

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**  
4500 South 6<sup>th</sup> Street Road, Room 173, Springfield, IL 62703-6617

**MINUTES OF THE CURRICULUM COMMITTEE MEETING**  
Swissôtel Chicago ~ 323 E Wacker Dr, Chicago, IL 60601

**December 7, 2022**  
**2:00 p.m.**

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

The December 7, 2022 Curriculum Committee meeting was called to order at 2:00 p.m. by Vice Chair Ghida Neukirch. Roll was called by Michelle Mlinar, and a quorum of voting members was established.

**Members in Attendance:**

Ghida Neukirch

**Designees in Attendance:**

Ralph Cruz for David Brown  
Steve Ryan for Rob Jeffreys

Michael Schassburger, not a  
Designee, sat in for Thomas Dart

**Staff in Attendance:**

Keith Calloway  
John Keigher  
Michelle Mlinar  
Jennifer Wooldridge  
Anthony Cobb  
Cherylynn Williams  
Andrew Oldfield

Paul Petty  
Jeffrey Chapman  
Pat Hahn  
Jan Noble  
Lee Ryker  
Scott Heston

**Others in Attendance:**

Heather Hotz, ILETSB-EI  
Cindi Bricker, ILETSB-EI  
Derek Carle, ILETSB-EI  
Barb Wood, ILETSB-EI  
Brenda Swires  
Doug Coppotelli, MTU 1  
Jeff Schelling, MTU 2  
Joe Schweih, MTU 3  
April Morris, MTU 3  
John W. Reynolds, MTU 4  
Brian Fengel, MTU 7

Heather Grove, MTU 7  
Jean Swan, MTU 7  
JT Wooldridge, MTU 10  
Brad Oyer, MTU 13  
Christina Stephen, MTU 13  
David Hayes, MTU 14  
Scott Williams, MTU 14  
Kevin Schmoll, MTU 14  
Chuck Doan, MTU 15  
Bradley Hertzmann, MTU 16  
John Perona, MTU 16

Rebecca Burnett, MTU 16  
Jim Getz, MCLETC  
Brad Clark, MCLETC  
John Bennett, MCLETC  
Mike Schlosser, PTI  
Joe Gallo, PTI  
Joe Prosser, PTI/DuPage Co.  
Sheriff  
Jason LaMendola, Sauk Valley  
Rebecca Flynn, Sauk Valley  
Jim Volpe, SLEA

Van Muschler, SWIC  
Eric Danford, SWIC  
Karl Pannier, St. Clair Co Sheriff's  
Correctional Academy  
Mariam Hamad, CPD  
David Oliver, Police Law Institute  
Josh Ward, ISP  
Jason Lococo, ISP  
Scott Watkins, ISP  
Thomas Turek, DRE Coordinator

## II. RECERTIFICATION OF COURSES

Cherylynn Williams stated the 2023 classes presented have been updated for recertification. John Keigher added Sauk Valley is a new academy, and as noted in the agenda the Board will approve their first class on a preliminary basis and will bring them back in March for their full certification.

### A. BASIC LAW ENFORCEMENT COURSE

- Chicago Metro Police Academy  
January 9, 2023 – June 9, 2023  
May 15, 2023 – October 13, 2023  
September 11, 2023 – February 9, 2024
- Chicago Basic Recruit Training Program  
February 6, 2023 – August 18, 2023  
March 6, 2023 – September 15, 2023  
April 3, 2023 – October 13, 2023  
May 1, 2023 – November 10, 2023  
June 5, 2023 – December 15, 2023  
July 3, 2023 – January 12, 2024  
August 7, 2023 – February 16, 2024  
September 5, 2023 – March 15, 2024  
October 2, 2023 – April 12, 2024  
November 6, 2023 – May 17, 2024  
December 4, 2023 – June 14, 2024
- Cook County Sheriff's Bureau of Training & Education, Police Academy  
January 2, 2023 - April 23, 2023  
May 1, 2023 - August 18, 2023  
August 28, 2023 - December 15, 2023

- *Illinois State Police Academy*  
January 15, 2023 - April 20, 2023  
May 7, 2023 - August 10, 2023  
September 17, 2023 - December 21, 2023
- *Macon County Law Enforcement Training Center Academy*  
January 8, 2023 - April 28, 2023  
May 7, 2023 - August 25, 2023  
September 3, 2023 - December 22, 2023
- *Police Training Institute*  
January 9, 2023 - April 27, 2023  
May 8, 2023 - August 24, 2023  
September 04, 2023 - December 21, 2023
- *Southwestern Illinois College Academy*  
January 4, 2023 - April 28, 2023  
May 2, 2023 - August 25, 2023  
August 30, 2023 - December 22, 2023
- *Suburban Law Enforcement Academy*  
January 9, 2023 - April 28, 2023  
May 1, 2023 - August 18, 2023  
August 28, 2023 - December 15, 2023
- *Sauk Valley Police Academy*  
January 9, 2023 – April 14, 2023  
April 24, 2023 – August 11, 2023\*  
August 21, 2023 – December 8, 2023\*  
\*Pending additional review and approval.

