

ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

4500 South 6th Street Road, Room 173, Springfield, IL 62703-6617

MINUTES OF THE QUARTERLY BOARD MEETING

Even Hotel & Tinley Park Convention Center
18451 Convention Center Drive, Tinley Park, Illinois 60477

**June 1, 2022
2:00 P.M.**

I. CALL TO ORDER & PUBLIC MEETING ANNOUNCEMENT

The June 1, 2022 Quarterly Board meeting was called to order at 2:03 p.m. by Chairman Mitchell Davis.

II. ROLL CALL – ESTABLISHMENT OF QUORUM

Roll was called by Michelle Mlinar, and a quorum of voting members was established.

Members in Attendance:

Mitchell Davis
John Idleburg
Ghida Neukirch
Timothy Nugent
J. W. Price
Kwame Raoul (2:19 p.m.)

Members Absent:

Sean Smoot
Tim Gleason
Iris Martinez
Richard Watson
Brendan Kelly

Designees in Attendance:

Antoinette Ursitti for David Brown
Marlon Parks for Thomas Dart
Pat Connolly for Rob Jeffreys
John Carroll for Kwame Raoul

Staff in Attendance:

Keith Calloway
Anthony Cobb
Cheryllynn Williams
John Keigher
Ellen Petty
Michelle Mlinar
Andrew Oldfield
Jennifer Wooldridge
Paul Petty

Jill Wieland
Jeffrey Chapman
Kristina Shelton
Jan Noble
Lee Ryker
Fred Kientzle
Scott Schaefer
Scott Heston

Others in Attendance:

Heather Hotz, ILETSB-EI	Mariam Hamad, CPD
Cindi Bricker, ILETSB-EI	Allyson Clark-Henson, CPD
Barb Wood, ILETSB-EI	Michael Schassburger, Cook County Sheriff's Office
Brenda Swires	Antonio Imhof, Cook County Sheriff's Office
Kenton Manning, IROCC	David Oliver, Police Law Institute
Ernie Ashby, IROCC	Jon Mandrell, Sauk Valley Community College
Beth Edwards, IROCC	Scott Wernsman, John A. Logan College
Van Muschler, SWIC	Allan Willmore, John A. Logan College Police
Eric Danford, SWIC	Steve Ryan, IDOC
Jim Volpe, SLEA	R. Mulligan, Hazel Crest PD
Michael Schlosser, PTI	Deyau Ikmud, Hazel Crest PD
Jim Getz, MCLETC	Destiny Rogers, Hazel Crest PD
Doug Coppotelli, MTU 1	Stan Tencza, Tinley Park PD
Jay Koeh, MTU 1	Shane Casey, Channahon PD
Jeff Schelling, MTU 2	Hilary Davis, New Lenox PD
Joe Schweihs, MTU 3	Leanne Chelepis, Frankfort PD
April Morris, MTU 3	Brian Benton, Mokena PD
John W. Reynolds, MTU4	William Joyce, South Chicago Heights PD
Brian Fengel, MTU 7	Elvis Slaughter, VP NAACP CFSSB
Jean Swan, MTU 7	Gary Dingle, NAACP CFSSB
Penny Abbott, MTU 9	Robert Moore, NAACP IACP
Jill Ward, MTU 9	Anna Burke, IADLEST
JT Wooldridge, MTU 10	Patrick Ryan, IL Attorney General
Dan Ryan, MTU 10	Cindy Jones, UIS
Kevin Koontz, MTU 12	
Brad Oyer, MTU 13	
Christina Stephen, MTU 13	
David Hayes, MTU 14	
Chuck Doan, MTU 15	
Bradley Hertzmann, MTU 16	
John Perona, MTU 16	

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE FOR FALLEN OFFICERS

Chairman Davis asked for a moment of silence for our fallen officers. He also asked to include the children of Uvalde, Texas and the victims in Buffalo, New York.

V. INTRODUCTION OF GUESTS & VISITORS

VI. CHAIRMAN'S REMARKS

Chairman Davis recognized Board staff and thanked them for their dedication and hard work. The Chairman noted his term is up at the end of this year and wants to make sure the new mandates are in place by then. He also would like to invite the ICAT training people to present at our next Board meeting. He stated the Board has a great responsibility for holding those in the Law Enforcement profession accountable for their actions, we are representing those we are serving. Davis thanked everyone for allowing him to serve as Chair.

VII. ADOPTION OF TEN SHARED PRINCIPLES

Chairman Davis stated the Ten Shared Principles were created in 2018 by the Illinois Chiefs Association and the NAACP. They are shared principles between law enforcement and the community they serve. Davis summarized the principles listed below:

1. *We value the life of every person and consider life to be the highest value.*
2. *All persons should be treated with dignity and respect. This is another foundational value.*
3. *We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status.*
4. *We endorse the six pillars in the report of the President's Task Force on 21st Century Policing. The first pillar is to build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles.*
5. *We endorse the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality.*
6. *We endorse the values inherent in community policing, which includes community partnerships involving law enforcement, engagement of police officers with residents outside of interaction specific to enforcement of laws, and problem-solving that is collaborative, not one-sided.*
7. *We believe that developing strong ongoing relationships between law enforcement and communities of color at the leadership level and street level will be the keys to diminishing and eliminating racial tension.*
8. *We believe that law enforcement and community leaders have a mutual responsibility to encourage all citizens to gain a better understanding and knowledge of the law to assist them in their interactions with law enforcement officers.*
9. *We support diversity in police departments and in the law enforcement profession. Law enforcement and communities have a mutual responsibility and should work together to make a concerted effort to recruit diverse police departments.*
10. *We believe de-escalation training should be required to ensure the safety of community members and officers. We endorse using de-escalation tactics to reduce the potential for confrontations that endanger law enforcement officers and community members; and the principle that human life should be taken only as a last resort.*

Currently nationwide, there are 298 Departments, 12 Organizations, one Corporation and one individual who have adopted these principles. In Illinois, there are two Academies who have adopted the principles: Illinois State Police and the Police Training Institute. There was discussion around the Board adopting the principles at the March Board meeting.

Motion was made by Idleburg, seconded by Neukirch, and carried by all members present to approve the Adoption of the Ten Shared Principles by the Illinois Law Enforcement Training and Standards Board.

Robert Moore with the NAACP addressed the audience. He has about 50 years in law enforcement and almost the same with NAACP. He was present when the Ten Shared Principles were created and is helping it grow. He recognized the local NAACP members in the audience and stated he has been traveling the state for four years presenting the principles.

The Board members signed the Ten Shared Principles document and pictures were taken.

VIII. APPROVAL OF MINUTES

A. *Curriculum and School Standards Advisory Committee Meeting*
March 3, 2022

B. *Finance & Legislative Committee Meeting*
March 3, 2022

C. *Quarterly Board Meeting*
March 3, 2022

Motion was made by Nugent, seconded by Price, and carried by all members present to approve the minutes of the Curriculum and School Standards Advisory Committee Meeting, the Finance & Legislative Committee Meeting, and the Quarterly Board Meeting from March 3, 2022.

IX. REPORT OF STANDING ADVISORY COMMITTEES

A. *Curriculum and School Standards Advisory Committee – Ghida Neukirch*

Committee Vice Chair Neukirch stated the Committee met earlier today and approved 14 hours of special training for the Sheriff's Association Winter Training Conference.

Cindy Jones, curriculum content expert from UIS, presented recommendations on new content enhancements due to the SAFE-T Act requirements to the various Law enforcement curriculums. The Committee approved the updates recommended: 640 hours for Basic Law Enforcement, 320 hours for Basic Corrections, and 240 hours for Basic Court Security curriculums.

Chuck Doan, MTU 15, provided updates to the Mandatory Firearms Training course, which is included in all the Basic academies.

Paul Petty provided a report, and the Committee approved In-Service MTU training from January – May 2022. Also approved were the specialty courses to continue Lead Homicide Investigator certification.

Van Muschler presented information on the Online Part-Time to Full-Time Transition course with increasing hours.

Dr. Jon Mandrell updated the Committee on the Sauk Valley Academy proposal for a new academy in 2023.

A tuition increase for PTI was approved.

Motion was made by Raoul, seconded by Idleburg, and carried by all members present to approve the Curriculum and School Standards Advisory Committee report.

