random basis, investigate the expenditures of programs funded under these Rules.

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**SECTION 1700.110 SEVERABILITY CLAUSE**

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**Section 1700.110 Severability Clause**

If any provision of these Rules or the application thereof is invalid, such invalidity shall not affect other provisions or application, and to this end the provisions of these Rules are declared to be severable.



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**SECTION 1700.30 USE OF FUNDS**

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**Section 1700.30 Use of Funds**

Financial assistance shall be provided from available funds to qualified applicants for approved training program costs, *which may include, but not be limited to, tuition at training schools, the salaries of trainees while at training schools, and the necessary travel and room and board expenses of trainees.*

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**SECTION 1700.40 APPLICATIONS**

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**Section 1700.40 Applications**

- a) A local governmental agency wishing to receive financial assistance shall submit a complete application to the Police Training Board office on forms prescribed or provided by the Board. Applications should be mailed to the Illinois Police Training Board, 524 South Second Street, Springfield, Illinois 62706.
- b) Claims for reimbursement for mandatory training programs shall include, but not be limited to, the name of the claimant, the trainee served, the dates of training, the title of course received, the location of training, and the specific cost of training, including tuition, salary, lodging, food, and transportation.
- c) An application to receive financial assistance must be received by the Board no later than July 15 for funding for mandatory training programs, and no later than April 1 for in-service training programs.

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**SECTION 1700.50 BOARD REVIEW**

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**Section 1700.50 Board Review**

- a) The Board may request additional information from the applicant if the Board determines other information is necessary to adequately complete its review of the application. Additional information will be requested only when the application, on its face, does not provide the Board with sufficient information to determine if the program or project is eligible for funding pursuant to the Acts and Board regulations.
- b) The requested information must be submitted to the Board in a timely fashion so as to allow for adequate review prior to the next quarterly Board meeting. "Timely fashion" means the Board must have enough time to review the information to determine if the application conforms and complies with the requirements stated in the Acts and rules adopted pursuant thereto.
- c) Failure to provide such additional information may result in denial of the application or postponement of the review process until the following Board meeting.
- d) In reviewing an application, the Board must determine if the proposed program or project is necessary and in the public interest to promote and protect the health, safety and welfare of the public. Factors which the Board must consider include, but are not limited to, the need for the proposed program or project in this State, the specific training needs of the locality involved, and the financial practicality of the venture.

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**PART 1700 SURCHARGE FUND FINANCIAL ASSISTANCE**  
**SECTION 1700.60 CERTIFICATION**

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**Section 1700.60 Certification**

Every applicant for financial assistance shall certify that the contents submitted as part of the application are complete and a true and accurate representation of the program involved, and the expenditures incurred or to be incurred.

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**SECTION 1700.70 APPROVAL BY THE BOARD**

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**Section 1700.70 Approval by the Board**

- a) The Board shall notify the applicant within thirty days after it decides to grant an applicant financial assistance. Applicants who receive approval for basic training funds will receive a copy of the state voucher authorizing payment. Applicants who receive approval for in-service training funds will be notified in writing.
- b) The applicant must comply with the application as approved by the Board. Applicants who do not comply with the terms of an approved application may have disbursement reduced or denied. In determining whether there will be a reduction or denial of disbursements, the Board will compare the terms of the approved application with the actual practices of the approved applicants, and;
  - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for approval of disbursements pursuant to Section 1700.50(d) of these rules shall result in the denial of disbursements; or
  - 2) Any variance that does not negate the reasons for approval pursuant to 1700.50(d), but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of disbursements to that level actually required.
- c) Board approval must ensure the applicants are complying with the Acts and regulations adopted pursuant thereto.

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**SECTION 1700.80 DENIAL BY THE BOARD**

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**Section 1700.80 Denial by the Board**

If the Board denies an application for financial assistance, it shall within thirty days provide the applicant with a letter of denial setting forth the reasons for its decision.



**INTERGOVERNMENTAL LAW ENFORCEMENT OFFICERS  
IN-SERVICE TRAINING ACT**

**CONDITIONS OF AWARD**

Fiscal Year 2016

Hereinafter, the word Board, as used, is synonymous with the Illinois Law Enforcement Training and Standards Board; the word Grantee, as used, is synonymous with Mobile Team Unit.