The above dates represent the Basic Law Enforcement courses to be certified by the Board for each academy for calendar year 2023.

***Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the list of Basic Law Enforcement Courses to be certified for 2023.***

B. BASIC CORRECTIONS COURSE

- *Cook County Sheriff's Bureau of Training & Education, Corrections Academy*  
January 16, 2023 - April 21, 2023  
February 13, 2023 - May 19, 2023  
March 13, 2023 - June 16, 2023  
April 10, 2023 - July 14, 2023  
May 8, 2023 - August 11, 2023

June 19, 2023 - September 22, 2023  
July 17, 2023 - October 20, 2023  
August 21, 2023 - November 24, 2023  
September 18, 2023 - December 22, 2023  
October 16, 2023 - January 19, 2024

- *Macon County Law Enforcement Training Center Academy*  
January 23, 2023 - February 25, 2023  
April 10, 2023 - May 13, 2023  
September 11, 2023 - October 14, 2023
- *Police Training Institute (DuPage County)*  
February 20, 2023 - March 24, 2023  
July 23, 2023 - August 25, 2023  
October 16, 2023 - November 17, 2023
- *St. Clair County Sheriff's Correctional Officer Training Academy*  
January 9, 2023 - March 3, 2023  
April 3, 2023 - May 26, 2023  
July 10, 2023 - September 1, 2023  
September 25, 2023 - November 17, 2023
- *Southwestern Illinois Police Academy-Corrections*  
January 9, 2023 - March 3, 2023  
April 3, 2023 - May 26, 2023  
July 10, 2023 - September 1, 2023

The above dates represent the Basic Corrections courses to be certified by the Board for each academy for calendar year 2023.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the list of Basic Corrections Courses to be certified for 2023.**

#### C. PART-TIME BASIC LAW ENFORCEMENT COURSE

- *Northeast Multi-Regional Training, MTU 3*  
March 2022 - February 2023  
August 27, 2022 - June 2023  
March 2023 - January 2024
- *MTU 4*  
March 11, 2023 - December 10, 2023
- *Law Enforcement Training Advisory Commission, MTU 10*  
November 2022 - July 2023

- Southwestern Illinois Law Enforcement Commission, MTU 14  
August 27, 2022 - July 8, 2023  
August 26, 2023 - July 13, 2024
- Southern Illinois Criminal Justice Training Program, MTU 15  
January 21, 2023 - November 14, 2023

The above dates represent the Part-Time Basic Law Enforcement courses to be certified by the Board for each academy for calendar year 2023.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the list of Part-Time Basic Law Enforcement Courses to be certified for 2023.**

#### D. OTHER BOARD COURSES

- 80-hour Transition Course – SWIC Academy  
December 5, 2022 - December 16, 2022  
March 6, 2023 - March 17, 2023  
June 5, 2023 - June 16, 2023  
September 11, 2023 - September 22, 2023  
November 27, 2023 - December 8, 2023
- 200-hour Basic Arson Investigator Course – SWIC Academy  
Spring 2023 Location, Date and Time to be Determined

The above dates represent the Other Board Courses to be certified by the Board for each academy for calendar year 2023.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the list of Other Board Courses to be certified for 2023.**

### III. MANDATORY FIREARMS TRAINING

#### A. Mandatory Firearms Training Curriculum Revisions

Paul Petty asked John Bennett, a member of the Mandatory Firearms Committee, to approach and give an update on the recent committee meetings. Bennett noted the other committee members; Kevin Mante from PTI, Joe Prosser from DuPage Sheriff's Department, Jared Smith from Winnebago Sheriff's Dept, Chuck Doan from MTU 15, and Cindy from UIS, Bennett recognized Cindy and Paul for their work. He also recognized Jim Getz and noted they worked closely with MCLETC for qualifications concerns. Bennett stated that overall, the committee updated and modernized the wording, terminology, and images. The committee removed shotgun from 40-hour mandatory from a stand-alone section to the firearms familiarization chapter and added revolver and AR-15 to

that same chapter. The committee felt the time previously spent with shotgun could be used for more practical exercises, especially Use of Force and modern policing. The committee also added a chapter on Human Factors, which is basically stress management and how to think critically under stress, there is more to teaching officers than just how to use a firearm. The Committee also identified the need for a standardized shotgun and parole rifle course similar to the required handgun course and will be working on that need going forward. The committee spoke to firearms instructors and the need to know each instructor's level of proficiency, and the need to undergo continuing education and training to maintain a certain level of proficiency.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the Mandatory Firearms Training Curriculum Revisions.**