B. Special Personnel Committee – Ellen Petty for Sean Smoot

Ellen Petty stated the Committee met May 15th to discuss the hiring of a permanent executive director. Candidates were selected for interviews and the plan was to have interviews completed before today's meeting, then meet the top two in person and conduct a final interview prior to this meeting, and finally present the candidate for approval at this meeting. Unfortunately, this goal was not able to be met and the interviews are set for June 14th and June 15th. The top four candidates out of the 15 applicants were selected for interviews and a recommendation will be forthcoming.

Motion was made by Neukirch, seconded by Idleburg, and carried by all members present to approve the Special Personnel Committee report.

X. EXECUTIVE MATTERS

A. Financial Items – Kristina Shelton

1. FY22 Expenditures through May 10, 2022

2. *Cash Flow Analysis for Funds:*
 - a. *Fund 356: Camera Grant Fund*
 - b. *Fund 517: Police Training Intern Fund*
 - c. *Fund 879: Traffic and Criminal Conviction Surcharge Fund*
3. *FY23 Budget: Approval of FY23 Funding*

Kris Shelton stated her reports can be found under Tab F. The FY23 Budget shows an increase of \$125M, this is an increase of \$94M over FY22. Some of these increases came from the camera grant, a Chicago grant, and a ballistics grant. The second report shows expenditures, and the last report shows the cash flow of our four actual funds. Fund 743 is the new insurance fund and it currently contains \$25M. Shelton asked for approval for the in-service funding from the 879 Fund which are itemized on a handout.

Motion was made by Nugent, seconded by Parks, and carried by all members present to approve the Fiscal report and approve the budget request for In-Service funding.

B. *Personnel Matters – Ellen Petty*

Ellen Petty stated she has a lengthy report in the Board book, but the highlights are as follows since the passage of the SAFE-T Act:

- 29 job descriptions created/updated
- 18 new employees hired
- 3 employees have been promoted
- 3 employees have transferred to other agencies
- 4 employees have retired
- 2 employees have been discharged
- 1 employee retired then returned on a 75-day temporary appointment
- 5 positions are in various stages of the hiring process
- 10 additional job descriptions are currently under development

The State of Illinois hiring process takes from 6-9 months to complete. We have two employees starting today: Stephanie Heckenkamp, from the Illinois Liquor Control Commission, as Lead Accountant and Jason Wolfe, from DoIT, as a Network Administrator. The Personnel Committee met and interviews for a new Executive Director are scheduled for June 14th & 15th. Recently, Interim Director Calloway selected staff members to serve on the Diversity, Equity & Inclusion committee relative to the Governor's Executive Order. As of today, with the two new employees, we have a head count of 29, plus a couple of contractual positions. There are 14 positions planned for development before the end of FY23, 11 positions for FY24 and another 17 additional positions for FY25.

Chairman Davis stated the Director's evaluation needs to be completed. He asked Board members to give him their input on how to proceed before they leave today.

C. Legislative and Litigation Update – John Keigher

John Keigher stated there is no formal litigation at this time, however there is still a Human Rights claim the Attorney General's office is handling for us. Regarding legislations, the General assembly wrapped up early this year and there are several bills to review.

Funding Bills:

HB900: The \$33M for the Camera Grant is spread out over several years not just this next year. [*For clarification: this is the Board's appropriation bill which includes the \$33M.*]

HB4700: The budget implementation bill. This expands the camera grant eligibility; any unit of government is now eligible for the camera grant. Last year it was expanded to include public universities and now it has expanded further to include park districts and other special districts.

SAFE-T Act Bills:

HB1568: Requires the Board to collaborate with the community college board to establish minimum requirements and transfer credits related to the intern program. Report due to the General Assembly by July 2023.

HB3863: This bill created the law enforcement recruitment and retention fund. This is a new grant program requiring the Board to establish administrative rules and a program for the distribution of funds to underserved areas experiencing the most need.

HB5496: This makes the official change in terminology from "traffic accidents" to "traffic crashes". This may seem minor, but it will involve many changes to our curriculum and other training programs.

Additional Bills:

HB4736: Created a special co-responder pilot program that requires specialized training for both police officers and social service providers when responding to mental health disturbance calls, the Board currently has a training for this in place. This pilot program covers Springfield, Peoria, Waukegan, and East St. Louis.

HB4667: This bill exempts active and retired county and state correctional officers from certain firearms prohibitions if they meet certain requirements of the law enforcement officers SAFE-T act. This bill attempts to give the same firearms privileges to corrections officers as it does to law enforcement officers as it relates to the IROCC program. The bill moved very quickly, and the sponsors have indicated they want to review our concerns regarding the training and certification standards and would like to review with us for a possible trailer bill.

D. Law Enforcement/Corrections/Court Security Waiver Disposition Quarterly Report – Chairman Davis

Chairman Davis noted there were 316 approved and 53 rejected waivers.

Motion was made by Neukirch, seconded by Price, and carried by all members present to approve the reports for Personnel, Legislative and Litigation and the Waiver Disposition Quarterly Report.

XI. PROGRAM PROGRESS REPORTS AND CONCEPTS

A. Illinois Law Enforcement Executive Institute – Heather Hotz

Heather Hotz noted the Executive Institute continues to host executive level training, hosting two in the past quarter; PERF for the executive level in Aurora from February thru April with 29 chiefs attending the training, and PSR for the supervisory level just finished last month held at WIU with 26 attending the training.

In April, the Women in Criminal Justice Conference was held in Normal with over 300 attendees – highest attendance to date, usually averages 175.

New Chiefs of Police Orientation will be held September 12-15, 2022 in East Peoria.

B. A Statewide System of In-Service Training (ASSIST) Program and Specialized Training Programs – Paul Petty

Paul Petty asked the Board to look to Tab J and the attachments, specifically attachment two. Petty asked the Board to not only look at the number of classes held through the MTU's, but also to specifically look at the number of classes held to meet the mandates of the SAFE-T Act. Petty stated our MTU's continue to strive to provide the necessary training for officers throughout their region.

IDOT Grant and Traffic Crash Reconstruction information is also under Tab J.

C. Part-Time Basic Training Program Update – Paul Petty

Paul Petty noted part-time is located under Tab K and asked the Board to please note the starting numbers versus the graduation numbers, some have not started as they are waiting to fill spaces.

Chairman Davis is starting a new subcommittee to address any part-time legislative issues, and anything related to part-time. David Hayes and Dan Ryan will be the co-chairs for the committee.

D. CIT & SRO Training Update – Jennifer Wooldridge

Jennifer Wooldridge stated CIT and mental health trainings are going well and next year requests are already coming in. SRO is moving along with the refresher starting soon. CIT concepts instructors are ready to give introduction to classes beginning in July in conjunction with the SAFE-T Act.

E. Information Technology Update – Anthony Cobb for Kelly Ingram

Deputy Director Cobb stated that Kelly Ingram is at the office to onboard new employees, but his detailed report is under Tab M.

Motion was made by Nugent, seconded by Price, and carried by all members present to approve all Program Progress Reports and Concepts.

XII. UNFINISHED BUSINESS

A. SAFE-T Act Update – John Keigher

Keigher stated now that the legislative cycle is behind us, we will be able to refocus on implementing the SAFE-T Act issues. Currently we are working on ways to deal with and address the complaints and investigative issues being presented to us as we still need to onboard personnel for this. The in-service courses were rolled out last year and we are looking at standards for instructors. Also, there is a requirement for interagency communication for lateral hires. As part of the bill any agency hiring must check with the previous employing agency to make sure the officer background is clean. A lot of this information had been maintained by the Board, and a portal has been established for use which is expected to be live soon.

B. Camera Grant Rules – John Keigher

Keigher reported the changes approved at the previous Board meeting have been fast tracked by the JCAR group and are set for approval at the June 14th JCAR meeting. Once approved we can begin making awards. We are currently

accepting applications for cameras purchased during the FY22 period. The only legal change to note is to allow cameras to go towards any unit of government.

XIII. NEW BUSINESS

None

XIV. PUBLIC INPUT

Chief Allen Willmore, Chief of Police at John A. Logan Community College, to discuss a potential police academy. His concern is the academy in Belleville, Illinois, in the St. Louis area, poses challenges to the smaller rural departments in the 22 southern most counties. Commute can range between 1-5 hours and the time away and expense can burden a small department. The southern 23 counties in Illinois have an approximate population of 700,000 – with 60% spread over 22 counties, 8 counties fall in the highest 30th percentile of violent crimes in the state, with Alexander County being the highest in the state. There is a dire need for safety and social wellness in southern Illinois. Chief Willmore is asking the Board to consider establishing an academy in John A. Logan Community College – the college has authorized the hiring of a person to coordinate this, classroom and training space has been identified, the use of a certified range has been identified and certified instructors are being sought out.

