



# Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

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

Bruce Liebe, Director

## Illinois Part-Time Officer Basic Training Application Packet

### Informational Attachments:

Memo to Administrators from PT Program Coordinator  
Part-Time Officer Public Training Act 92-533  
Part-Time Officer Statute (65 ILCS, Sections 5/3.1-30-21)  
Updated Part-Time Program Fact Sheet (2023)  
P.O.W.E.R. Test Manual

### Forms to be Filled Out, Signed, and Submitted to LETAC:

- \_\_\_\_\_ ILETSB Notice of Appointment/Separation - Form E & Instructions  
*(Form E should be submitted online via LEDI with a printed copy to MTU 10)*
- \_\_\_\_\_ Academy Application Form *(This form is fillable)*
- \_\_\_\_\_ ILETSB Part-Time Basic Training Initial Enrollment Form *(Fillable except for signatures)*
- \_\_\_\_\_ ILETSB Police Officer Medical Approval Form *(Completed & Signed by Physician)*
- \_\_\_\_\_ P.O.W.E.R. Test Completion Form *(Completed & Signed by POWER Test Monitor/Instructor)*
- \_\_\_\_\_ ILETSB Authorization to Obtain and Release Information *(Fillable form except for signature)*
- \_\_\_\_\_ LETAC Criminal & Character Background Statement/Investigation Verification  
*(Completed & Signed by Chief/Sheriff & Student)*
- \_\_\_\_\_ LETAC Statement of Understanding & Certification of Tuition/Duty Hours  
*(Fillable except for signatures)*
- \_\_\_\_\_ LETAC Indemnification Agreement *(Fillable except for signatures and notary)*
- \_\_\_\_\_ LETAC Student Information & Liability Waiver Form *(Fillable except for signatures)*

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

**All forms should be completed, signed, and returned to the MTU office, at the address below or by emailing to [register@letac.org](mailto:register@letac.org).**

- DEPARTMENT MUST BE A PAID MEMBER IN GOOD STANDING OF ITS LOCAL MTU.
- TUITION INVOICE WILL BE SENT FOLLOWING ORIENTATION.
- PAYMENT OF TUITION MUST BE RECEIVED WITHIN 30 DAYS OF INVOICE.

**LETAC, MTU #10  
840 S. Spring St., Suite B  
Springfield, IL 62704  
Office Phone: (217) 726-7014  
Fax: (217) 726-7833**

Forms Last Updated November 2023

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

Serving the Counties of Christian • Dewitt • Logan • Macon • Mason • Menard • Montgomery • Sangamon



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Bruce Liebe, Director

## MEMORANDUM

**To:** Chief Law Enforcement Administrators

**From:** Director Bruce Liebe, LETAC, MTU #10  
Part-Time Basic Training Coordinator Dan Ryan, LETAC, MTU #10

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

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

The attached enrollment forms must be completed to enroll a part-time officer in the Part-Time Officer Basic Training Course. Please submit all completed forms to LETAC for processing. A list of forms is provided on the cover sheet of this packet. **No applicant will be processed without complete paperwork. ALL FORMS MUST BE RECEIVED IN OUR OFFICE BY THE REGISTRATION DEADLINE - NO EXCEPTIONS!!!**

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

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

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

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

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

### BASIC TRAINING TUITION FEE

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

On two occasions, in violation of the Training Board rules, an applicant paid the tuition fee to the agency, and upon resignation or dismissal from the training program, the applicants called the Coordinator requesting reimbursement. Tuition fee reimbursements will be paid only to the officer's employing agency. The applicants and their departments are required to sign a Statement of Understanding and Certification attesting to the fact that they understand this rule. All forms necessary for tuition reimbursement can be located at: <http://www.ptb.illinois.gov/training/part-time/>

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

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## **STUDENT ORIENTATION**

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

## **SATURDAY TRAINING SESSIONS**

The course agenda will be distributed to all students at the Orientation session. All agency heads will also receive a copy of the agenda.

