

ILLINOIS STATE POLICE PER-053, ACADEMY RELATED TRAINING

RESCINDS: PER-053, 2018-051, revised 12-20-2018.	REVISED: 06-17-2020 2020-005
RELATED DOCUMENTS: PER-012	RELATED CALEA STANDARDS: 33.1.1, 33.1.2, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.1, 33.3.1, 61.1.3, 61.1.5, 61.1.6

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Provide necessary and appropriate professional training to members of federal, state, county, and municipal law enforcement agencies within the limits of available resources and expertise.
- I.B. Ensure all divisions notify or coordinate all duty-related instruction by ISP employees through the Academy to ensure uniformity, consistency, and satisfaction of minimum standards.

II. AUTHORITY

- II.A. 20 ILCS 2605/2605-1 et seq.; the Department of State Police Law.
- II.B. 50 ILCS 705/1 et seq.; Illinois Police Training Act.

III. DEFINITIONS

- III.A. Absence – any instance where a student is unable to attend or participate in a class or a portion thereof for any reason.
- III.B. Passing score – a grade of 70 percent, unless otherwise specified.

IV. RESPONSIBILITIES

- IV.A. The Director, through his/her Deputy Directors, will ensure all divisions notify or coordinate all duty-related instruction by ISP employees through the Academy to ensure uniformity, consistency, and satisfaction of minimum standards.
- IV.B. The Academy will maintain, at a minimum, the following:
 - IV.B.1. Manuals
 - IV.B.1.a. Academy Directives
 - IV.B.1.b. Cadet Guide
 - IV.B.1.c. Recruit Guide
 - IV.B.2. Emergency Response Plan
 - IV.B.3. Instructor Information
 - IV.B.3.a. A List of Certified Instructors
 - IV.B.3.b. Record of Certified Instructor Qualifications
 - IV.B.4. Course certification procedures
 - IV.B.4.a. Lesson Plan - development, review, and amendment
 - IV.B.4.b. Curriculum Review Committee – establishment and operation

NOTE: If the course is offered to outside agencies, the Illinois Law Enforcement Training and Standards Board (ILETSB) procedures will apply. If the course is offered to Cadets, Academy procedures will apply.

- IV.B.5. Attendance requirements
- IV.B.6. Records
 - IV.B.6.a. Lesson Plans
 - IV.B.6.b. Rosters
 - IV.B.6.c. Transcripts or Training Records
- IV.B.7. A current listing of mandatory ISP training

V. PROCEDURES

- V.A. Lesson Plans - In the absence of a specific directive on the subject, lesson plans may be used to establish department or division policy. Lesson plans are to be developed as follows:
 - V.A.1. Lesson plans are to be documented uniformly and completely for:
 - V.A.1.a. Identification of facilities, training aids, and student materials needed for the course
 - V.A.1.b. Use in evaluating course and instructor effectiveness
 - V.A.1.c. Construction of academic and performance examinations
 - V.A.1.d. Approval by the Administrative Bureau (AB) staff prior to delivery
 - V.A.1.e. Retention as part of the training records
 - V.A.2. Assigned instructor will develop lesson plans and forward them to the AB for review, approval, and filing pursuant to Academy Policy ACA-47, "Curriculum Review Committee."
- V.B. Support - AB personnel will be available for assistance in construction of the lesson plan and test questions.
 - V.B.1. AB personnel will provide the current Job Task Analysis to any instructor constructing or amending a lesson plan or test questions.
 - V.B.2. The AB will assign curriculum it receives for review and approval to the Curriculum Review Committee, which will examine any new curriculum or existing curriculum that has been changed by more than ten percent.
 - V.B.3. The Curriculum Review Committee will operate pursuant to the current Academy Policy, ACA-47.
 - V.B.4. The AB will retain lesson plans, including copies of plans subsequently modified.
- V.C. Attendance - all mandatory training will be recorded by the ISP employee responsible for coordinating the class.
 - V.C.1. An absence will only be excused when:
 - V.C.1.a. the use of sick time would be permissible, attendance has been interrupted due to a judicial proceeding, or a member of the Department, with the authority of the Academy Commander, has removed the student from the class;
 - V.C.1.b. the total absences do not exceed 10 percent of the total course hours (any absence beyond 10 percent of the total course that is not related to a medical condition, judicial proceeding, or removal authorized by the Academy Commander will be unexcused);
 - V.C.1.c. a passing score has been achieved on all examinations taken prior to such absence, if examinations are required, and;
 - V.C.1.d. other applicable Academy requirements are met.
 - V.C.2. Personnel having prior approval for vacation by his/her supervisor may be excused from training by the Deputy Director of the Division of the Academy and Training.
 - V.C.3. All mandatory training missed due to an excused absence must be made up either by attendance at a later date or watching the missed training on video. Even if training is made

up, the excused absence will still count for purposes of determining whether the absence exceeds 10 percent of the total course.

- | V.C.4. All unexcused absences will result in the student's removal from the class, loss of credit for the class, and may serve as grounds for dismissal from the Academy and/or appropriate corrective measures.
- | V.C.5. Recruit attendance during the Academy Basic Training Program will be regulated by the ILETSB standards.

| Indicates new or revised items.

-End of Directive-