Chairman Davis stated this is not a Board approval process, it is a Director approval process. He directed Chief Willmore to talk to Sauk Valley then bring his presentation to the Board for consideration.

Anna Burke, trainer and state licensed speech and language pathologist through the Illinois Department of Financial and Professional Regulation. She stated she also holds a professional educators license through the Illinois State Board of Education, and she listed several other licenses. She stated she is a law enforcement trainer and is currently creating officer trainings around disabilities and mental health.

XV. ANNOUNCEMENTS

- A. *Curriculum and School Standards Advisory Committee Meeting*
September 7, 2022, Collinsville, Illinois
- B. *Finance & Legislative Committee Meeting*
September 7, 2022, Collinsville, Illinois

C. Quarterly Board Meeting
September 8, 2022, Collinsville, Illinois

J. W. Price asked to form a committee to update and review our POWER test and Chairman Davis thanked him for volunteering himself to chair that committee. Director Calloway jumped in to clarify that the Board is already working on this issue, and the issue was not discussed today due to an already full agenda.

XVI. ADJOURNMENT

Motion was made by Nugent, seconded by Price, and carried by all members present to adjourn the meeting at 3:18 p.m.



QUARTERLY BOARD MEETING ATTACHMENTS



Illinois Law Enforcement Training and Standards Board

JB Pritzker, Governor
Keith Calloway, Interim Executive Director

Phone: 217/782-4540
Fax: 217/524-5350
TDD: 866-740-3933

MEMORANDUM

To: Keith Calloway, Interim Executive Director
From: Kristina Shelton, Chief Fiscal Officer
Date: June 1, 2022
Subject: FY 23 – Full Year In-Service Funding

In April, Governor Pritzker signed HB 900 into law (PA 102-698) effectively enacting the Board's FY 23 appropriation. With full year funding already appropriated, it is customary to approve the budget for the Board's in-service training expenses at the June Board meeting. This year's budget allocates \$8.4 million from General Revenue Funds to supplement the anticipated revenues from the Traffic and Criminal Conviction Surcharge Fund for basic and in-service trainings. Because receipts into the TCCSF continue to fluctuate under the revised collection process, we wish to withhold some spending from the in-service allocations until the second half of the fiscal year.

Therefore, it is recommended that the Board authorize funding for the MTUs, Executive Institute, specialty trainings, and other direct contracts with ongoing expenses as set forth below:

Mobile Training Units	\$9,500,000
Executive Institute	\$2,300,000
Crisis Intervention Team trainings	\$1,700,000
School Resource Officer trainings	\$500,000
Other Specialty Trainings (K9, Lead Homicide, etc.)	\$250,000
Chicago Police Department In-Service	\$500,000
Illinois Computer Crime Institute	\$300,000
Professional Association Trainings	\$150,000
Miscellaneous Training Costs:	\$500,000
Reserved for Second Half FY 23 Special Needs:	\$1,500,000
Total	\$17,200,000

Please note that additional funds may be awarded at future Board meetings based upon the availability of existing revenue supplies and appropriated balances.

Curriculum Revision and Recommendations Synopsis

560 BLE

In December 2019, The Project for Public Safety and Justice (PPSJ), in the Institute for Legal, Legislative, and Policy Studies at the University of Illinois Springfield, was contracted to conduct the curricula revisions for several trainings overseen by the Illinois Law Enforcement Training and Standards Board (ILETSB), including the 560-hour Basic Law Enforcement (BLE) training, the Basic Correction Officer (BCO) training, and the Court Security training. Since that time, society has experienced some unforeseen occurrences such as a pandemic, high-profile law enforcement events, and legislative changes. These events not only increased the length of time needed to complete the revisions but also affected the revisions and recommendations of PPSJ.

Law enforcement academy curriculum is subject to frequent changes as the complexities of modern policing require law enforcement agencies to expand how officers are trained. Strategies based on evidence-based research and best practices can help increase public and officer safety and positively affect officer wellness. The Basic Law Enforcement (BLE) curriculum was last revised in 2017. At that time, it was increased to 560 hours. Five years later, PPSJ recommends adding three new courses to the curriculum and increasing the hours of another course, which will add an additional 24 hours and increase the total BLE academy time to 584 hours. The additions and changes are listed below:

- Addition - Awareness of Wrongful Conviction Avoidance Course 4 hours - This curriculum was written by the Illinois Innocence Project at the University of Illinois Springfield
- Addition - Gender Responsiveness Course 4 hours – This curriculum was created by the Cook County Sheriff's Department and adapted by PPSJ for the BLE
- Addition - Introduction to Crisis Intervention Team (CIT) Concepts 8 hours - This curriculum was written by ILETSB staff.
- Increase in hours - Control and Arrest Tactics will increase from 32 to 40 hours. This curriculum was revised by the Police Training Institute. All academies—BLE, BCO, and Court Security—will now receive 40 hours of training in control and arrest tactics.

These recommendations to add additional training are based on evidence-based research, guidance from subject matter experts (SMEs), societal shifts and changes, as well as new laws impacting many areas of the criminal justice system. Moreover, while all courses were reviewed and many revised, some saw significant changes, particularly Mandatory Firearms Training, which was reviewed by a team of SMEs, and Fingerprinting, which was revised by a subject matter expert at the Illinois State Police. Finally, one course has been renamed. The previously titled Mental Illness and Non-Normative Behavior has been changed to Mental Health Awareness and Response.

Basic Correction Officer (BCO) Synopsis

Revisions to the BCO curriculum had last been made in 2008, so a job task analysis was conducted to garner input from current correction officers on what areas of training they felt needed to be improved. The results from the job task analysis identified the following areas as having the biggest training gaps: mental health, control tactics, detainee transports, report writing, communication/verbal de-escalation skills, and emergency training. In addition to these results, the suggested revisions to the curriculum have also been based on evidence-based research, recommendations from subject matter experts, societal shifts and changes, as well as new laws impacting many areas of the criminal justice system. Some curriculum change recommendations are automatic, as trainings for the BLE, BCO and court security now include an eight-hour introduction to crisis intervention team (CIT) concepts course. Additionally, it is recommended control and arrest tactics increase from 32 to 40 hours for all three academies and that the 16-hour officer wellness block—which includes officer wellness, stress management, and health and nutrition and was already part of the BLE—now be extended to BCO and Court security training. This is an important addition to this curriculum as the suicide rate for COs is increasing.

The current BCO training is 200 hours. PPSJ recommends adding seven new courses to the curriculum and increasing the hours of several other courses. This will add an additional 100 hours, increasing the training to 300 hours. The new courses are listed below as well as the increase in hours per section:

New Courses

- 16 hours Correction Officer Wellness to include Officer Wellness, Stress management, and Health and nutrition
- 16 hours - Gender Responsiveness Course
 - to include PREA
 - to include Monitoring and care of pregnant detainees
 - to include trauma informed
 - to include working with transgender detainees
- 8 hours - Introduction to Crisis Intervention Team (CIT) Concepts
- 4 Hours Ethics
- 4 hours Cultural Responsiveness/Implicit bias

Changes in hours per section

- Administrative will increase from 12 to 17 hours
- Legal will increase from 25 to 40 hours
- Operations will increase from 32 to 41 hours
- Investigations will increase from 13 to 16
- Proficiency section increase from 42 to 54 hours
- Correction officer functions and human behavior will increase from 40 to 76 hours.