## **ATTENDANCE**

Attendance at Saturday training sessions is mandatory. Students who fail to attend a Saturday training session are responsible for attending a makeup session with another Mobile Team Unit & completing the exam within that unit, which is necessary to complete the required 560 credit hours mandated for graduation. It will be the responsibility of the individual officer to contact the other MTU's to make arrangements to attend their missed Saturday training. Law Enforcement Administrators are encouraged to support this training program by ensuring their officer attends each and every Saturday training session.

## **STUDENT WORKBOOKS**

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

## **INFORMATION PROVIDED TO LAW ENFORCEMENT ADMINISTRATORS**

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

## **STUDENTS PROMOTED TO FULL-TIME EMPLOYMENT**

Part-time students enrolled in this class and promoted to full-time status must leave the program immediately upon being promoted by the sponsoring employer or newly hired full-time by another employer. **A full-time classification requires a full-time academy.** Only a graduate of the part-time course can use the full-time transition course. That request is made by editing their Form E, Appointment, moving the officer to full-time, along with a waiver application filed with the Board. All are done online through LEDI. Board staff will respond with a letter to the employing agency assigning the course, with a copy of the letter going to SWIC requesting the officer be added to their active list of applicants. At such time that a course date is set, 3 weeks prior to said course date, an enrollment packet will be mailed to the employer.

## **COMPREHENSIVE EXAMINATION**

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

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

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[ [Other General Assemblies](#) ]

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**Public Act 92-0533**

HB0148 Enrolled

LRB9201397MWpk

AN ACT concerning police officers.

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

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

(50 ILCS 705/8.2)

Sec. 8.2. Part-time police officers.

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

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

(b) (Blank).

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

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

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

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

(50 ILCS 705/10.2 new)

Sec. 10.2. Criminal background investigations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(30 ILCS 805/8.25 new)

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

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

Passed in the General Assembly January 09, 2002.

Approved March 14, 2002.

Effective March 14, 2002.

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## 65 ILCS, Sections 5/3.1-30-21

### 5/3.1-30-21. Part-Time Police

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

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

Part-time police officers shall be trained under the Intergovernmental Law Enforcement Officer's In-Service Training Act<sup>1</sup> in accordance with the procedures for part-time police officers established by the Illinois Law Enforcement Training Standards Board. A part-time police officer hired after January 1, 1996 who has not yet received certification under Section 8.2 of the Illinois Police Training Act<sup>2</sup> shall be directly supervised.

Laws 1961, p. 576, § 3.1-30-21, added by P.A. 89-170, § 15, eff. Jan. 1, 1996.

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<sup>1</sup> 50 ILCS 720/1 et seq.

<sup>2</sup> 50 ILCS 705/8.2.





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Bruce Liebe, Director

## Part-time Program Update Fact Sheet

2020 will start the 33<sup>rd</sup> phase of training part-time officers. This will be the third class following the 560-hour curriculum implementation. This program is completed in six to nine months and is offered through your Mobile Team Unit or a neighboring Unit. For information regarding this training, contact your participating Mobile Team Unit for training schedules.

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

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

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

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

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

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

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

**Form E. Notice of Appointment filed with the Board (online) and Mobile Team Unit (copy).**

**Successfully passed the P.O.W.E.R. test.**

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

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

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

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

## What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual of ficer having the physiological readiness to perform maximum physical ef fort when required.

Physical fitness consists of three areas:

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

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

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

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

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

## How Will Physical Fitness Be Measured?

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

### 1. Sit and Reach Test

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



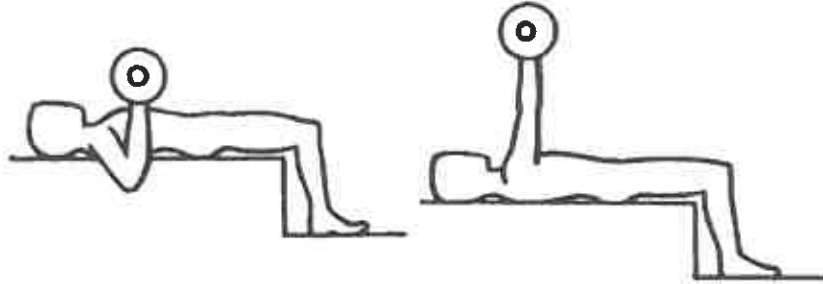
### 2. 1 Minute Sit-Up Test

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



**3. 1 Repetition Maximum Bench Press**

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



**4. 1.5 Mile Run**

This is a timed run to measure the heart and vascular 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.*



