

TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT
CHAPTER V: ILLINOIS LAW ENFORCEMENT
TRAINING STANDARDS BOARD

PART 1770
PART-TIME BASIC TRAINING

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EMERGENCY

AUTHORITY: Implementing and authorized by Section 10 of the Illinois Police Training Act [50 ILCS 705/10].

SOURCE: Adopted at 20 Ill. Reg. 9047, effective July 1, 1996; emergency amendment at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days.

SUBPART B: TRAINING PROCEDURES AND REQUIREMENTS**Section 1770.201 Training Standards****EMERGENCY**

- a) The Board shall establish training standards and curriculum for the implementation of the Part-Time Basic Training Course.
- b) Except as provided for in Section 8.1 of the Illinois Police Training Act, every recruit must successfully complete the Part-Time Basic Training Course to be a certified part-time police officer.
- c) The Board may grant a waiver of the basic training requirement if, by reason of extensive prior experience as a law enforcement officer, the basic training requirement is illogical or unreasonable.(See 50 ILCS 705/8.1(a))

(Source: Emergency amendment at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)

**Section 1770.205 Minimum Requirements of the Recruit
EMERGENCY**

- a) Attendance at all sessions is required. In order to successfully complete the Part-Time Basic Training Course, the recruit shall attend all training sessions.
- b) Maintenance of an adequate classroom notebook is required. Factors to be considered in rating the notebook are neatness, legibility, accuracy and sufficiency of content. "Adequate," for purposes of this subsection refers to:
 - 1) Neatness. Concise organization of the notes. All notes and handouts will be placed in the book received during the course. Dividers into topics are required; and
 - 2) Legibility. Recording of notes in brief, clear complete sentences. Underlining the important items; and
 - 3) Accuracy. The notes taken in class must precisely reflect the content of the class; and
 - 4) Sufficiency of content. Recording in the recruit's notebook should be in the recruit's own words. The recruit should strive to achieve condensation of the material clearly and concisely.
- c) Qualifications in the use of firearms as required by the Peace Officer Firearm Training Act [50 ILCS 710] is required.
- d) The recruit shall successfully pass the Board's written module test for each module in order to successfully complete the module. The module tests shall be administered during regional training sessions unless otherwise determined by the Director. A second failure of any module test shall necessitate the retaking of the module. If the recruit again fails the module test after retaking the module, the recruit will not be allowed to continue the Part-Time Basic Training Course and must forfeit the position. In the event the recruit failed two different module testing segments, the recruit will not be allowed to continue the Part-Time Basic Training Course and must forfeit the position.
- e) A recruit must successfully pass every module before being eligible to take the Board's Part-Time Police Certification Examination.
- f) The Director shall establish standards of conduct for the recruit while he or she is taking the Part-Time Basic Training Course. These shall include demeanor, deportment and compliance with the discipline and regulations of the facility or course.

- g) Each recruit and hiring agency shall provide, on a form prescribed by the Board, certification that the recruit is a person of good character and has not been convicted of a felony offense or a crime involving moral turpitude. A recruit shall immediately, in writing, keep the Board notified of all arrests and convictions while the recruit is undergoing part-time basic training.
- h) Each recruit employed on or before December 31, 1995, who has not been awarded a certificate attesting to his successful completion of the Part-Time Basic Training Course as prescribed by the Board by December 31, 1997, must forfeit his position, or the employing agency must obtain a waiver from the Board extending the period for compliance. Such waivers shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial 24 months. Good and justifiable reasons for a waiver include, but are not limited to, unavailability of facility space for training, illness or disability, and the need for the recruit to serve the department during the probationary period.
- i) Each part-time recruit employed on or after January 1, 1996, who has not been awarded a certificate attesting to his successful completion of the Part-Time Basic Training Course as prescribed by the Board within 18 months after his initial part-time employment, must forfeit his position, or the employing agency must obtain a waiver from the Board extending the period for compliance. Such waivers shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial 18 months. Good and justifiable reasons for a waiver include, but are not limited to, unavailability of facility space for training, illness or disability, and the need for the recruit to serve the department during the initial probationary period.
 - 1) Beginning December 15, 2022, a part-time officer's 6-month enrollment requirement and 18-month training requirement stated in 50 ILCS 705/8.2 shall begin upon initial employment, and shall begin again with each subsequent appointment.
 - 2) An officer who separates from an employer prior to the completion of their training, but is appointed by another agency within 10 days, may continue training in the registered program under the original time limitations as the previous appointment. An officer who separates before completing training and subsequently receives an appointment beyond 10 days from the original separation may proceed through a part-time training program a second time in compliance with all of the requirements of recently hired officers. Nevertheless, beginning November 1, 2022, officers will no longer be barred from participating in a part-time training program with subsequent appointment if they failed to meet their initial 6- and 18- month training requirements.