The new and revised curriculum was created with the assistance of many subject matter experts. The Introduction to Crisis Intervention Team (CIT) Concepts was designed by ILETSB staff while courses such as correction officer wellness, ethics, cultural responsiveness/implicit bias, and interviewing victims, witnesses, & suspects was borrowed from the 560 BLE curriculum. The gender responsiveness course, autism course, and nutrition course were created from material supplied by the Cook County Sheriff's Department while revisions to the fingerprinting course was provided by the Illinois State Police. The following chart shows proposed changes for the BCO curriculum:

Proposed Changes BCO Curriculum	Recomm ended hours	Current hours
Administrative		
Course Orientation/Academy Director	4	3
Exams	8	4
Board Licensing	3	3
Graduation	2	2
Subtotal	17	12
Legal		
Law for Corrections	16	9
Use of Force	10	7
*Additional Use of Force hours with scenarios addressed in firearms and proficiency		
* to include Duty to intervene scenario		
Legal Liabilities	4	4
Illinois County Jail Standards	2	1
Detainee Rights/Privileges	4	4
Courtroom Testimony ¹	4	1
Subtotal	40	25

¹ This was previously part of the Investigations section.

Operations		
Intro to County Corrections	1	1
Processing & Documentation	8	8
Classification/Assignment	2	2
Programs/Services	2	1
Food Service Management	1	1
Medical Services	1	1
Visitation	1	1
Detention Area Safety and Security	4	4
Searches	4	4
Conducting Head Counts	1	1
Fingerprinting/Photographing	4	4
Detainee Transport (4 hours practical/scenario w/ CT; hospital detail)	8	2
Emergency Procedures - to include hostage situations & detainee self-harm	4	2
Subtotal	41	32
	Recomm ended	Current
Investigations		
Crime Scene First Responder	3	3
Interviewing Victims, Witnesses, & Suspects	2	1
Complaints and Disciplinary Procedures	1	1
Report Writing (incorporate Use of Force reporting)	10	8
Subtotal	16	12
Proficiency		
Emergency First Aid and CPR	12	12

• Narcan (can be done online?)	1	
• Bloodborne Pathogens - Can be done online	1	
Physical Skills and Personal Defense to include:	40	30
• De-escalation		
• Use of force pertaining to CT - to include body cameras		
• OC		
• Taser		
Subtotal	54 hours	42
	Recomm ended	Current
Correction Officer Wellness		
Officer Wellness	8	0
Stress management	8	0
Health and nutrition (maybe 1-2 hours outside of class)		
Subtotal	16	0
Corrections Function and Human Behavior		
Interpersonal Skills in Corrections*	30	30
* to include 4 hours of mental health training		
* to include Disability		
Intro to CIT	8	0
Autism ²	2	0
Mental health/suicide prevention	8	8
Dealing with Gangs	4	2
Ethics	4	0
Cultural Responsiveness/Implicit bias	4	0

² This was added in 2008 but not as a separate course.

Gender Responsiveness	16	0
*to include PREA (to also be included in above)		
*Monitoring and care of pregnant detainees		
*to include trauma informed		
*to include working with transgender detainees		
Subtotal	76	40
Firearms	40	40
Integrated scenarios (This 40 hours is not added in to the total but included throughout curriculum)	40	
OVERALL TOTAL	300	200

Court Security Synopsis

To guide the revisions and to garner input from current court security officers upon which areas of training they feel need to be improved, a job task analysis was conducted. The results from the job task analysis, like the BCO results, identified the following areas as having the biggest training gaps: mental health, personal defense/control tactics, detainee security, report writing, communication/verbal de-escalation skills, and emergency training. In addition to the job task analysis, the changes being recommended to the curriculum are supported by evidence-based research and guidance from subject matter experts. Some curriculum change recommendations are automatic, as trainings for the BLE, BCO and court security should now include an eight-hour introduction to crisis intervention team (CIT) concepts course. Additionally, it is recommended control and arrest tactics increase from 32 to 40 hours for all three academies and that the 16-hour officer wellness block— which includes officer wellness, stress management, and health and nutrition and was already part of the BLE—now be extended to BCO and Court security officer training.

The current Court Security Officer training is 158 hours. Including the courses just mentioned, PPSJ is recommending that 80 hours be added to the training, for a total of 240 hours. The following courses would be new to Court Security Training:

Correction Officer Wellness to include Officer Wellness, Stress management, and Health and nutrition – 16 hours

Introduction to Crisis Intervention Team (CIT) Concepts - 8 hours

Courtroom testimony - 4 hours

Interviewing Victims & Witnesses - 2 hours

Interrogation of suspects - 2 hours

Homeland Security Orientation – 2 hours

Crowd Behavior and Civil Disorder – 3 hours

Elder abuse – 2 hours

Cultural Responsiveness/Implicit bias – 2 hours

Mental Health Awareness and Response – 10 hours

- To include Autism, Interacting with Persons with Disabilities, & Mental Health Awareness and Response

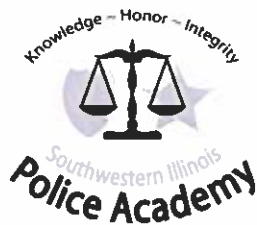
Section	Current Hours	Recommended Hours
Administrative Units	5	5
Law	26	37
Court Security Officer Specific	17	28
Patrol/ Patrol Investigation	10	24
Mandatory Firearms Training	40	40
Officer Wellness	0	16
Police Proficiency	48	54
Police Function And Human Behavior	14	36
TOTAL	160	240

The new and revised curriculum was created with the assistance of subject matter experts, particularly the DuPage County Sheriff's Department. The Introduction to Crisis Intervention Team (CIT) Concepts course was designed by ILETSB staff while courses such as courtroom testimony, interviewing victims & witnesses, interrogation of suspects, homeland security orientation, crowd behavior and civil disorder, elder abuse, cultural responsiveness/implicit bias, and mental health awareness and response were borrowed from the 560 BLE curriculum. The autism and nutrition course were created from material supplied by the Cook County Sheriff's Department. The chart above shows the recommendations per section, while the chart below shows the list of courses being recommended for court security training.

Court Security Curriculum	Proposed Changes
Administrative	Hours
Course Orientation	2
Exams/Critiques/Graduation	3
Subtotal	5
Law	
Use of Force	7
Civil Rights and Civil Liability	2
Criminal Offenses in Illinois	10
Juvenile Law and Processing	4
Laws of Arrest, Search and Seizure	8
Rights of the Accused	2
Courtroom Testimony	4
Subtotal	37
Court Security Officer Specific	
The Role of the Court Security Officer	3
Public Information & Interaction	2
Screening procedures	4
Courtroom Operations	3
Jury management	1
Judicial Facilities Inspections/Surveys	2
Prisoner movement/ Prisoner in Court	2
Emergency Evacuation Procedures - to include hostage situations, active shooter, & detainee self-harm	4
Hazardous Device Recognition	3
Courtroom Security Scenarios	4
Subtotal	28
Patrol/Investigations	
Custody Arrest, Booking and Detention/ Facility Procedures	4
Interviewing Victims & Witnesses	2
Interrogation of suspects	2
Fundamentals of Report Writing	8
Homeland Security Orientation	2

Police Communications/patrol procedures	3
Crowd Behavior and civil disorder	3
Subtotal	24
Proficiency	
Emergency First Aid and CPR	14
• Narcan (can be done online?)	
• Bloodborne Pathogens - Can be done online	
Physical Skills and Personal Defense to include:	40
• De-escalation	
• Use of force pertaining to CT - to include body cameras	
• OC	
• Taser	
Subtotal	54
Officer Wellness	
Officer Wellness	8
Stress Management	8
Health and nutrition (maybe 1-2 hours outside of class)	
Subtotal	16
Human Behavior	
Communication in the Police Environment	4
Mental Illness and persons with neurodivergent behavior	10
Include Autism	
Include Interacting with Persons with Disabilities	
Intro to CIT	8
Domestic violence	2
Child abuse	2
Elder abuse	2
Dealing with Gangs	4
Ethics	2
Cultural Responsiveness/Implicit bias	2
Subtotal	36