1. The Grantee agrees to submit Quarterly Training Schedules (**on forms provided by the Board**) to the Board Office as follows (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
July - September, 2015	June 15, 2015
October - December, 2015	September 15, 2015
January - March, 2016	December 15, 2015
April - June, 2016	March 15, 2016

2. The Grantee agrees to submit Quarterly Fiscal Reports (on forms provided by the Board) to the Board Office according to the following schedule, (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
First Quarter	October 10, 2015
Second Quarter	January 10, 2016
Third Quarter	April 10, 2016
Fourth Quarter	July 10, 2016
Final Quarter	September 10, 2016

3. The Grantee agrees to submit Quarterly Training Activity Reports (on forms provided by the Board) to the Board Office according to the following schedule, (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
July - September, 2015	October 10, 2015



October - December, 2015  
January - March, 2016  
April - June, 2016

January 10, 2016  
April 10, 2016  
July 10, 2016

4. The Grantee agrees to submit a Narrative Description and Statistical Summary of all "Training Need Assessments/Analysis" that occur during the fiscal year. At least one such analysis must be conducted and submitted prior to March 1, 2016.
5. The Grantee agrees to maintain records of all evaluations for all training courses. Such evaluations should include, but not be limited to, evaluation of instruction, evaluation of course organization, evaluation of course relevancy, evaluation of course materials, evaluation of training environment, a cost/benefit evaluation, and evaluation of student performance (when applicable). Evaluation results should be maintained at the Mobile Team Office and made available to the Board and Board staff upon request.
6. The Grantee agrees that the Board may, upon appropriate investigation and finding of any irregularity, suspend the grant, in whole or part, for cause at any time if the Grantee fails to comply with the In-Service Training Act, the rules adopted by the Board, or these grant conditions. Upon such finding, the Mobile Team agrees to reimburse the Board for all costs incurred by the Board to conduct the investigation; including, but not limited to, costs of audit, staff time and travel. The Grantee also agrees to reimburse the Board for all funds that were not properly expended as determined by the Board.
7. The Grantee agrees to maintain accurate and complete time distribution and attendance records for all grant-funded personnel.
8. The Grantee agrees to submit an inventory of all equipment purchased wholly or partially with grant funds. The inventory must be submitted to the Board office prior to September 15, 2015.
9. The Grantee agrees to submit an independent audit(s) of *its financial statements, for periods requested by the Board* consistent with Board audit guidelines, within 120 days from the close of the grant period. *As an alternative to an independent audit, the Board may require the Grantee to submit an Independent Accountant's Report on compiled financial statements within 120 days from the close of the grant period. Under this alternative, the Board would also require an Independent Accountant's Report on compiled additional information to the financial statements which include a Schedule of State Financial Participation, Grant Close-out Form and Schedule of Expenses - Operational Budget - Budget and Actual (NON - GAAP). The*

*Board shall approve the independent auditor or accountant prior to the Grantee signing an engagement letter for services.*

10. The Grantee agrees to maintain accurate and complete records of training for all participating departments and officers.
11. The Grantee agrees to cooperate with the Board and Board staff in providing technical assistance to local government administrators, and police and sheriff personnel on matters related to law enforcement training and the administrative and operational procedures of the Board. Such obligation will include keeping the Board informed of law enforcement related news occurring within their region. The Grantee agrees to comply with all Board policies and directives, and accept and implement the Board's interpretation of its administrative rules, grant conditions and applicable statutes.
12. The Grantee agrees to direct its administrator, or training coordinator, to participate in all Board-sponsored activities and meetings that the Executive Director of the Board deems important to the overall coordination and administration of the ASSIST program.
13. The Grantee agrees to gather and supply instructor and training course information and reports upon request by the Board, or Board staff.
14. The Grantee agrees to select training sites and facilities so that law enforcement personnel participation is maximized by means of convenience of access.
15. The Board neither commits itself nor implies a commitment for funding beyond the term of this grant.
16. The Grantee agrees to select sites for meetings/conferences on a reasonable cost/benefit basis.
17. The Grantee agrees to abide by the State of Illinois Travel Regulations and apply said regulations to Mobile Team Unit employees, advisory board members and independent contractors. In the event that a Mobile Team Unit officer, employee or independent contractor may exceed established guidelines for travel or lodging the Executive Director of the Board shall review and approve/disapprove these requests on a case by case basis before expenditures are authorized. All out-of-state travel requests must be submitted to the Executive Director for review and approval/disapproval prior to the scheduled event. These requests will be reviewed on a case by case basis before expenditures are authorized.
18. The Grantee agrees to notify the Board office in writing before signing any

contract for services with vendors (*excluding out of state instructors contracts*) whose main office is located outside the State of Illinois. The Executive Director of the Board shall review and may approve any such contract.

