

**ILLINOIS STATE POLICE
ADM-004, ACADEMY FACILITIES AND SERVICES**

RESCINDS: ADM-004, 2013-036, revised 04-02-2013.	REVISED: 02-17-2016 2016-012
RELATED DOCUMENTS: Travel Guide For State Employees, PER-037, PER-053	RELATED CALEA STANDARDS: 33.2.1

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Deliver educational programs for law enforcement officers, civilian employees, and civic/community groups; and provide accommodations for department meetings at the ISP Academy, when practical, subject to space availability.
- I.B. Provide overnight lodging at the Academy for employees on official business in the Springfield area, subject to space availability.
- I.C. Provide a central source of coordination for reserving Academy facilities.
- I.D. Upon request by an ISP employee and approval by the employee's Deputy Director and the Academy Commander, provide up to 45 days temporary Academy housing to employees transferring into the Springfield area.

II. DEFINITIONS

- II.A. Guests - persons other than:
 - II.A.1. Instructors
 - II.A.2. Cadet/recruit counselors
 - II.A.3. Students attending the Academy
 - II.A.4. State employees who work at the Academy
- II.B. Personnel - ISP employees other than those mentioned in paragraph II.A.

III. RESPONSIBILITIES

- III.A. The Academy will:
 - III.A.1. Deliver consistent, meaningful, and relevant public safety training and education to all Federal, State and local law enforcement personnel, ensuring better preparedness to face the challenges of today and the future.
 - III.A.2. Provide leadership through innovation as a dynamic, diverse, learning organization promoting personal and professional growth.
- III.B. The students attending training at the Academy will:
 - III.B.1. Demonstrate satisfactory academic progress and proficiency in performing minimum required physical skills to include:
 - III.B.1.a. Achieving the minimum required score on program "stand alone" examinations.

III.B.1.b. Maintaining a cumulative grade point average of no less than seventy percent.

III.B.1.b.1) Students who fail to achieve the minimum required score in a program module that has remedial training available will be:

III.B.1.b.1)a) Required to attend remedial training in the failed module.

III.B.1.b.1)b) Required to achieve the minimum required score before moving on to the next training module.

III.B.1.b.1)c) Dismissed from the Academy if the student fails to achieve the minimum required score upon completing remedial training.

III.B.1.b.2) Students dismissed for failing to meet satisfactory academic progress or proficiency in performing minimum required physical skills are eligible to reapply for consideration one year after said dismissal.

III.B.1.b.3) When reapplying, students must follow normal application procedures to be considered for reinstatement.

III.B.1.b.4) The ISP will **not** consider the reinstatement of students dismissed due to misconduct.

III.B.1.c. Completing every module of training within the time allotted for the program.

III.B.2. Maintain no less than a 90 percent attendance record during each training class.

IV. PROCEDURES

IV.A. Academy reservations

IV.A.1. Personnel and guests must make reservations for use of the Academy through the Academy Registrar as far in advance as possible.

IV.A.2. The entity making reservations is responsible for:

IV.A.2.a. Identifying and requesting any special needs for the training or meeting. Special needs may include:

IV.A.2.a.1) Audio-visual equipment

IV.A.2.a.2) Meals

IV.A.2.a.3) Lodging

IV.A.2.a.4) Wheelchair accessibility

IV.A.2.a.5) Other "auxiliary aids and services," as defined by the Americans with Disabilities Act (ADA)

IV.A.2.b. Assuming the costs for requested meals, beverages, and/or lodging

IV.A.2.c. Notifying the Registrar immediately of any changes in logistical needs or cancellations

IV.A.2.d. Providing a roster of course attendees, including lodging needs if to be provided, to the Registrar a minimum of two weeks prior to the training/meeting

IV.A.3. The Academy will offer meeting/training and lodging rooms on a space available basis. Basic recruit and cadet training requirements take precedence for the assignment of Academy facilities and services.

IV.B. Academy meals

IV.B.1. Students/meeting attendees:

IV.B.1.a. The Academy will provide meals to students attending Academy training programs, if included in the original training budget and approved.

- IV.B.1.b. The Academy will provide meals to personnel assigned to attend an Academy sponsored meeting or seminar that requires overnight lodging at the Academy, if included in the budget, approved by command, and not receiving per diem.
- IV.B.1.c. Personnel and other state employees attending a meeting or seminar will pay for meals consumed at the Academy unless otherwise stated by the meeting/seminar sponsor.
- IV.B.1.d. The Academy will not provide meals to people attending a meeting or seminar sponsored by another entity that requires overnight lodging at the Academy, unless the sponsor has made prior arrangements.
- IV.B.2. All department employees, except for those mentioned in paragraphs II.A. and II.B., who eat meals at the Academy cafeteria, must purchase those meals.
- IV.B.3. State employees (including ISP employees) on travel status may not claim reimbursement for meals provided by the Academy.
- IV.B.4. The food vendor will post the costs for meals and beverages served in the Academy cafeteria at the cash register.
- IV.B.5. The Academy Commander may authorize complimentary meals for dignitaries, guests, and others who are attending meetings or training.
- IV.C. Security/safety at Academy facilities
 - IV.C.1. All guests and personnel will adhere to safety and security measures as directed by the Academy Commander.
 - IV.C.2. Academy Rules and Regulations, available at the Academy reception desk, will be provided to all training and meeting attendees.
- IV.D. Temporary Academy housing
 - IV.D.1. Contingent upon space availability, an employee transferring into the Springfield area may request, through his/her chain-of-command, to the Academy Commander, up to 45 days temporary housing at the Academy.
 - IV.D.2. Temporary residents may request an extension not to exceed 45 days.
 - IV.D.3. Temporary Academy residents are responsible for paying for meals, beverages, and lodging.
- IV.E. Linens provided by the Academy are to remain within the Academy and be used only for sleeping and personal hygiene.

-End of Directive-