Firearms	40
OVERALL TOTAL	240



Police Academy

2500 Carlyle Avenue • Belleville, IL 62221-5899

800-222-5131, ext. 5396 • (618) 235-2700, ext. 5396 • Fax (618) 236-1094

E-mail: Van.Muschler@swic.edu

June 1, 2022

Dear ILETSB Board Member,

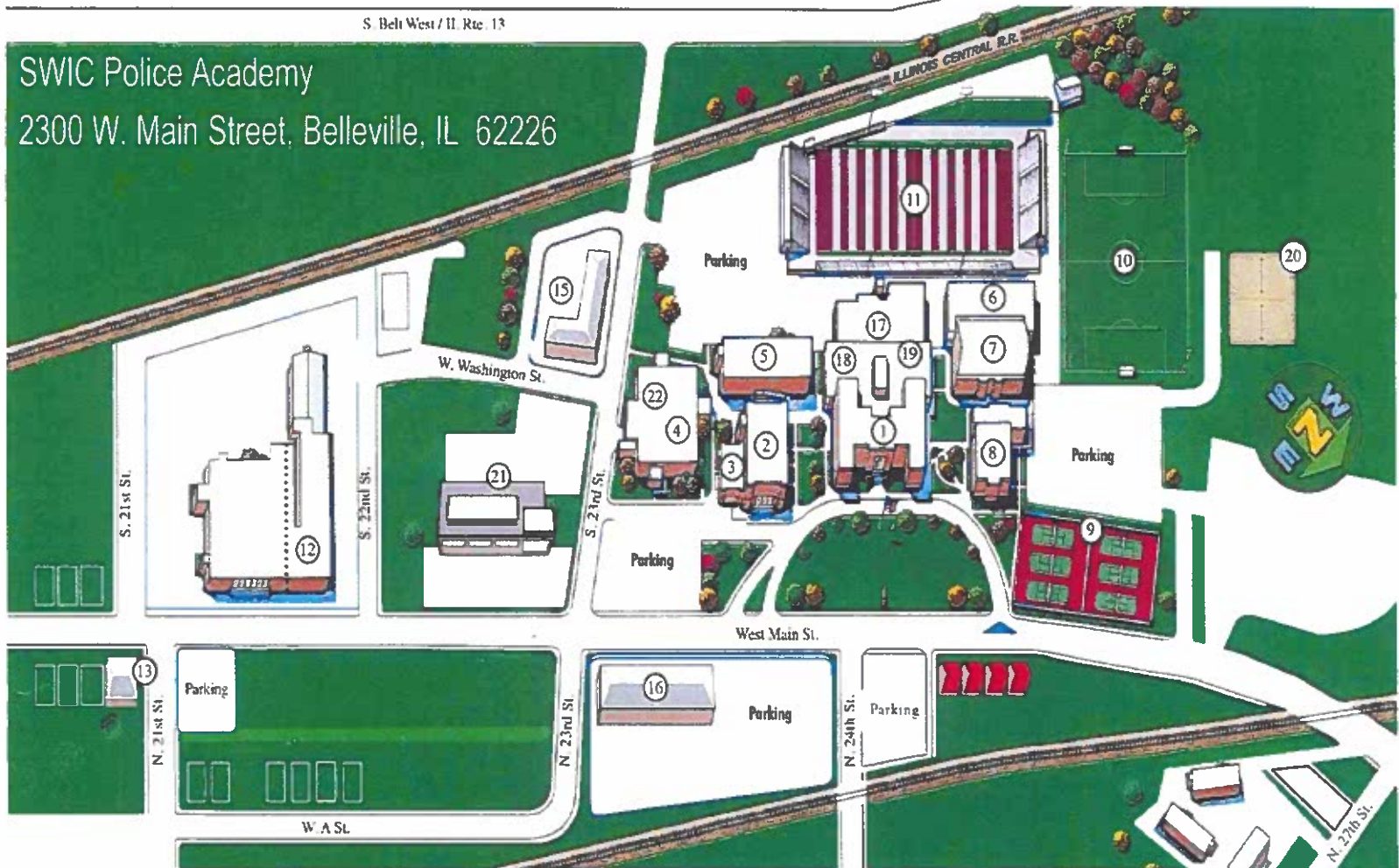
Since 1971 the Southwestern Illinois College (SWIC) Police Academy has been providing State certified basic law enforcement training. This summer the SWIC Police Academy will be moving to the SWIC West Center, a recently vacated college campus. As a result, the SWIC Police Academy will be able to expand and increase enrollments and programs. **Our Mission: Never turn away a hired officer!**

New SWIC Police Academy Facilities

31 Acres totaling 914,760 SF

2300 West Main
Belleville, IL 62220

- Old Main Hall
 - 53,000 square feet
 - 20 classrooms
 - 45 offices
- Auditorium and Welcome Center
 - 29,300 square feet
 - 940 sets
 - 3 classrooms
- Police Academy and SILEC Center
 - 37,113 square feet
 - 4 classrooms
 - 2 MILO Shooting Simulator Rooms
 - Cafeteria
- Classroom Hall
 - 19,665 square feet
- 21 Classrooms
- Fitness Center and Training Center
 - 19,865 square feet
 - Gymnasium
 - Weight room
 - 4 offices
- Dormitory #1
 - 25,000 square feet
 - 71 rooms and common space
 - House up to 200 students
- Dormitory #2
 - 25,000 square feet
 - 65 rooms and common space
 - House up to 200 students
- Athletic Facilities
 - Football Stadium and soccer field



1. Main Hall Classrooms
2. Auditorium
3. Welcome Center
4. SWIC Police Academy
5. Classroom Hall

8. Fitness And Training Center
9. Tennis Complex
10. Athletic Field
11. Stadium
15. Residence Hall #2

16. Residence Hall #1
20. Sand Volleyball Courts
21. Illinois State Police Metro-East
Forensic Science Laboratory
22. SILEC

For more information, contact:
 Director Van Muschler
 SWIC Police Academy
 618.222.5653
Van.Muschler@SWIC.edu

Current SWIC Police Academy Programs

- 560 BLE Course
- 560 BLE Intern Program
- 560 Part-time BLE Course
- Transition Course
- Basic Arson Investigator Course
- BCO Course - August of 2022
- Court Security - Tentative

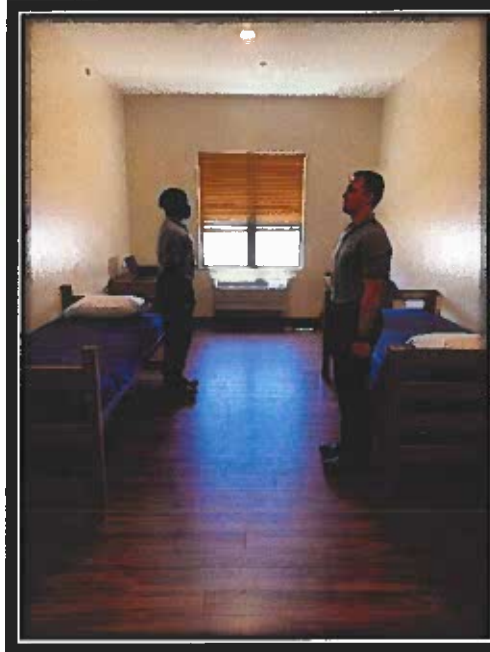
SWIC Administration of Justice Associate in Arts and Science Degree Program

- All Police and Correction Basic Training officers are awarded SWIC College Certificates.
- Peace Officer and Correction Officer Degree Completion Program, officers can complete AAS Degree online from anywhere in the State of Illinois.

NEW SWIC POLICE ACADEMY LOCATION
MAIN CAMPUS BUILDING



DORMITORY #1



GYMNASIUM FITNESS CENTER



AUDITORIUM



SWIC to get millions in state funding to manage former Lindenwood campus in Belleville



Southwestern Illinois College has agreed to manage the former Lindenwood University campus in Belleville, now known as Belleville Educational Complex, under an intergovernmental agreement with the city of Belleville. MIKE KOZIATEK mkoziatek@bnd.com. BY TERI MADDOX UPDATED APRIL 19, 2022 5:39 PM

Southwestern Illinois College is expected to receive \$5.9 million to spend on the former Lindenwood University campus in Belleville in the next year now that Gov. J.B. Pritzker has signed a 2022-23 budget passed a week ago by the Illinois General Assembly.

The appropriation solidifies a tentative agreement that SWIC made in February with the city of Belleville to manage buildings, grounds, tenants and activities at what is now called Belleville Educational Complex.

The deal was contingent on state funding. SWIC's specific plans still have to be approved by the Illinois Community College Board. "We think it's very important to keep the campus operational and functional and allow it to grow, since Lindenwood basically walked away from it," said State Rep. Jay Hoffman, D-Swansea.

Hoffman worked with State Rep. La Toya Greenwood, D-East St. Louis, and State Senator Christopher Belt, D-Swansea, to get money for the project included in the \$46.5 billion state budget, he said. "People on the west end of Belleville should be really happy because this is going to make sure that (the property) doesn't become an eyesore," Hoffman said.