B. Mandatory Firearms Training Policy Re-Affirmation

Paul Petty read the Mandatory Firearms Training Policy Re-Affirmation out loud to those present:

Board approved Basic Law Enforcement, Correctional Training Academies and the Mobile Team Units are the only entities authorized to conduct the Mandatory Firearms Training Course and the Mandatory Firearms Training Waiver Course at a Board approved range.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the Mandatory Firearms Training Policy Re-Affirmation.**

#### **IV. IN-SERVICE, ADVANCED AND SPECIALIZED COURSES FOR CERTIFICATION/RE-CERTIFICATION FOR CALENDAR YEAR 2023**

A. Lead Homicide

Paul Petty stated he has presented two Lead Homicide Investigator Courses, one presented by LLRMI and the other by MTU3. The LLRMI course was initially vetted by David Hayes at MTU14 and by ILETSB. In addition, MTU3 issued their vetted course to ILETSB as well. As indicated at the September Board meeting the 2011/2012 guidelines are still followed today and the mandates will be assigned to both courses. The course descriptions, Form A2's, and day by day breakdowns are included under Tab E in the Board book. The Lead Homicide Investigator course is a 40-hour course and requires a number of topic issues and includes the guidelines. Both courses have been vetted by two separate entities, including ILETSB, and both have met the minimum standard for Lead Homicide.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the LLRMI and the MTU3 Lead Homicide Investigator courses.**

B. MTU/Executive Institute/ILETSB CIT & SRO – Non LHI courses

Paul Petty stated the CIT & SRO Non LHI courses which were previously approved for 2022 are listed in the Board book and we are asking for these courses to be recertified for calendar year 2023.

**Motion was made by Ryan, seconded by Cruz, and carried by all members present to approve the MTU/Executive Institute/ILETSB CIT & SRO – Non LHI courses.**

C. Chicago Police Department – 8 Non LHI courses

Paul Petty stated the Chicago Police Department submitted eight previously certified non-LHI courses and are asking for recertification for calendar year 2023.

**Motion was made by Cruz, seconded by Ryan, and carried by all members present to approve the Chicago Police Department – 8 Non LHI courses.**

D. Certification/Recertification Disclaimer

Paul Petty read the Certification/Recertification Disclaimer out loud to all present:

Be advised, ALL in-service courses must be presented in LETM for certification by the Board and to be included within an officers training recorded by the Board. Additionally, certified courses are only certified for the calendar year they are submitted. Certified Courses needing Re-certified for the next calendar year must be presented to the Board at the December Quarterly Meeting for certification to continue in the upcoming year. Lastly, if modifications are made to a certified course that exceeds 10% of the course content as originally presented for certification; that course must be presented again for certification through LETM in its new format. Please consult Board Staff whenever course revisions are made to determine if this provision is applicable.

**Motion was made by Cruz, seconded by Ryan, and carried by all members present to approve the Certification/Recertification Disclaimer.**

## V. LEAD HOMICIDE INVESTIGATORS 32-HOURS APPROVED CONTINUING EDUCATION COURSES for RECERTIFICATION FOR CALENDAR YEAR 2023

Paul Petty stated these courses have been approved and we are asking for recertification for calendar year 2023.

**Motion was made by Cruz, seconded by Ryan, and carried by all members present to approve the recertification of the Lead Homicide Investigators 32-Hour approved continuing education courses for calendar year 2023.**

## VI. UNFINISHED BUSINESS

### A. BLE Curriculum Update

Cherylynn Williams stated during the September Board meeting it was noted by Cindy from UIS, and approved by the Board, that the under the new BLE curriculum the gender responsiveness section would be 8 hours. This has now been updated to a 4-hour section.

**Motion was made by Cruz, seconded by Ryan, and carried by all members present to approve the correction for the updated BLE Curriculum Gender Responsiveness section to 4 hours.**

### B. Informational Update for BLE & BCO Curriculum Changes

Cherylynn Williams read the statement below out loud to all present:

All Basic Law Enforcement and Basic Correctional Officer classes beginning after July 1, 2023, must follow the 640- and 320-hour curriculum. Any BLE or BCO class beginning before that date may elect to operate a class under the new curriculum during this transitional period.

