

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
4500 South 6th Street Road, Room 173, Springfield, Illinois 62703-6617**

**MINUTES OF THE SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE
April 8, 2020**

I. CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

The April 8, 2020 special meeting of the Executive Committee was called to order at 1:32 p.m. by Chairman Gleason at the Board's Springfield office. Roll was called by Ellen Petty, and a quorum of voting members was established. *(Pursuant to Executive Order 2020-07, all Executive Board Members and most staff participated via telephone.)*

Members in Attendance:

Tim Gleason (via telephone)
John Schlaf (via telephone)
Valerie Salmons (via telephone)
Richard Watson (via telephone)
Pat Hartshorn (via telephone)

Members Absent:

None

Staff in Attendance:

Brent Fischer
John Keigher
Kelly Griffith
Eric Pingolt (via telephone)
Pat Hahn (via telephone)
Jennifer Wooldridge (via telephone)
Denise Matthew (via telephone)
Lee Ryker (via telephone)
Ellen Petty (via telephone)

Guests:

Brendan Kelly, Director of Illinois State Police (via telephone)

II. UNFINISHED BUSINESS

- A. Correspondence to Governor's Office
- B. Board Examinations, Firearm Requalification, Canine Requalification and Other Actions During the COVID-19 Quarantine Orders

Chairman Gleason advised that ISP Director Brendan Kelly contacted him on Sunday, in response to the letter Gleason sent to Governor Pritzker after the last meeting. He advised that during that call, they discussed very little about pre-COVID-19 issues. The main topics of discussion were basic training academies, in-service firearms requalification, and IROCC

qualifications during the COVID-19 emergency. He then asked Director Kelly to address the committee.

Director Kelly advised that the Governor's General Counsel and the Lt. Governor's designee asked him to reach out to the Board to discuss COVID-19 related training issues and possible adaptations. ISP academy is moving forward with training utilizing guidelines developed by their Medical Director. These guidelines include the use of small groups, social distancing, and extra cleaning precautions. The Governor's office has indicated that they have no problems with those guidelines, and as long as they meet with IDPH approval, they are deemed to be sufficient. They have been submitted for this approval, and they are currently awaiting a response from IDPH as to whether any changes need to be made. IROCC was discussed only briefly, as active-duty officers are the top priority.

Gleason asked Kelly what the committee or Board staff can do to aid in his discussions with the Governor. Kelly stated that he had been given a copy of our draft "Special COVID-19 Policies" and that he would be happy to take them to his Medical Director and the Governor's attorney for review. He asked how the document was developed. Keigher advised that ISP staff had shared the guidelines with him, and PTI had shared the guidelines being used by the U of I as well. Our document was developed using these as a guide. Keigher went on to say that he had already shared the document with the Governor's legal staff, who had also indicated that they could see no problems with it. Kelly said that this information was very helpful.

Hartshorn asked Kelly if the Governor was aware of the Board's funding issues and how the MTUs are being affected. Kelly responded that he definitely is aware of the funding problem. They continue pushing for more attention from the legislators, but due to the COVID-19 shut down, he is unsure when they will meet again to be able to discuss any resolutions. He advised that Senator Manar is in communication with the Governor regarding ILETSB's budget and funding issues and keeps pushing for a resolution as well. Watson and Salmons expressed gratitude for the information and the continued attention to our funding problem.

Salmons asked if there had been any discussion on a resolution to the communication issues and how he deals with communication for his agency. Kelly stated that it is a bit different for him since he has only one boss, and that is the Governor – so while he is in a different portfolio than ILETSB and normally works with and communicates through the Deputy Governor of Public Safety, if he has an urgent matter that needs immediate attention, he goes straight to the Governor. Kelly feels that a lot of the communication issues we've been experiencing are due to subjects of previous communications somehow getting lost in translation, but he said that the Governor took the letter from Gleason seriously and that it was not at all out of line to bring the matter to his attention.

Schlaf stated that he was very happy with the answers and assistance that Director Kelly had provided. He asked Keigher if there is anything in the ISP guidelines and ILETSB's proposed guidelines that conflict with each other. Keigher advised that there were only a few minor differences, such as officers being required to provide their own PPE due to ILETSB's inability to procure those items directly. In any other differences, ILETSB's guidelines were more restrictive, not less.

Director Fischer thanked Director Kelly for his time and his efforts during this busy and uncertain time. He said that he would be happy to communicate regularly with a regularly

scheduled call throughout this matter. Director Kelly logged off of the call at 2:00 p.m.