The massive brick complex at 2300 W. Main St. originally housed Belleville Township High School and later Belleville West. Missouri-based Lindenwood operated a satellite campus from 2003 to 2020. The city bought the property in August for \$3 million. According to Hoffman, SWIC estimated that it needed a one-time grant of \$2.4 million to get vacant buildings up to code and ready for training programs and other activities; and \$3.5 million to pay for the first year of

operations. "Eventually, we're hopeful that it will be self-sustaining, but initially, that's what the money is for," Hoffman said Monday.

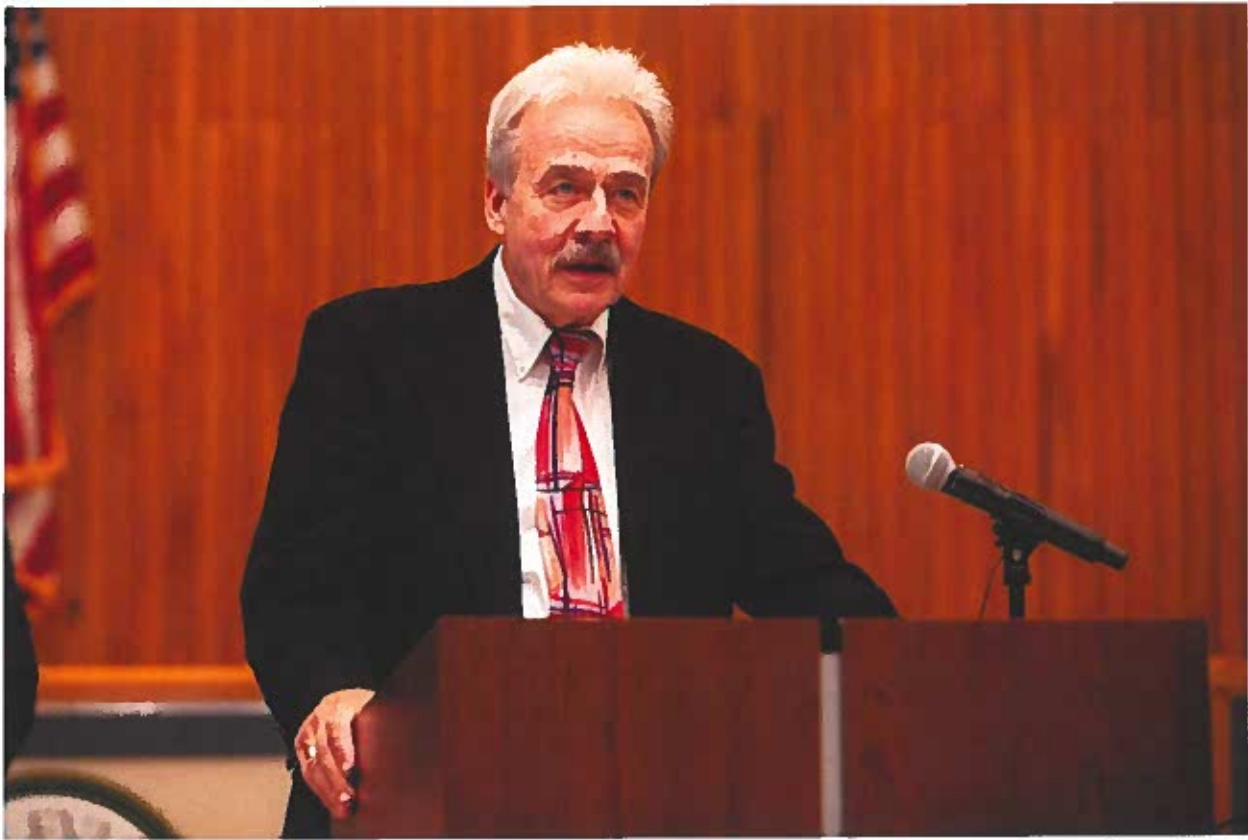


Illinois State Rep. Jay Hoffman, D-Swansea, left, worked with State Rep. La Toya Greenwood, D-East St. Louis, and State Sen. Christopher Belt, D-Swansea, to get funding for the Belleville Educational Complex. Provided

10-YEAR AGREEMENT. SWIC is a community college with a main campus on Carlyle Avenue in Belleville, satellite campuses in Granite City and Red Bud and off-campus sites at Scott Air Force Base and in East St. Louis.

SWIC announced in February that it planned to move its Southwestern Illinois Police Academy from Carlyle Avenue to the Belleville Educational Complex. It would occupy classrooms and offices and use former Lindenwood dorms to house students from out of town, officials said. Under SWIC's intergovernmental agreement with the city, the college wouldn't be required to pay rent like other tenants.

The agreement covers a 10-year period but allows either party to terminate, with or without cause, by giving six months written notice. It was drawn up by Garrett Hoerner, a Belleville attorney who represents both SWIC and the city. "(The college has) the experience and administration that is capable and willing to maintain that campus, subject to approval by the Illinois Community College Board," he said earlier this month. SWIC won't be responsible for maintenance or repair of "structural or systematic components," according to Hoerner. In other words, the city would have to pay for costs related to heating and air conditioning units, plumbing, electrical and parking lots. The agreement states: "SWIC shall maintain and manage the operations at the Campus, including staffing SWIC employees at and/or relative to the Campus to perform user scheduling, facility, maintenance, custodial, grounds keeping, cafeteria, housing and public safety services."



Southwestern Illinois College President Nick Mance speaks at a news conference on Feb. 28 after a special Belleville City Council meeting in which alderman approved four tenant agreements for the former Lindenwood University campus.

The Illinois State Police plans to operate a forensic institute. The Southern Illinois Law Enforcement Commission (MTU 14) will expand training programs for police officers, and the Southwestern Illinois Jets Basketball Club is using two gymnasiums for practices and games.

SWIC President Nick Mance and other tenant representatives spoke at a news conference after the February meeting. Mance subsequently has declined comment through a college spokesman.

"We are as big as we can get at the SWIC campus, and (moving to West Main) will give us an opportunity to double our enrollment," police academy Director Van Muschler said at the news conference.

The city's four-page intergovernmental agreement with SWIC states that terms are contingent on "grant funding" and approval by the Illinois Community College Board. It doesn't mention the police academy and includes only one line related to the college's use of facilities. "SWIC may locate any of its educational programs at the Campus, without additional cost to SWIC," it states. According to Hoerner, the agreement is a starting point that simply acknowledges that the college and city are forming a partnership for operation of the Belleville Educational Complex. "It provides flexibility to the parties as necessary to fill other space because, obviously, the goal is to utilize the campus," he said.



Southwestern Illinois College operates a main campus on Carlyle Avenue in Belleville, shown above, as well as satellite campuses in Granite City and Red Bud and off-campus sites at Scott Air Force Base and East St. Louis. SWIC

SWIC SPECIAL FUNDING. Illinois lawmakers passed the \$46.5 billion budget, which outlines a state spending plan for fiscal year 2022-23, in the early morning hours of April 9 after working on it all night. Pritzker signed it into law Tuesday morning. The Illinois Community College Board appropriation for SWIC is listed on page 754 in Article 134, Section 57. "This is not part of any existing grant program that our agency administers," said Matt Berry, board spokesman. "This is special funding that was put into the budget for a grant for the purpose of the Lindenwood project."

SWIC will have to submit a formal plan for board approval, which could take a couple weeks or a couple months, he said. "Basically, there's \$5.9 million that was put in the budget (for the project)," Berry said. "How those funds will be used and other specifics are questions that are too early to answer right now." One known factor is that SWIC plans to ask the Illinois Community College Board to approve its relocation of the police academy to the Belleville Educational Complex, according to Hoerner. Other major program additions would have to be OK'd by the board and city, he said. "SWIC's use of that space beyond the policy academy is very preliminary, and of course the operations and maintenance are related to the occupancy," Hoerner said. "This is a developing situation."

SUCCESS STORIES FROM GRADUATES:

"The ILETSB Intern Program I feel gave me a great advantage in the hiring process. It put me leaps and bounds above other applicants. The Southwestern Illinois Police Academy is a great institution and I believe without the ILETSB Intern Program I would not be where I am today."