## How Does One Prepare for the Power Test?

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

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

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



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



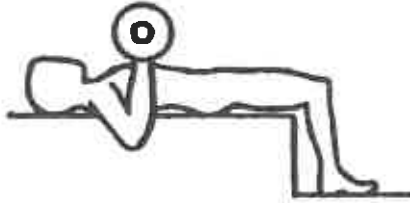
### 2. Preparing for the Sit-Up Test

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

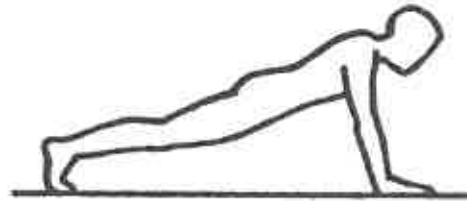


### 3. Preparing for the 1 Repetition Maximum Bench Press

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

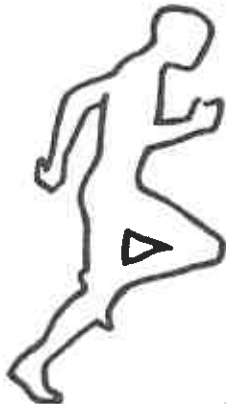


If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



### 4. Preparing for the 1.5 Mile Run

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



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

**APPENDIX A Physical Fitness Standards – December 2022 – For BLE classes beginning after January 1, 2023**

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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
TEST: Sit and Reach								
1-14-91	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
<b>12-15-22</b>	<b>14.4</b>	<b>13.0</b>	<b>12.0</b>	<b>10.5</b>	<b>17.0</b>	<b>16.5</b>	<b>15.0</b>	<b>14.8</b>

2. **ONE 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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
TEST: One Minute Sit Up Test								
1-14-91	37	34	28	23	31	24	18	13
<b>12-15-22</b>	<b>33</b>	<b>30</b>	<b>24</b>	<b>19</b>	<b>24</b>	<b>20</b>	<b>14</b>	<b>10</b>

3. **ONE 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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
TEST: Bench Press								
1-14-91	98%	87%	79%	70%	58%	52%	49%	43%
<b>12-15-22</b>	<b>88%</b>	<b>78%</b>	<b>72%</b>	<b>63%</b>	<b>51%</b>	<b>47%</b>	<b>43%</b>	<b>39%</b>

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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
TEST: 1.5 Mile Run								
1-14-91	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44
<b>12-15-22</b>	<b>14:00</b>	<b>14:34</b>	<b>15:24</b>	<b>16:58</b>	<b>16:46</b>	<b>17:38</b>	<b>18:37</b>	<b>20:44</b>



# Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

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

Bruce Liebe, Director

## PART-TIME BASIC LAW ENFORCEMENT ACADEMY APPLICATION

OFFICER INFORMATION			
Last Name			
First Name		M.I.	
PTB ID#			
Date of Birth			
Email			
Cell Phone			
Street Address			
City			
Officer has completed the 40 Hour Mandatory Firearms Class?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEPARTMENT INFORMATION				
Department				
Chief or Sheriff Name				
Email				
Phone				
Street Address				
City		State		Zip



# INITIAL ENROLLMENT FORM

## PART-TIME ILLINOIS LAW ENFORCEMENT OFFICER BASIC TRAINING

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

Name and Address of Law Enforcement Agency Employed by:

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

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

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

PTB ID Number: \_\_\_\_\_

Mobile Team Unit Number : \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
Date

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

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



## Illinois Law Enforcement Training and Standards Board

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

Recruit's Printed Name \_\_\_\_\_

Dear Physician/Physician's Authorized Representative:

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

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

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

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

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

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

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

\_\_\_\_\_  
Physician's Name (printed)

(\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
Physician/Authorized Representative's Signature

\_\_\_\_\_  
Date

***This form must be completed and returned to the Academy prior to recruit testing.***



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Bruce Liebe, Director

## PEACE OFFICERS WELLNESS EVALUATION REPORT (P.O.W.E.R.) TEST COMPLETION FORM

*(To be completed only by certified POWER Test Monitor. Please bring form to MTU's POWER Test to be completed.)*

TEST DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

OFFICER

NAME: \_\_\_\_\_

(LAST)

(FIRST)

(MIDDLE)

D.O.B. \_\_\_\_\_ SEX \_\_\_\_\_ PTB ID NUMBER \_\_\_\_\_

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

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

STANDARD

ACTUAL

SIT & REACH      PASS    FAIL      \_\_\_\_\_      \_\_\_\_\_

SIT UPS (1 MIN.)      PASS    FAIL      \_\_\_\_\_      \_\_\_\_\_

BENCH PRESS      PASS    FAIL      \_\_\_\_\_      \_\_\_\_\_

1.5 MILE RUN      PASS    FAIL      \_\_\_\_\_      \_\_\_\_\_

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

\_\_\_\_\_ The officer named above has NOT successfully completed the P.O.W.E.R. test. A retake has been scheduled for the following date: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

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

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

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

PLEASE PRINT

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

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

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

PTB ID Number: \_\_\_\_\_



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Illinois Law Enforcement Training and Standards Board

**JB Pritzker, Governor**  
**Keith Calloway, Executive Director**

**Phone: 217/782-4540**  
**Fax: 217/524-5350**  
**TDD: 866-740-3933**

## Academy Entrance Standard Basic Training Certification of Recruit Background

**Pursuant to Illinois Police Training Act (50 ILCS 705/6)** each Illinois police agency and applicant applying for admission to the Police Training Board's Local Law Enforcement Basic Training Academy shall provide certification that the applicant has not committed any felony or a crime involving moral turpitude, and is a person of good character. This requirement and standard must be satisfied before consideration of acceptance into the academy.

### Statement of Applicant

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

_____	_____
Date	Applicant's Signature
_____	_____
_____	_____
Name and Address of Agency	Applicant's Home Address

### Criminal and Character Background Investigation Statement of Agency

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

_____	_____
Date	Authorized Signature of Appointing Authority

**THIS FORM MUST BE SIGNED ON BEHALF OF APPOINTING  
AUTHORITY AND SUBMITTED UNDER PENALTY OF LAW TO THE  
ACADEMY FOR LOCAL LAW ENFORCEMENT OFFICERS BASIC  
TRAINING.**



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Bruce Liebe, Director

## STATEMENT OF UNDERSTANDING & CERTIFICATION OF TUITION/DUTY HOURS

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

The Illinois Police Training Act (50 ILCS 705/8.2) mandates that a person hired as a part-time police officer must be certified by the Illinois Law Enforcement Training and Standards Board, and must either receive a waiver of this training or complete the Part-Time Officer Basic Training Course.

The \_\_\_\_\_ Department hereby requests to enroll Part-Time Officer \_\_\_\_\_ in the upcoming Part-Time Officer Basic Training Course being offered by Mobile Team Unit #10. This officer was sworn in on \_\_\_\_/\_\_\_\_/\_\_\_\_, and is actively working as a sworn police officer \_\_\_\_\_ hours per month. If requested, Mobile Team Unit #10 will be provided with documentation verifying employment and monthly work hours at any time throughout the program.

The Illinois Law Enforcement Training and Standards Board instituted a reimbursement policy for the Part-Time Officer Basic Training Course, effective July 1, 1999. That policy provides that local police agencies or local governmental agencies employing part-time police officers must pay the full course tuition fee to the Mobile Team Unit upon receipt of invoice.