C. Other Unfinished Business

There was no other unfinished business to discuss.

III. NEW BUSINESS

A. Special Board Policies for Operating During the COVID-19 Emergency Declaration

Schlaf asked if we still need a motion to move forward after the conversation with Director Kelly. He would like to ensure that if we do move forward with a motion at this stage, that we make sure that motion won't conflict with any clearance Director Kelly may provide.

Chairman Gleason asked Director Fischer and John Keigher what they thought about the need for a motion, and if they thought it would get in Kelly's way with regard to approval from the Governor. Keigher advised that the procedures and guidelines are already developed and in line with ISP's guidelines, were prepared keeping the Governor's orders in mind, and have already been reviewed by the Governor's general counsel without concerns. The procedures were used at MTU 15 over the weekend for administering the certification exam for the PTBLE class and it went quite smoothly and without incident. He feels that it would be important to have a motion to move forward, within the Governor's parameters, with the Board's approval. It would also be helpful to have a motion sooner, rather than later, so that the guidelines can be shared with the MTUs and Academies, who are waiting to hear back from the Board before taking any further action.

Director Fischer advised the committee members that Board staff has had conference calls with the Academy Directors and the MTU Directors who operate a Part-time Basic Training class. Some academy classes were only a couple of weeks from being complete and there have been Chiefs who have asked if we can waive the final two weeks of training. All were in agreement that waiving part of the academy would not be advisable for a number of reasons, including statutory requirements, and that the Board certified academy curriculum should remain intact. However, Director Fischer would like to be able to finish up the Mandatory Firearms Training portion of the curriculum for the 173 recruits who were in the academy when the stay at home order was implemented. This would allow them to begin their FTO process back at their departments while they are attending the parts of the curriculum that are available to them online.

A motion was made by Watson, seconded by Schlaf, and approved by all to adopt these special policies on social distancing and participant limitations that will allow the Board to conduct required examinations and requalifications in accordance with the guidelines of the Governor's COVID-19 Executive Orders for as long as they shall remain in effect.

Director Fischer advised the Board that he will reach out to Director Kelly to keep him updated on the Board's progress.

B. Other New Business

Director Fischer gave the Committee a brief update on financial matters. The Board has received a few more small deposits taking us up through March 27th collections. The balance in the TACCSF is currently \$1.8M, and we are \$4.3M behind where collections were at this time last year. The decision has been made to pay as much as we can to the academies and MTUs, while still leaving enough in the fund to pay ILET SB payroll and operating expenses, keeping in mind we will likely see a significant drop in receipts due to the COVID-19 stay at home order and the corresponding drop in traffic fines and fees. Payments will go out right away for 15% of the amount we owe to each of the academies and the Executive Institute, with 25% of the 3rd quarter payments being made to MTUs 9 & 10, as they are the only MTUs that require those additional funds to keep the doors open at this time. These payments come to \$356,000, leaving just over \$1.4M in the fund, which is enough to cover ILET SB payroll through the end of the fiscal year, as well as pay our bare minimum operating expenses. As more deposits are made, more partial payments will be made to the academies and Executive Institute.

IV. ADJOURNMENT

A motion was made by Watson, seconded by Schlaf, and approved by all to adjourn the meeting at 2:32 p.m.



ILETSB – Special Policies for procedures under COVID-19 Executive Orders:

State Certification Examination:

- **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.
- **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.
- **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.
- **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.
- **Room Cleaning:** If possible, the exam room, recruit workspaces, and testing facility will be thoroughly cleaned and disinfected prior to administering the exam.
- **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.
- **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.
- **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.
- **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.
- **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.

- 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.

Firearm Requalification:

- 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.
- 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.
- 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.

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.

- No Physical Contact: Range masters must conduct their instruction and course of fire in a manner that completely avoids physical contact.
- Cleaning: If possible, any “touch points” within the range facility will be thoroughly cleaned and disinfected before any officer participation in the range qualification.
- 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.

- 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.

Canine Requalification:

- 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.
- 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.
- 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.
- No Physical Contact: Canine evaluators must conduct the requalification in a manner that completely avoids physical contact between people.
- Cleaning: If possible, any “touch points” within the canine requalification facility will be thoroughly cleaned and disinfected before any officer participates in the requalification.
- 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 recruit upon request.
- 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.