19. The Grantee understands that the financial terms and obligations agreed to under this Grant award may be monitored by the Board, Board auditors and/or the Illinois Auditor General at any time, so that the Board may establish that the Grantee is in continuing compliance.
20. The Grantee will report all other sources of collected funds, as specified under Subpart D, Section 1740-404 of the In-Service Rules, on a quarterly basis, in addition to completing the Board's quarterly fiscal report.
21. The Grantee agrees to accept responsibility for and to meet all obligations and responsibilities related to the payment of applicable state and federal tax laws.
22. The budget as outlined and approved on the "Statement of Award" letter must be adhered to by the Grantee. *No transfers will be permitted prior to the third quarter. After the second quarter, intra-category transfers may be made by the Grantee without limit.* The Board will limit inter-category transfer of funds within the operational budget to an amount equal to 2% of the original **approved** operational budget *as listed on the Statement of Award excluding any project income. In addition, there will be no inter-category transfers out permitted from the personal services and training costs categories.* Requests for budget transfers in excess of 2% limit *or out of personal services or training costs categories* will be reviewed on an "exception to the rule" basis by the Executive Director. Such requests must be submitted in writing by the Chairman and Financial Officer of the Mobile Team Unit and must include a complete justification.
23. The Grantee agrees to establish and to maintain its Incorporation as a General Not-For-Profit Corporation or other appropriate structure under Illinois law. This condition requires that the Mobile Team Unit register on an annual basis with the Office of the Secretary of State. Incorporation required under the ASSIST act grants no independent authority or immunity to grantees with respect to Board rules, policy, procedures and grant conditions.
24. The Grantee will maintain written staff policy guidelines, by-laws, procedures and provide Board staff with updates and revisions as they occur. *Annual written employee performance evaluations will be completed for all paid Mobile Team personnel.*
25. The Grantee will utilize written contracts with vendors outlining all expenditures such as fees, travel expenses and other provisions and obligations.

26. The Grantee will maintain financial expenditure ledgers and/or a computerized financial system, including monthly expenditures.
27. The Grantee will maintain and complete the following: course outlines, schedules, instructor lesson plans, handouts, tests, course evaluation and instructor background data.
28. The Grantee understands that compliance with the conditions outlined herein is their sole responsibility, and that the Board accepts no responsibility for their failure to comply with any of the Grant conditions.
29. The Grantee must receive prior written permission from the Executive Director before applying for (or participating in) financial grants not managed or provided by the Board.
30. The Grantee will not require or allow contractual instructors to sign an exclusivity agreement disallowing them from providing instruction or services to other Board approved training facilities and Mobile Team Units. No Mobile Team shall charge or assess a surcharge to any other Mobile Team, governmental unit or agency or unit of local government.
31. The Grantee agrees to credit the Illinois Law Enforcement Training and Standards Board for providing project funding on all Mobile Team Unit official stationary, fliers, catalogs, course announcements, etc. Any reports, materials, books, articles, news release or presentations which result from this grant funding must indicate the Board's funding support of the program.
32. All Mobile Team Unit courses that establish a member and/or non-member tuition must have prior Board Executive Director written approval. Member tuition shall not include costs or expenses, direct or indirect, that are already contained in the Board approved budget.
33. The Grantee will submit course application materials and budgetary information for costs and charges for review and approval to the Curriculum and School Standards Committee on all training programs offered by the Mobile Team Unit when a Board certificate is issued.
34. The Grantee shall annually report to its Mobile Team Members and the Board, the amount of membership fees assessed, transferred or collected as local surplus funds. (These are fees collected, but not made part of the mobile team budget).
35. The full local advisory board will be required to meet at least quarterly each calendar year and shall review and authorize the approval/disapproval of all expenses, program development, course deliveries and administrative and operational duties and functions of the Mobile Team Unit within the confines of

the Board approved budget and in conformity with Board rules and procedures.

36. Grantee will report the results of all audits, including non-compliance findings to the full local advisory board. The advisory board shall take steps to remedy all non-compliance findings and submit periodic progress reports to the Executive Director of the Illinois Law Enforcement Training and Standards Board.

## **ASSIST PROJECT**

### **MTU REPORTS**

January 1	MTU Annual Report Due to the Board Office
January 10	Quarterly Fiscal Report (2 <sup>nd</sup> Qtr.)
January 10	Quarterly Training Activity Report/Service Survey (2 <sup>nd</sup> Qtr.)
February 1	MTU Annual Report prepared by the Board Office submitted to the Governor and General Assembly
March 1	Training Need Assessment/Analysis due to the Board Office
No Later than March 15	Report of all Other Sources of Collected Funds
March 15	Quarterly Training Schedule (4 <sup>th</sup> Qtr.)
April 1	MTU Grant Application due to the Board Office
April 10	Quarterly Fiscal Report (3 <sup>rd</sup> Qtr.)
April 10	Quarterly Training Activity Report/Service Survey (3 <sup>rd</sup> Qtr.)
June 15	Quarterly Training Schedule (1 <sup>st</sup> Qtr.)
July 1-June 30	MTU Grant Fiscal Year
July 10	Quarterly Fiscal Report (4 <sup>th</sup> Qtr.)
July 10	Quarterly Training Activity Report/Service Survey (4 <sup>th</sup> Qtr.)
September 10	Quarterly Fiscal Report (Final)
September 15	Inventory of MTU Equipment due to the Board Office
September 15	Quarterly Training Schedule (2 <sup>nd</sup> Qtr.)
October 10	Quarterly Fiscal Report (1 <sup>st</sup> Qtr.)
October 10	Quarterly Training Activity Report/Service Survey (1 <sup>st</sup> Qtr.)
October 28	Annual Fiscal Year Audit (due 120 days from end of June)
December 15	Quarterly Training Schedule (3 <sup>rd</sup> Qtr.)