*Deputy C. Boling
Williamson County Sheriff's Office*

"As many applicants experience, getting your foot in the door at a department can be hard. Especially for smaller departments without a budget to pay for recruit training. The ILETSB Intern Program offers the opportunity for aspiring applicants to earn their certificate and make themselves more marketable in a very competitive profession. I can honestly say without a doubt in my mind, I may not be where I am today if it wasn't for the ILETSB Intern Program."

*CPO William C. Mueller No. 491
Illinois Conservation Police
Region II District IV*

"After separating from the military it was always my plan to become a police officer. The ILETSB Intern Program made it possible to take the next step in achieving my goal. The opportunity to complete the police academy, and possess a certificate, made me so much more marketable in a very competitive field. Having Veterans Affairs benefits pay for not only the program but also supplying a housing allowance made it all possible. I was fortunate enough to be hired by the Fairview Heights Police Department before I graduated from the academy. There is no doubt in my mind that without having completed the academy before the hiring process I would not have been offered this position."

*Patrolman Zachary Adrian DSN 2104
Fairview Heights Police Department*



SOUTHWESTERN ILLINOIS COLLEGE
Police Academy
2500 Carlyle Ave., Belleville, IL 62221



For an application or information:
swic.edu/pa-intern
618-235-2700, ext. 5396
Fax: 618-236-1094

For veterans benefits:
swic.edu/veterans
618-235-2700, ext. 5226



A Career in LAW ENFORCEMENT Could be Yours!



Illinois Law Enforcement Training
and
Standards Board Intern Program

SOUTHWESTERN ILLINOIS COLLEGE
Police Academy

You can train for a challenging and rewarding career in law enforcement through the ILETSB Intern Training Program at the SWIC Police Academy and be qualified to work as a police officer or sheriff's deputy.

How does the ILETSB Intern Police Academy Training Program work?

Through the Illinois Law Enforcement Intern Training Act, qualified individuals may apply to the Southwestern Illinois College Police Academy and attend the required Basic Law Enforcement Training Course. Traditionally, peace officers are hired by a law enforcement agency and then sent to a police academy for training. Now, qualified civilians pay their own tuition and are trained prior to employment. Law enforcement agencies will then have the opportunity to hire police academy-trained individuals ready for service.

What are the benefits?

While completion of the ILETSB Intern Training Program does not guarantee employment with a law enforcement agency, there is a strong interest by police agencies to hire select individuals who have completed the Basic Law Enforcement Training Course.

- Earn college credit that may be applied to the SWIC Administration of Justice Associate in Applied Science degree program.

Academy Statistics

90-95% of interns have been hired as part-time or full-time peace officers!

100% SUCCESS ON STATE CERTIFICATION TEST



The ILETSB Intern Police Academy Training Program

The program is 14 weeks of intensive academic and physical training. The course includes all aspects of basic law enforcement such as legal issues, citizen interaction, communications, investigations, firearms, and defensive tactics. Once you have completed the program and passed the State Certification Exam, you will be eligible for employment as a law enforcement officer.

ILETSB Intern Police Academy Program REQUIREMENTS

- Minimum 21 years of age
- High school diploma or GED
- United States citizenship
- Health insurance
- Illinois Firearms Owner Identification Card
- Valid Illinois driver's license
- No felony convictions*
- Successful completion of Police Academy Application Process

ILETSB Intern Police Academy Training Program APPLICATION PROCESS

Submit completed application on time!

Successfully pass the following:

- Peace Officer Wellness Evaluation Report Test (POWER Test)
- Drug screening
- Cognitive test
- Psychological test
- Criminal history background investigation**
- Oral interview

Once you have successfully passed the Police Academy application process, you are eligible for training at the SWIC Police Academy.

**Illinois Statute: 50 ILCS 705.6 (e) No applicant will be admitted to a certified academy unless the applicant is a person of good character and has not been convicted of a felony offense or a crime involving moral turpitude under the laws of this state or any other state which if committed in this state would be punishable as a felony or a crime of moral turpitude.*

***Under Federal Law, conviction of any offense as a result of domestic violence incident prohibits possession of a firearm, resulting in automatic ineligibility for hire as a police officer.*

PROGRAM TUITION AND FEES

Tuition:

- 14-week, 560-hour spring/fall program – \$4,257.20
- Tuition includes books, paper supplies, physical training shirts and shorts, ammunition for handgun and shotgun.

Additional Costs:

- Application and POWER Test – \$100
- Cognitive test, psychological test, drug test, oral interview, background
- Investigation and fingerprinting – \$350

You will be responsible for arranging and paying for the following:

- College transcripts
- Physician certification examination
- FOID Card
- Health insurance

Housing (if required):

- 14-week, 560-hour program – \$2,251.20
- All tuition, housing costs, and fees set by the ILETSB are subject to change.



Interim ILETSB Executive Director:
Keith Calloway

Dean:
Ashley Becker, Ph.D.

Director:
Van R. Muschler



UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



Police Training Institute
1004 South Fourth Street
MC-523
Champaign, IL 61820

May 31, 2022

Illinois law Enforcement Training and Standards Board,

The Police Training Institute is requesting a tuition increase for the Basic Law Enforcement course. Form G, which is attached to this request, summarizes the proposed increase from our current tuition of \$6020. The Police Training Institute has not requested a budget increase since 2015. As outlined in Form G, PTI has experienced increased costs over the last seven years and is asking to increase our tuition to \$6620, effective PTI's September 11th Basic Law Enforcement Class. Although this is a 9.97% increase, we feel it is reasonable based on inflation and the current cost to house, feed, and train recruits in Illinois.

Thank you,

Michael Schlosser
Director
Police Training Institute

Academy Supplemental Budget Information

Please answer the following questions describing the academy's funding environment:

1. Describe the funding source for the academy's funding environment (i.e., the general fund, tuition fees, a combination of both).
The Police Training Institute is a self-funded unit within the University of Illinois. As such, the PTI relies on tuition from training as the primary source of revenue. The PTI does receive some funding from the University of Illinois to help cover some cost to salaries for the administrative staff related to functions and facilities within the University of Illinois. Due to budget cuts and the cost of COVID, the funding from the University was cut by 5% in fiscal year 2022.
2. Is your academy the recipient of any grant or gift income as a result of training recruit law enforcement or correctional officers? (Describe the amount and basis for the grant, i.e., vocational/technical funds to universities, gifts, or governmental grants/awards).
None.
3. Describe the nature of the repository receiving tuition fees collected by your academy (restricted fund, revolving fund, commingled fund, etc.).
Tuition fees received by the Police Training Institute are deposited into our general fund.
4. Describe charges to the academy attributable to cost-sharing practices of host institution (administrative charge backs, indirect costs, etc.)
As previously stated, University of Illinois provides funding to PTI to help cover administrative costs.
5. Describe and compare overall academy budget revenues with actual revenues and expenditures for past year.
For fiscal year 2021, actual expenditures exceeded actual revenues by \$38,750. The net loss was due to lower enrollment and expenses due to COVID. In addition, there were expenses incurred due to repairs to the range (roof and furnace). The PTI anticipated additional range costs in FY23 due to the berms being mined for lead.
6. How many students were trained? (Plus or minus projected enrollments in the past year.)
There were 200 recruits trained in calendar year 2020. Calendar year 2021 is on track for 259 recruits.

7. In the event of a surplus/deficit, what happens to the excess revenue/how would a shortfall be made up?

Excess revenues are carried over into the next budget year. This practice was critical to help PTI navigate through COVID 19. In addition, excess revenues help fund capital replacement needs when they are available. In the event of budget shortfalls, PTI would rely on assistance from the University of Illinois.

8. Explain significant changes in In-Kind Contributions if applicable.

None.

