



# Illinois Law Enforcement Training and Standards Board

JB Pritzker, Governor  
Brent Fischer, Executive Director

Phone: 217/782-4540  
Fax: 217/524-5350

## **Special Policies for Procedures Under COVID-19 Executive Orders**

*On April 8, 2020, the ILETSB Executive Board approved the following policies to be implemented immediately for the purpose of allowing certain trainings and Board procedures to continue while the Executive Orders issued to address concerns of the COVID-19 virus remain in effect. These policies establish a set of guidelines that will allow trainers, academies, and Board staff to perform essential law enforcement training functions while adhering to the parameters set forth in the Executive Orders.*

### **A. State Certification Examination:**

1. **Number of Participants** - Classes must be subdivided into groups of no more than nine. Each group shall take the exam within a room that has immediate access to, and entry from, the outside to eliminate any person-to-person contact and to minimize congregating in hallways and entrances. Each subgroup shall have one proctor.
2. **Student Distance** - Recruits taking the exam must be seated at least six feet apart, preferably more. Proctors shall follow CDC and IDPH guidelines to the extent possible when directing participants and conducting the examination.
3. **Access to Washrooms** - The testing facility should have washrooms in close proximity to the testing room. Proctors shall ensure that only one student at a time may visit the washroom to avoid congregation.
4. **Room Size** - The room where the exam is administered shall be sufficient enough to routinely accommodate groups of at least 80 people. Generally, the room must be of dimensions that provide at least 100 square feet per recruit taking the exam.
5. **Room Cleaning** - If possible, the exam room, recruit workspaces, and testing facility will be thoroughly cleaned and disinfected prior to administering the exam.
6. **Access to Hand Sanitizer** - Recruits shall be required to wash their hands before sitting for the exam and any time they reenter the testing room. Hand sanitizer shall be provided in the testing room and shall be available to any recruit at any time during the exam.
7. **Removal for Illness** - Any student who exhibits or reports signs of illness will be removed from the testing room and asked to undergo a medical evaluation before any subsequent retake is allowed. In such instance, the recruit's incomplete exam will not be graded and he or she will not be deemed to have attained either a passing or failing score.

8. **Access to Protective Equipment** - Participants are encouraged to bring their own personal protective gear. If available, protective masks and gloves will be offered to any participating recruit upon request.
9. **Access to Dictionaries** - Although dictionaries are customarily shared by all within a testing room, the Board shall provide enough dictionaries for each recruit during this period. These dictionaries may not be removed from the testing room.
10. **Materials: Pre-testing** - Prior to testing, the Board will ensure that test booklets, answer sheets and any other materials provided by the Board during an examination have been properly sterilized or isolated for the requisite period to avoid contact with any contagions.
11. **Materials: Post-testing** - Upon completing the exam, recruits must return their exam booklets, answer sheets and dictionaries to the proctor in the manner prescribed on the date of the exam. Be advised that answer sheets will be secured in a sterilized manner and may not be processed for several days to reduce the spread of any possible contagions.

## **B. Firearm Requalification:**

1. **Number of Participants** - Officers participating in firearm requalification must be managed in groups of no more than eight officers. Any classroom component, questionnaire, or written exam shall be conducted within a room that has immediate access from the outside to eliminate any person-to-person contact and to minimize congregating in hallways and entrances. Each group shall have one range master.
2. **Participant Distance** - The range master shall assign and place participating officers on the shooting line with at least six feet between each participant, preferably more. The range master shall follow CDC and IDPH guidelines to the extent possible when directing participants and conducting the requalification.
3. **Access to Washrooms** - The range facility should have washrooms in close proximity to the firing line. Range masters shall ensure that only one participant of the group may visit the washroom at a time to avoid congregation.
4. **Room Size** - The room where any classroom component, questionnaire, or written exam is to be administered shall be sufficient enough to routinely accommodate groups of at least 80 people. Generally, the room must be of dimensions that provide at least 100 square feet per participating officer.
5. **No Physical Contact** - Range masters must conduct their instruction and course of fire in a manner that completely avoids physical contact.
6. **Cleaning** - If possible, any “touch points” within the range facility will be thoroughly cleaned and disinfected before any officer participation in the range qualification.

7. **Access to Protective Materials** - Participants shall be required to wash or sanitize their hands before participating in any portion of the requalification. Hand sanitizer shall be provided in the testing room and shall be available to any participant. Participants are encouraged to bring their own personal protective gear. If available, protective masks and gloves will be offered to any participating recruit upon request.
8. **Removal for Illness** - Any participant who exhibits or reports signs of illness will be removed from the range qualification and asked to undergo a medical evaluation before any subsequent requalification is allowed.

### **C. Canine Requalification:**

1. **Number of Participants** - Canine handlers must be managed in groups of no more than three officers at a time. Any classroom component, questionnaire, or written exam shall be conducted within a room that has immediate access to , and entry from, the outside to eliminate any person-to-person contact and to minimize congregating in hallways and entrances. Each group shall have no more than two canine evaluators conducting the requalification.
2. **Participant Distance** - Participating officers shall be reminded to keep at least six feet away from all other individuals before, during, and after the canine requalification process. Canine evaluators shall follow CDC and IDPH guidelines to the extent possible when directing participants and conducting the requalification.
3. **Room Size** - The room where any classroom component, questionnaire, or written exam is administered shall be sufficient enough to routinely accommodate groups of at least 40 people or ten times the number occupying the room in the course of a canine requalification. Generally, the room must be of dimensions that provide at least 100 square feet per occupant participating in the requalification.
4. **No Physical Contact** - Canine evaluators must conduct the requalification in a manner that completely avoids physical contact between people.
5. **Cleaning** - If possible, any “touch points” within the canine requalification facility will be thoroughly cleaned and disinfected before any officer participates in the requalification.
6. **Access to Protective Materials** - Hand sanitizer shall be provided and shall be available to any participant at any time during the requalification. Participants are encouraged to bring their own personal protective gear. If available, protective masks and gloves will be offered to any participating officer upon request.
7. **Removal for Illness** - Any participant who exhibits or reports signs of illness will be removed from the facility and asked to undergo a medical evaluation before any subsequent requalification is allowed.