

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 33.2

SUBJECT: ACADEMY TRAINING

EFFECTIVE DATE: 10/1/09

REVISED DATE: 05/28/24

INDEX AS:

- 33.2.1 RELATIONSHIP WITH TRAINING ACADEMY
- 33.2.2 SUPPLEMENTAL ORIENTATION TRAINING

PURPOSE:

The purpose of this policy is to establish guidelines for the initial training of new police officers.

POLICY:

33.2.1 RELATIONSHIP WITH TRAINING ACADEMY

- A. In accordance with Illinois Compiled Statutes, 50 ILCS 705/8.1, no person shall receive a permanent appointment as a law enforcement officer unless:
 - 1. That person has been awarded, within 6 months of the officer's initial full-time employment, a certificate attesting to the officer's successful completion of the Minimum Standards Basic Law Enforcement or County Correctional Training Course as prescribed by the Illinois Law Enforcement Training Standards Board (ILETSB); or,
 - 2. That person has been awarded a certificate attesting to the officer's satisfactory completion of a training program of similar content and number of hours and which course has been found acceptable by ILETSB under the provisions of the Act; or,
 - 3. That person has been awarded a training waiver by reason of prior law enforcement or county corrections experience, obtained in Illinois, in any other state, or with an agency of the federal government, the basic training requirement is determined by ILETSB to be illogical and unreasonable. If a reciprocity waiver for training completed outside of Illinois is sought, it must include a thorough background check and provide verification of the officer's prior training.
- B. The Department shall maintain proof of a law enforcement officer's completion of legislatively required training as designated by ILETSB. A training report shall be submitted to ILETSB upon completion of the training. A copy of the report shall be submitted to the law enforcement officer.
- C. The Training Sergeant and Field Training Coordinator shall both maintain close liaison with the training academy staff to monitor recruits' progress and provide input to the academy training program.
- D. The Department may make its facilities, staff, instructors, and resources available to the training academy when it determines that doing so would

enhance the training efforts of all concerned and that the request will not lessen the Department's training efforts.

- E. The training academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration shall be endured by the training academy.

33.2.2 SUPPLEMENTAL ORIENTATION TRAINING

- A. The Department provides a formal orientation program for sworn employees in addition to the instruction provided at the training academy. The orientation program is completed prior to the start of field training. The program consists of, but is not limited to, the following:
 - 1. Organizational and command structure
 - 2. Problem-oriented policing
 - 3. Policy review
 - 4. Field training and evaluation program
 - 5. Report writing and the Public Safety
 - 6. Records Management System (PSRMS)
 - 7. Crime scene processing
 - 8. Defensive tactics
 - 9. Firearms qualification
 - 10. Vehicle stops and building searches
 - 11. Serious use of force
 - 12. Officer-involved shootings
 - 13. Crime analysis
 - 14. Issuance of equipment, manuals, maps, etc.
 - 15. Employee benefits, including the police pension fund
 - 16. Fraternal Order of Police (FOP) and Police Benevolent & Protective Association (PBPA)

ISSUING AUTHORITY

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