- j) Each recruit will bring such equipment to training sessions as is required by the Director.
- k) A recruit shall pass the State Part-Time Certification Examination to qualify as a part-time police officer, except as is otherwise provided for in the Act.
 - 1) The test shall be in writing. It shall be administered by the staff of the Board, or such other testing company or association expressly authorized by the Board; and
 - 2) The Board shall establish a minimum passing score. In establishing the minimum passing score, the Board will ensure that the score reflects the knowledge and competency of the recruit for law enforcement work. The minimum passing score will be established by the Board within the range of 60 to 80 percent of the total score. At the beginning of each training course the minimum passing score will be announced; and
 - 3) The content of the test for law enforcement officers may include, but not be limited to, material in the areas as specified in Section 7(b) of the Act and subjects covered in the Peace Officer Firearm Training Act [50 ILCS 710]; and
 - 4) The content of the test for part-time officers may include, but not be limited to, materials in the areas specified in 20 Ill. Adm. Code 1770.202; and
 - 5) The Board shall at least biennially review the content of the exam and minimum passing score to ensure they are current and reliable.

(Source: Emergency amendment at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)

Section 1770.206 Procedures for Administration of Part-Time Police Officers Certification Examination
EMERGENCY

- a) The Certification Examination will be administered to all recruits who successfully complete the Part-Time Basic Training Course certified by the Board.
- b) Recruits who successfully pass the Certification Examination shall be eligible to receive certification attesting to their successful completion of the part-time basic training requirements.
- c) Examination scores will be reported in writing to the Chief Administrator after the recruit's employing agency within 14 days after the examination date.
- d) Part-time police recruits are required to successfully complete the Certification Examination on one occasion only. There are no requirements for re-qualification.
- e) Only recruits who have been certified by the Board as having met all the requirements of having successfully completed the Part-Time Basic Training Course are eligible to take the Part-Time Certification Examination.
- f) Each recruit must be a part-time police officer and be employed by a local law enforcement agency.
- g) In the event the recruit fails to successfully complete the Certification Examination on the initial administration, he or she will be allowed to re-take the Certification Examination a maximum of two times with each respective appointment. Failure of this test shall result in the recruit not being eligible for certification and the recruit must forfeit his/her position.
- h) In order to be eligible to re-take the Certification Examination, a written request must be submitted by the Chief Administrator of the employing agency. Upon receipt of the written request, the Board shall administer the re-take examination, except as may otherwise be provided in subsection (o).
- i) Part-time police officers who initially fail to successfully complete the Certification Examination will be administered an alternate version of the Certification Examination on any successive re-take(s).
- j) The Board will establish and publish the locations with the dates and times for the administration of re-take examinations. Such exams will be given at least twice every six months.

- k) The Certification Examination will be administered at regional training facilities on the last Saturday of the last month of the Part-Time Basic Training Course.
- l) The recruit will have 3.5 hours to complete the Part-Time Certification Examination. A recruit will be excused from completing the examination at that session if he/she is ill and excused by the proctor.
- m) Individuals allowed within the testing area will be limited to Board-approved examination proctors and those who are taking the examination.
- n) Any recruit who is uncooperative, disruptive or is thought to be cheating during the administration of the Certification Examination will be ordered by the proctor to turn in his or her examination and to leave the examination area. A complete written report of the incident will then be submitted to the Director of the Board and the Chief Administrator of the officer's employing agency. The offending recruit shall have the opportunity within seven days to submit a written report to the Director describing the recruit's version of the event. In such cases it will be left to the discretion of the Director to determine whether the officer has forfeited the examination and whether the recruit is eligible to re-take the Certification Examination. The Director's determination will be based on the nature of the officer's misbehavior and on the supporting evidence of such misbehavior.
- o) Successful completion of the Part-Time Certification Examination will not be deemed equivalent to or sufficient in and of itself to render said part-time police officer eligible to obtain a waiver of full-time law enforcement basic training or a certificate attesting to equivalent training as a full-time law enforcement officer.
- p) A "Transition Course" shall be established that incorporates coursework and scenario-based trainings. Completion of this course may be prescribed by the Board as a condition for those part-time certified officers seeking appointment in full-time positions and a waiver of the full-time training requirement. Any individual who has failed the full-time academy or failed to pass the full-time exam on three occasions is ineligible to attend this course.

