



## 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](mailto:letac@mtu10.com) • Website [www.letac.org](http://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.

**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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### **Instructor: Shawn Wetzel (On-Target Solutions Group, Inc.)**

Shawn served in municipal law enforcement for 28 years with Peoria Police Department and recently retired in October 2021. He accepted a second career with the same agency as the Police Records Administrator. He started out his career within the Patrol Operations function and periodic collateral duties of as a Field Training Officer. In 2004, he transferred to Criminal Investigations as a Juvenile Officer with the duties of criminal investigations involving adults and children being victims and offenders. In 2005, he was promoted to Sergeant assigned to Patrol and later transferred to Field Training Division to oversee the Field Training program. In 2008, Shawn was transferred to Criminal Investigations as a supervisor to monitor the Juvenile Division detectives and cases of Criminal Investigation Division while maintaining collateral duties of the Field Training Divisions. In 2013, he was promoted to Lieutenant and assigned to Patrol Operations with collateral duties of the Field Training program and its recruits. In 2016, he was assigned to Professional Standards with duties to include tracking and conducting internal investigations, policy review and development, periodic department audits and maintaining the integrity of the department through a fair and impartial investigation and review process. In 2019, he was assigned to the departments Records Administrator with duties to manage the functions and staff of the police department records unit, Freedom of Information, and subpoena processing, overseeing UCR reporting; supervising the police reporting process and licensing services; supervising offender registration and history files; monitoring policies and procedures; assisting with the annual operating budget; and acting as liaison with other departments and outside agencies.

In 2020 and 2021, he fulfilled department needs within Patrol, Records, and Professional Standards Divisions while continuing to handle duties of Internal Investigator, audits, Records management, and various other assignments within those positions. Shawn has overseen the departments applicant background investigations for police, fire, and other positions requiring security background checks with the completion of over 200+ background investigations. Background investigations entail revealing criminal or civil cases, military records, anti-social behaviors, reference and acquaintance interviews, employment and supervisor interviews, verification of credentials and education, and variety of other follow-ups required to vet the applicant. He continued to work as a civilian as the Police Records Administrator at the Peoria Police Department until his retirement.

**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](mailto:register@letac.org). You may also fill out and submit our online registration form through the website at [www.letac.org](http://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.