



Law Enforcement Training Advisory Commission

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

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

JT Wooldridge, Director

Recruiting and Applicant Background Investigations

April 06-07, 2023

8:00 a.m. – 4:00 p.m.

LETAC Training Center

840 S. Spring St, Suite B, Springfield, IL

***This course is ILETSB approved and certified for the following mandates:
Crisis Intervention (2-hrs), Human Rights (2-hrs) and Procedural Justice (4-hrs).***

Course overview: This course is designed to provide personnel with the skills and knowledge of how to recruit, hire and retain quality personnel for their law enforcement agency.

Participants will leave with the skills and knowledge of the importance of not only recruiting but also retention of quality personnel. It is just as important to keep the best people as it is to hire quality personnel. An organizational assessment should be the first step in the process and the need to break the cycle of mediocrity.

Background investigators will leave with the knowledge of their role in the selection process, the legal aspects of the background investigation, background interview sources of information and preparing the investigation report. Background investigations affect the future of an organization in many ways; thus, selection practices are vital to ensuring that future law enforcement employees and supervisors are suited for the variety of duties expected from the populations they serve. This course will provide techniques, procedures, and sample forms for the background investigator.

Instructor: **Gregory J. Anderson** has formed the On-Target Solutions Group, Inc. www.on-targetsolutionsgroup.com to focus on leadership, employees and processes, and is dedicated to developing the proper leadership and organizational continuity that is needed for government organizations to move forward. Greg instructs nationally on a variety of topics and consults.

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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nationally on internal affairs, professional standards issues, policy development, leadership, and supervision topics. He has consulted with agencies across the country and is a certified *Force Science*® Analyst. He has also served on the International Association of Chiefs of Police committee on Professional Standards, Image, and Ethics. Greg is also under contract with the United State Department of Justice as a law enforcement expert and litigative consultant.

He began his career with the Aurora (IL) Police Department and held a variety of positions up to Deputy Chief of Police. As Deputy Chief, his role was to direct the day-to-day operations of the police department with over 430 full time employees. During his career, Aurora went from a city with a population of 80,000 to the second largest City in Illinois at 200,000. His experiences were broad across every area of the Aurora Police Department.

Greg also held the position of Chief of Police for the Village of Campton Hills, Illinois. Campton Hills was a unique experience in that he started a full-service police department within a newly formed municipality. He developed from the "ground up" every facet of law enforcement services including equipment, policies and procedures, budgets, development of community and government relations, training of staff, and the oversight of a full-service law enforcement agency. And, given his overall experience, he was also tasked with assisting others within the Village on government operations and contacts, ultimately helping to structure the governmental base for Campton Hills.

Greg finished his law enforcement career as the Chief of Police in Oak Forest, Illinois. He moved the department forward in every facet of law enforcement services. As being the only Chief of Police selected from outside the department, the teamwork approach that he utilized was extremely successful in implementing changes in an established department that had been resistant to change. His focus was on establishing "best practices" for the department to enhance the professional delivery of police service to the community. The efforts at the Oak Forest Police Department earned them accreditation through the Illinois Law Enforcement Accreditation Program.

Chief Anderson has a Master's Degree in Law Enforcement and Justice Administration from Western Illinois University and a Bachelor's Degree from The Union Institute and University in Cincinnati, Ohio.

Non-Member Tuition: \$160. Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

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To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone (be sure to include all pertinent information). **MTU#10 Law Enforcement members who are under the mandate requirements will be given priority on state mandated courses and then MTU#10 local members. If it is not a mandated course, all MTU# 10 local members will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. *We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.***

Cancellation: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often.