(Source: Emergency amendment at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)

Section 1770.207 Wellness Standards**EMERGENCY**

- a) Each probationary part-time police officer employed on or after January 1, 1996 shall successfully complete the Board's physical fitness tests before being allowed to begin the Part-Time Basic Training Course.
- b) Each probationary part-time police officer employed before January 1, 1996 shall successfully complete the Board's physical fitness tests before beginning the physical skills unit.
- c) Prior to being allowed to attempt any part of the POWER test, each probationary part-time police officer shall provide in writing to the coordinator, on a form approved by the Board, a medical release and authorization report signed by a licensed physician which indicates that physically the officer is fit medically to take the POWER test.
- d) The coordinator shall have the responsibility of scheduling the administration of the Board's Physical Fitness Training Standards as described in subsection (e) of this Section and following procedures as prescribed by the Board.
- e) Every recruit shall be required to perform and successfully complete all of the Board's physical fitness tests in the sequence delineated in this Section. The tests shall be as follows:
 - 1) Every recruit shall meet the Board's sit and reach standard as defined in Appendix A.
 - 2) Every recruit shall meet the Board's one minute sit-up standard as defined in Appendix A.
 - 3) Every recruit shall meet the Board's benchpress standard as defined in Appendix A.
 - 4) Every recruit shall meet the Board's 1.5 mile run standards as defined in Appendix A.
- f) If a recruit fails to meet any standard in subsection (e) of this Section, the coordinator is authorized to administer a re-test of that specific test on one more occasion. The re-take of a test must be administered between 48 and 72 hours after the conclusion of the recruit's first physical fitness test.
- g) If a recruit fails to meet the requirements set forth in subsections (e) and (f) of this Section, the recruit shall not be eligible to proceed with part-time basic training.

- h) A recruit described in subsection (b) of this Section shall be allowed to successfully complete the requirements set forth in subsection (e) and (f) at any Board-approved POWER Test sites within 45 days prior to beginning the physical skills unit.
- i) Within the final week of the academy, the recruit must complete the sequence of Appendix A again and the results of these tests must be shared with the Board for analysis.

(Source: Emergency amendment at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)

**Section 1770.211 Special Part-Time Practical Waiver
EMERGENCY**

- a) In accordance with Section 8.2(b) of the Police Training Act, agencies employing part-time officers appointed after July 1, 2022 may seek a special certification and training waiver to allow these officers to begin gaining practical experience and participating in on the job trainings.
- b) To be eligible for this waiver, the officer must:
 - 1) Complete 6 months of basic academy training;
 - 2) Complete the Mandatory Firearm Training Course; and
 - 3) Complete and pass Unit 7 of the part-time academy.
- c) Any agency may request this special waiver, in writing, to the attention of the Executive Director, explaining the nature of the request, the need for such accommodation to be granted, and any safeguards in place to ensure that authorities are not extended or abused prior to certification.

(Source: Emergency rule added at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)

**Section 1770.212 Requirements of Participating Local Agencies
EMERGENCY**

Each participating local governmental agency shall:

- a) Specifically inform each part-time officer appointed after January 1, 1996 that, as a condition of permanent employment, the officer must successfully complete the prescribed basic course of training within the first 18 months after employment, and must complete a POWER test and be registered for the course within the first 6 months of employment.
- b) Fully cooperate with the Board by furnishing reports and information the Board deems necessary to fully implement all provisions of the Act.
- c) Not appoint any person as a permanent part-time law enforcement officer who has not been awarded a certificate by the Board attesting to successful completion of the required basic training course within the first 18 months of employment. A waiver of this training requirement may be obtained under the conditions set forth in Section 1720.20(f).
- d) Before an individual can be vested with law enforcement authority and permitted to patrol the public, each agency must activate the certification of an individual by:
 - 1) For newly hired and trained officers,
 - A) conducting a thorough background check on the individual,
 - B) confirming the individual completed an approved training academy, and
 - C) confirming the individual passed the state certification exam.
 - 2) For previously certified officers,
 - A) conducting a thorough background check on the individual in accordance with the Police Training Act,
 - B) submitting a request for reactivation to the Board, and
 - C) obtaining notice of reactivation from the Board.
 - 3) For officers who have attended an academy and obtained certification in another state or with an agency of the federal government,

- A) confirming certification through out of state reciprocity,
 - B) verifying the individual's prior trainings, and
 - C) confirming the individual completed all courses prescribed by the Board and passed the Equivalency Exam.
- e) Terminate the employment of any officer who fails to successfully complete the prescribed basic course within the first 18 months of employment, or fails to successfully complete a POWER test and be registered for the course within the first 6 months of employment, unless a waiver of the basic course requirement has been granted to the employing agency upon proper application to the Executive Director of the Board.

(Source: Emergency rule added at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)

Section 1770.APPENDIX A Physical Fitness Standards

EMERGENCY

1. **SIT AND REACH TEST:** This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Sit and Reach	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Academy Entrance:	14.4	13.0	12.0	10.5	17.0	16.5	15.0	14.8

2. **1 MINUTE SIT UP TEST:** This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: One Minute Sit Up Test	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Academy Entrance:	33	30	24	19	24	20	14	10

3. **1 REPETITION MAXIMUM BENCH PRESS:** This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Bench Press	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Academy Entrance:	88%	78%	72%	63%	51%	47%	43%	39%

4. **1.5 MILE RUN:** This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: 1.5 Mile Run	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
Academy Entrance:	14:00	14:34	15:24	16:58		16:46	17:38	18:37	20:44

(Source: Emergency amendment at 47 Ill. Reg. _____, effective _____, for a maximum of 150 days)