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

**By signing below, you hereby certify that all monies paid in tuition fees to the Mobile Team Unit for the above-named officer for the Part-Time Officer Basic Training Course are indeed appropriated local government funds, and not paid in any part by the officer. The undersigned persons also agree that no monies will be claimed for reimbursement that have been received from the part-time officer or from any other source to offset the local governmental unit's expenditures for basic training with the Illinois Law Enforcement Training and Standards Board.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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Bruce Liebe, Director

## INDEMNIFICATION AGREEMENT

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

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

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

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

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

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

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

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

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

(Notary Seal)

\_\_\_\_\_  
Notary Signature

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

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

\_\_\_\_\_  
Title/Office/Rank



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Bruce Liebe, Director

## STUDENT INFORMATION & LIABILITY WAIVER FORM

FIRST: \_\_\_\_\_ MI: \_\_\_\_\_ LAST: \_\_\_\_\_

PTB ID# \_\_\_\_\_ HIRE DATE: MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

NICKNAME YOU PREFER WHEN ADDRESSED: \_\_\_\_\_  
(i.e., Christopher (Chris), Anthony (Tony), Susan (Sue), etc.)

SEX: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ DATE OF BIRTH: MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_ RACE: \_\_\_\_\_

HOME ADDRESS:  
STREET: \_\_\_\_\_ BOX#: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

YOUR SPONSORING PART-TIME LAW ENFORCEMENT AGENCY: \_\_\_\_\_

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

CHIEF/SHERIFF'S EMAIL ADDRESS: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date





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Bruce Liebe, Director

**This completed form & all attachments should be emailed to the address above no later than 10 business days prior to class.**

## APPLICATION FOR MANDATORY FIREARMS TRAINING

### PUBLIC ACT 79-652

Full Name of Applicant:	
Applicant Phone #:	Email:
Date of Birth:	PTB ID #:
Home Address:	
Employment Status:	Full-time: ____ Part-time: ____ County Auxiliary: ____ Municipal Auxiliary: ____
Date of Appointment:	Hourly Rate of Pay: \$
Name of Department:	
Department Address:	
Department Phone #:	Email:
Make, Model & Serial # of Duty Weapon:	
This Weapon is owned by: ____ Department ____ Officer	<i>A copy of the officer's valid FOID card must be attached to this form for all Auxiliary officers.</i>

#### CERTIFICATION OF APPLICATION:

I certify that the above named applicant is a police officer of the named department for the City/County of \_\_\_\_\_

and that the applicant will attend the Mandatory Firearms Training Course scheduled for the dates of \_\_\_\_\_.

The governmental unit submitting this application assumes all liability and relieves the Law Enforcement Training Advisory Commission, Mobile Team Unit #10, the Illinois Law Enforcement Training and Standards Board, all sponsoring agencies, and all participating instructors from all legal responsibility due to any part of this training. A Certificate of Liability Insurance showing the above named officer is covered under the department's liability insurance policy, and a photocopy of the officer's "Form E" (which has previously been submitted to ILETSB), have been attached to this form.

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

\_\_\_\_\_  
Signature of Mayor, Village Board President, County Board Chairman,  
or Authorized Government Representative

\_\_\_\_\_  
Printed Name of Certifying Official

**MTU #10 MANDATORY FIREARMS REGISTRATION POLICY:** Due to limited class size and the need to allow plenty of practice time and individual range master attention for class participants, the MTU #10 Advisory Board has implemented the following policy, effective immediately (October 1, 2009):

**Only member departments from MTU #10 will be permitted to enroll officers in Mandatory Firearms courses offered by LETAC. As an exception, Part-time officers from outside of MTU #10's geographical boundaries may be allowed to enroll if another MFT is not being offered in their local MTU prior to the start of the next Academy.**

MTU #10 Departments registering municipal auxiliary officers must also provide a copy of their local ordinance, which states the municipal auxiliary officers do not have "conservator of the peace" powers, and are thereby not required to attend a Basic Training course.

**TUITION:** All tuition payments must come from department, not individual officer. Paid by the agency issued check only.

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

Serving the Counties of Christian • DeWitt • Logan • Macon • Mason • Menard • Montgomery • Sangamon