## VII. NEW BUSINESS

### A. Partnership/Integration of Available Training through the US DOJ COPS Officer Training Portal

Paul Petty stated Director Calloway had asked him to give an update to the Committee regarding continued discussion with the Department of Justice (DOJ) concerning their COPS online training portal which is much like our Executive Institute Online Learning Network. The DOJ is progressively reaching out to states to allow officers to use their courses, we are currently reviewing 28 courses which if approved/certified would be processed through our LETM system so officers would get credit for the training. The DOJ currently has a



partnership with the State of Arizona, one issue is that Arizona is paper driven where Illinois is data driven. We are working with the Executive Institute on this issue. A pro to using their training is being able to make classes currently not offered available to our officers, though we do not want to compete with the Executive Institute or our Mobile Team Units. The DOJ does offer some advanced and different courses that would benefit our officers. However, the issue is working with IT to make the credit happen for our officers. The DOJ is willing to work with us to make it possible for our officers to utilize their training and get credit through our system. We currently have officers utilizing the DOJ COPS portal, they only get credit at a local level and not through our system because those courses have not been vetted and certified by the Board. We anticipate no need for an intergovernmental agreement as it is up to the individual officer to register for the courses and there would be no cost to the Board from DOJ.

B. *Tuition & Class Size Recommendations for 2023 Academy Classes*

John Keigher provided a handout to the Committee containing the new tuition amounts. He noted across the board there is a 15-20% increase which corresponds to about a 17% increase in time required as we move to the BLE 640 curriculums. The larger jump is for Corrections as the time has increased from 5 weeks to 8 weeks, so we see about a 60-65% increase. Keigher pointed out that there has not been a substantial increase in academy tuitions in over five years when we went from the 480 to 560-hour curriculum.

## VIII. NEXT BOARD MEETING DATE AND LOCATION

March 1, 2023  
Springfield, Illinois

## IX. NEXT CURRICULUM AND SCHOOL STANDARDS ADVISORY COMMITTEE MEETING DATE AND LOCATION

December 8, 2022  
Chicago, Illinois

## X. ADJOURNMENT

*Motion was made by Cruz, seconded by Ryan, and carried by all members present to adjourn the meeting at 2:26 p.m.*



ILLINOIS LAW ENFORCEMENT TRAINING & STANDARDS BOARD

# CURRICULUM MEETING ATTACHMENTS

## Academy Classes & Tuition Rates for 2023 (640/320 hrs)

ACADEMY:	Classes Offered	Residential / Commuter	2022 Tuition	2023 Tuition:	Class Type
Chicago Police Academy - CPD Recruits	13	Commuter	\$ 2,386.00	\$ 2,386.00	LE
Chicago Police Academy - Metro	3	Commuter	\$ 2,386.00	\$ 2,386.00	LE
Cook County Police Academy	3	Commuter	\$ 3,250.00	\$ 3,250.00	LE
Illinois State Police Academy	3	Residential	\$ 5,042.00	\$ 5,692.00	LE
Macon County Law Enforcement Training Center Academy	4	Residential	\$ 6,274.00	\$ 7,400.00	LE
Police Training Institute	3	Residential	\$ 6,620.00	\$ 7,434.00	LE
Suburban Law Enforcement Academy	4	Commuter	\$ 3,736.00	\$ 4,696.00	LE
SWIC - Residential	3	Commuter	\$ 3,757.00	\$ 4,680.00	LE
SWIC - Commuter Rate	3	Residential	\$ 5,617.00	\$ 6,680.00	LE
Sauk Valley Community College	3	Residential	NA	\$ 6,671.00	LE
Cook County Corrections Academy	20	Commuter	\$ 680.00	\$ 680.00	COR
PTI DuPage County Corrections Academy - Commuter rate	3	Commuter	\$ 2,233.00	\$ 3,660.00	COR
PTI DuPage County Corrections Academy - Residential	3	Residential	\$ 4,258.00	\$ 6,440.00	COR
SWIC / St. Clair County Corrections Academy - Commuter	4	Commuter	\$ 967.00	\$ 3,390.00	COR
SWIC / St. Clair County Corrections Academy - Residential	4	Residential	\$ 3,200.00	\$ 4,390.00	COR
Macon County Corrections Academy	4	Residential	\$ 3,360.00	\$ 5,800.00	COR