COURSE BUDGET

1. Agency Submitting Budget Police Training Institute

2. Course Title Basic Law Enforcement (BLE)

3. SUMMARY

BUDGET CATEGORIES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE*
a. Services					
(1) Director		\$21,200	\$31,200	\$10,000	47.17%
(2) Instruction		\$291,834	\$291,834	0	
(3) Clerical		\$56,747	\$72,650	\$15,903	28%
(4) Printing/Reproduction					
TOTAL SERVICES					
b. Supplies					
(1) Books/Pamphlets/Handouts					
(2) Notebooks					
(3) Paper/Office Supplies					
TOTAL SUPPLIES					
c. Travel					
(1) Director					
(2) Instructors					
(a) Institutional Employee					
(b) Outside - contractual					
TOTAL TRAVEL					

BUDGET CATEGORIES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE*
d. Equipment					
(1)		\$21,000	\$21,000	\$12,000	57%
(2)		\$0	\$0	\$24,000	
(3)					
(4)					
TOTAL EQUIPMENT					
e. Other Indirect Costs					
(1)		\$0	\$0	\$10,000	
(2)				0	
(3)					
(4)					
TOTAL INDIRECT COSTS					
f. Miscellaneous (list)					
(1)		\$65,504	\$70,720	\$5, 216	7.96%
(2)		\$37,970	\$41,603	\$3,633	9.57%
(3)		\$308,760	\$372,000	\$63,240	20.49%
(4)		\$350,227	\$352,512	0	
TOTAL MISCELLANEOUS					
TOTAL ALL COSTS				\$143,992	

*Increases to be explained and justified on detail page

4. Tuition: Divide number of students into overall cost.

a. Number of students				240	
b. Cost per student			\$6020	\$6620	9.97%

I certify that the enclosed information is true and correct to the best of my knowledge.

5. Signature of person submitting budget: Joseph Gallo

6. Name and title of person submitting budget:
Assistant Director Joseph Gallo

Date: 11/18/2021

7. Signature of Academy Director:
Michael Schlosser

Date Submitted: 11/18/2021

8. Signature of Board Staff member reviewing budget:

Date Review ed: _____

DETAILS

BUDGET CATEGORY NARRATIVES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE

9. Services

(1) Director		\$21,200	\$31,200	\$10,000	47.17%
(2) Instruction					
(3) Clerical		\$56,747	\$72,650	\$15,903	28%
(4) Printing/Reproduction					
TOTAL SERVICES					

Narrative and/or Justification of Increase Request (justify if line item increase):

The Police Training Institute has given annual raises to full-time staff since the last tuition increase in 2015. The raises come out of the operating budget which is funded directly from tuition and fees. The figures shown are based on estimated time spent on basic law enforcement classes for each position. For example, Dr. Schlosser spends approximately 20% of his time on BLE activities and functions.

10. Supplies

(1) Books/pamphlets/handouts					
(2) Notebooks					
(3) Paper/Office Supplies					
TOTAL SUPPLIES					

Narrative and/or Justification of Increase Request (justify if line item increase):

BUDGET CATEGORY NARRATIVES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE

11. Travel

(1) Director					
(2) Instructors					
(a) Institutional Employee					
(b) Outside - contractual					
TOTAL TRAVEL					

Narrative and/or Justification of Increase Request (justify if line item increase):

--

12. Equipment (list items)

(1)		\$21,000	\$21,000	\$12,000	
(2)				\$24,000	
(3)					
(4)					
TOTAL EQUIPMENT					

Narrative and/or Justification of Increase Request-Include whether items are new or replacements. (Justify if line item increase):

BUDGET CATEGORY NARRATIVES	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	APPROVED	REQUESTED	% INCREASE

13. Other Indirect Costs

(1)				\$10,000	
(2)					
(3)					
(4)					
TOTAL INDIRECT COSTS					

Narrative and/or Justification of Increase Request (justify if line item increase):

The berms at PTI range need mined for lead (bullets). This is an expensive service that is estimated at \$50,000 for each berm at the range. The two berms will total approximately \$100,000. PTI would like to implement a 10 year schedule for the berm mining project with an annual cost of \$10,000. PTI is scheduled to complete this project in 2022 and the fee increase would help pay for this project over a ten year period. PTI will pay the upfront cost and the increase for the range fee will help cover future costs. An increase in ammunition was not included in this request. Although we seen a significant increase in 2020, which added to our deficit, the bid for 2021 is comparable to the 2015 numbers.

14. Miscellaneous (list items)

(1)		\$65,504	\$70,720	\$5,216	7.96%
(2)		\$37,970	\$41,603	\$3,633	9.57%
(3)		\$308,760	\$372,000	\$63,240	20.49%
(4)				0	0
TOTAL MISC.					

Narrative and/or Justification of Increase Request (justify if line item increase):

Housing for recruits is one of the biggest expenses for PTI. In 2015, PTI paid \$830 a month for 31 apartments. The apartments currently cost \$1,000 a month per apartment. Each apartment will house three recruits. During COVID restrictions, only 2 recruits were allowed in each apartment and additional housing was required, which also contributed to the deficit in fiscal year 2021. Food cost have only increased a modest amount and PTI is not requesting increase for food at this time. As with the other administrative staff the Assistant Director and Range Master positions have seen annual raises since the last increase in 2015.

15. IN-KIND CONTRIBUTIONS

	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	ESTIMATED	PROJECTION	% INCREASE

a. Services					
(1) Director					
(2) Instruction					
(3) Clerical					
(4) Printing/Reproduction					
TOTAL SERVICES					
b. Supplies					
(1) Books/Pamphlets/Handouts					
(2) Notebooks					
(3) Paper/Office Supplies					
TOTAL SUPPLIES					
c. Travel					
(1) Director					
(2) Instructors					
(a) Institutional Employee					
(b) Outside - contractual					
TOTAL TRAVEL					

NOTE: Only the "ACTUAL" column needs to be filled out if it applies to the applicant.

	PAST YEAR		PRESENT YEAR	BUDGET YEAR	
	APPROVED	ACTUAL	ESTIMATED	PROJECTED	% INCREASE
d. Equipment					
(1)					

(2)					
(3)					
(4)					
TOTAL EQUIPMENT					
e. Institutional Fund Contributions					
(1)					
(2)					
(3)					
TOTAL INSTITUTIONAL FUND COSTS					
f. Miscellaneous (list)					
(1)					
(2)					
(3)					
TOTAL MISCELLANEOUS					
TOTAL IN-KIND CONTRIBUTIONS					

NOTE: Only the "ACTUAL" column needs to be filled out if it applies to the applicant.

Application for Recertification or Tuition Increase of Certified Courses

A. Certified Course Title Basic Law Enforcement		E. Name of Course Director Michael D. Schlosser	Phone Number 217-244-4200
B. Agency Submitting Request Police Training Institute		F. Course Certified Hours: Hours in Course <u>560</u>	G. Number of Instructors <u>929</u>
C. Address Where Course Will be Presented Champaign, IL		H. Format: <u>8-12</u> hours per day <u>5</u> days per week <u>14</u> weeks	No. of evening sessions <u>21</u>
D. Course Presentation Dates Starting date _____ Time _____ Ending date _____ Time _____		I. Minimum No. of Trainees <u>70</u> Maximum No. of Trainees <u>120</u>	
J. List any changes from original certification: <u>*(Use additional sheets if necessary)</u> Is this course copyrighted or license protected? <u>Yes</u> / <u>No</u> If Yes, then complete Form X			
COURSE INFORMATION AFFECTING REIMBURSEMENT			
K. Tuition: Commuter \$ _____ Resident \$ <u>6020</u> Regional Commuter \$ _____ Any other course costs: _____ Is any part of this course covered by a grant? NO () YES () Explain: (If a tuition increase is being requested, Form G-Course Budget, must be submitted)			
L. Travel: If travel for course instruction is required for other than course site, complete the following: Transportation is furnished to other site by: _____ Student _____ Other _____ Explain: How many miles is the other training site from site indicated in (C) above? _____ How many trips will be required? _____			
M. Lodging: If lodging is arranged by the training institute, complete the following: Lodging charge per student \$ _____ Lodging provided: _____ Monday-Friday only <input checked="" type="checkbox"/> _____ Monday-Sunday (inclusive) _____ Other _____			
N. Meals: If meals are arranged by the training institute, complete the following: Lodging charge per student \$ _____ Includes <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner Meals provided: _____ Monday-Friday Only _____ Monday-Sunday (inclusive) <input checked="" type="checkbox"/> Other <u>Two meals Saturday and Sunday only</u>			
O. Name and Title of Person Requesting Course Recertification Michael D. Schlosser/Director			P. Date of Request 11/17/2021
FOR STAFF USE ONLY			
Received	Reviewing Staff Member	Curriculum & School Standards Advisory Committee & Finance Committee Committee Action: _____ Date: _____ Committee Action: _____ Date: _____ Board Action: _____ Date: _____	

IMPORTANT NOTICE: The Board is requesting specific information that is necessary to accomplish the statutory purposes as outlined in the Illinois Police Training Act. Failure to provide this information may prevent this form from being processed.