

**Illinois Law Enforcement Training and Standards Board**  
 4500 South 6th Street Road, Rm 173 - Springfield, Illinois 62703-6177  
 Telephone: (217) 782-4540

## PROFESSIONAL CONDUCT REPORT

Form R (05/2016)

Pursuant to 50 ILCS 705/6.2, all law enforcement agencies shall notify the Illinois Law Enforcement Training and Standards Board (aka the Board) **within 30 days of any final determination** of willful violation of department or agency policy, official misconduct, or violation of law when:

- (1) the officer is discharged or dismissed as a result of the violation; or
- (2) the officer resigns during the course of an investigation and after the officer has been served noticed that he or she is under investigation that is based on the commission of a Class 2 or greater felony. This includes violations of Illinois statutes or statutes of other state or federal agencies when the elements of the offense are substantially similar to an Illinois criminal offense which is a Class 2 or greater felony.

Please note this does not replace the mandatory reporting by an agency of any felony or qualifying misdemeanor arrest/conviction of an officer under 50 ILCS 705/6.1

As it is important for this information to be legible, please type or complete this form as a fillable PDF also found on LEDI.

### REPORTING AGENCY INFORMATION

Reporting Agency: \_\_\_\_\_

Full Address: \_\_\_\_\_

Reporting Officer (including rank/title): \_\_\_\_\_

Reporting Officer Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The reporting agency must attach to this report form a detailed typed report of the officer's conduct as outlined above from 50 ILCS 705/6.2 which lead to the officer's discharge/dismissal or resignation under investigation.

### OFFICER INFORMATION

Full Name: \_\_\_\_\_ PTB ID: \_\_\_\_\_

Last Known Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### RESPONSE TO REPORT

In accordance with the provisions of 50 ILCS 705/6.2 (PA 99-352), an officer who is the subject of a professional conduct report is afforded an opportunity to respond in writing to the information submitted. Therefore, a copy of this report will be provided to each individual who will then be granted 14 days to respond and return the report. This final version of the report will be maintained by the Board. If the officer chooses not to respond within the 14 days, the original submission will become final.

#### BOARD STAFF USE ONLY

Date received/initial entry into PTB database/initials: \_\_\_\_\_

Letter sent to officer/initials: \_\_\_\_\_

Response received from officer/initials: \_\_\_\_\_

Officer's personal information redacted from report form/response/initials: \_\_\_\_\_

Documents scanned and placed into PTB database/initials: \_\_\_\_\_

Final notes in PTB database/initials: \_\_\_\_\_