



# Illinois Law Enforcement Training and Standards Board

Brent Fischer, Executive Director

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## Request Waiver of Minimum Training Standards 50 Illinois Compiled Statutes Act 705

Please Select One:	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Correctional	<input type="checkbox"/> Court Security
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Please Select One:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
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Agency Name and Address (Please Type)	Name (Last, First, Middle Initial)
	PTB ID Number:
	Position:

### A completed Form E, Notice of Appointment card, *must* accompany waiver request.

<input type="checkbox"/>	Successful Completion of the Illinois Basic Course prescribed by the Board and passed the Certification Exam. ( <b>attach copy of Certification</b> )
<input type="checkbox"/>	Extensive prior law enforcement, corrections or court security experience which makes the basic training requirements "illogical and unreasonable" ( <b>attach a summary of prior experience applicable to the specific position, giving dates of employment, department employed by, work assignment, hours per week, and length of service</b> ).

Certification/Verification

As the Chief Administrator and Employer of the officer named herein, I am requesting a Waiver of the Training Requirements under the provisions of the Public Act. **In so doing, I am verifying that the above officer is currently employed with this agency and that the information contained herein is complete and accurate. The above officer 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 Investigation and such investigation has revealed no conviction or crime involving moral turpitude (attach any arrest record). I attest that the above officer is of good character.**

Type Name of Agency Administrator \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of Agency Administrator \_\_\_\_\_ Date \_\_\_\_\_

### For Completion By The Executive Director of the Board Only

Your request for a waiver of the Minimum Training Standards for the officer listed above has been granted based upon the following:

Waiver Request Granted       Law Enforcement       Correctional       Court Security

<input type="checkbox"/> Successful completion of Basic Recruit Training and the State Certification Exam or Part-Time Basic Training Course (STTAR/PEP included) and State Certification Exam. <input type="checkbox"/> Previous training and experience. <input type="checkbox"/> Successful completion of the Board's Intern Basic Training Course.	<p>These conditions must be completed within <b><u>six months</u></b> of the date of appointment.</p> <input type="checkbox"/> Successful completion of the 24-40-Hours Illinois Mandatory Firearms Training Course per statutory requirement. <input type="checkbox"/> Successful completion of the Illinois Law Enforcement Officers Equivalency Examination. <input type="checkbox"/> Successful completion of the Board's 80 hour Transition Course. <input type="checkbox"/> Successful completion of the Board's Illinois Law for Police Course.
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Conditions of the Corrections Training Waiver is dependant on verification by the Sheriff that this officer received a thorough indoctrination of the Illinois County Jail Standards and Correctional Law.

Waiver Request Denied

Your request for a waiver of the Minimum Training Standards for the officer listed above has been **denied**. The officer **must complete** the Recruit Basic Training course within statutory time limits at one of the Board's certified training academies or mobile team units as applicable.

Executive Director \_\_\_\_\_

Date \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETING THE REQUEST FOR WAIVER OF MINIMUM TRAINING STANDARDS**

To request a waiver of the minimum standards basic training course, the Agency Administrator must:

1. Identify the type of training waived by selecting Law Enforcement, Correctional or Court Security. (States Attorney investigators are classified under Law Enforcement).
  
2. Indicate the employment status by selecting full-time or part-time (Part-time employment is classified as 1,560 hours or less in any calendar year for one or more agencies, cumulative).

Place an "X" in the appropriate box(es) wherein copies of certificates are attached establishing the employee's previous training, education and experience.

**Read the certification/verification portion carefully.** Note that by signing the request, you are attesting to certain facts and a criminal and character background investigation has been conducted and completed. It may be necessary to provide a copy of the background investigation to the Board.

In order to complete the request, it is necessary to type your name (as agency administrator) and telephone number, sign and date the request. It is essential that the request for waiver of minimum training standards be accompanied by a "Notice of Appointment" (Form E). Those notices of appointment received without a waiver request will be placed in the "needs training" category, which may delay the process.

Please be reminded that full-time officers must be trained within six months of the date of hire. If a waiver is denied, the training must still be successfully completed during that six-month period. (A 90-day extension may be granted for good reason upon written request). The same conditions apply for part-time officers, but the training must be completed within 18 months of the date of hire.

When hiring an officer who has been trained and certified by an out-of-state board (POST), attach a signed Freedom of Information Release form, as we must independently verify certification. Officers transferring in from another state must complete the 40-Hour Illinois Mandatory Firearms Training Course, an Illinois Law for Police Course and the Illinois Law Enforcement Officers Equivalency Examination to become Illinois certified.