

**PART-TIME BASIC TRAINING  
PUBLIC ACT 89-170  
STUDENT RULES AND REGULATIONS**

**1. Maintenance of Acceptable Academic Standards**

A minimum grad average of 70% and the maintenance of a satisfactory notebook are general requirements for successful completion of any course certified by the Illinois Law Enforcement Training and Standards Board. In some cases, satisfactory skill performance is also a requirement.

**2. Compliance with Attendance Requirements**

Students are required to attend a scheduled or announced training sessions and administrative activities.

Tardiness at the beginning of scheduled classes or when returning from breaks is not permitted.

**3. Acceptable Personal Conduct**

While enrolled in the Part-Time Basic Training Program, students will conduct themselves in an exemplary manner and conform to the rules and regulations of the Training Board, local ordinance, and state law as well as rules and regulations of their department concerning general conduct.

Any student who violates any law or ordinance shall be subject to prosecution and legal penalties imposed for that violation. The Board reserves the right to take separate administrative action.

Part-Time Training Program students are responsible for reporting violations of the Student Honor Code to the regional Part-Time Training Coordinator.

**4. Firearms**

Possession of a firearm, ammunition, chemical irritants, baton, or other weapons is strictly prohibited while attending the Part-Time Basic Training Program, except when specifically prescribed as part of the training program. These above listed items shall be secured in the trunk of the student's vehicle until they leave the premises.

**5. Relations with Students and MTU and Board staff**

Part-Time Training Program students will at all times maintain a courteous and professional demeanor towards instructors, staff, other students, and others with whom they associate.

Students shall not make suggestive, rude, or insulting remarks or gestures to persons. Students shall refrain from loud, boisterous and unprofessional behavior at all times.

**6. Classroom Behavior**

Whether in the classroom, on break, or any other training location, students will remain awake, alert, and attentive to instruction and follow the directions of the instructor. Students are not to sleep or give the appearance of sleeping during class breaks.

Audio or video taping is prohibited during any training activity or anywhere in the regional training center, range, etc.

Smoking, chewing, eating, or drinking is prohibited during all training activities.

Students who are disruptive to the good order of the class or refuse to cooperate or follow instructions, may be immediately removed by the instructor and are subject to disciplinary action.

## **7. Tactical Training Center or Other Similar Facilities**

Students engaged in firearms training will scrupulously follow the directions of the range master and range assistants. Safety procedures will be adhered to at all times. Students reporting for firearms training with the odor of alcoholic beverage on their breath will be removed from class and subject to disciplinary action.

## **8. Illness**

Any illness which prevents students from attending any scheduled class must be reported immediately to the Part-Time Training Coordinator.

## **9. Injuries**

Immediately report any injuries occurring in the classroom or training sites to the Part-Time Training Coordinator. The Coordinator must provide a written report to the Board office and the officer's employing agency within the same day.

## **10. Grooming and Appearance**

Students shall maintain a neat, clean, and orderly appearance. Students must remember when adhering to a dress and grooming standard that they are primarily identified by others as law enforcement officers. It is, therefore, necessary to apply some simple standards.

### ***General Standards***

Hair will be neatly trimmed at the length allowed by the employing department.

Shirts or other clothing containing suggestive or obscene pictures or words shall not be worn.

Students shall not wear hats or caps in the classroom.

Halters and/or tank tops are prohibited during all the training activities.

Students shall not wear earrings during training activities.

## **11. Student Conduct During Examinations**

Students will not be allowed to leave the room until completing their examination, and after having left the room, will not be re-admitted until the exam has terminated. No books are permitted on desk/tables during exams. No test materials may be taken from the classroom.

## **12. Violation**

Violation of these or other written rules, regulations, policies, memos or failure to follow the oral instructions of any member will subject students to disciplinary procedures up to and including dismissal from the Program.