

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 05/12/23
<b>Chief of Police:</b> 	Training, 33.1	
<b>Cross Reference:</b> SOP 12.2 Written Directives SOP 16.1 Specialized Assignments 33.4 Field Training 33.5 In-Service, Roll Call Advanced Training <a href="#">City of Elgin's Travel Policy</a> <a href="#">50 ILCS 705/6.1</a> <a href="#">50 ILCS 705/8.4</a>		<b>Policy Sections:</b> 33.1.1 Training Administration 33.1.2 Initial Training of Employees 33.1.3 Training Registration 33.1.4 Attendance Requirements 33.1.5 Out of State Travel 33.1.6 Reimbursements 33.1.7 Training Outline 33.1.8 Remedial Training 33.1.9 Employee Training Records 33.1.10 Department Courses Conducted 33.1.11 Law Enforcement Compliance Verification Appendix A: Request for Training Appendix B: Travel Expense Report Appendix C: Training Outline

## PURPOSE

The purpose of this policy is to establish the Training Division of the Elgin Police Department.

## POLICY STATEMENT

It is the policy of the Elgin Police Department to administer a training program that will meet the standards of federal, state, local, and the Illinois Law Enforcement Training and Standards Board (ILETSB) training requirements. It is a priority of the department to provide on-going training for employees to ensure all are afforded the opportunity for professional growth. In addition to professional growth, the objectives of the training program are to enhance the level of law enforcement service to the public, increase the technical expertise and overall effectiveness of personnel and ensure compliance to ILETSB rules and regulations concerning law enforcement training. In doing so, employees are provided with the tools necessary to perform their job functions in a professional manner and execute their job functions in a variety of settings. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Refer to Standard Operating Procedure 33.5 In-Service, Roll Call Advanced training to view training mandates.

## PROCEDURES

### 33.1.1 TRAINING ADMINISTRATION

- A. A Sergeant and Training Officer are assigned to the Training Division. Officers are appointed to the position of Training Officer through the selection process identified in Standard Operating Procedure 16.1 Specialized Assignments.
- B. The Training Sergeant and Training Officer are responsible for the overall administration of the department's training function which monitors and secures training for sworn officers and professional support staff members.
- C. The Training Officer serves in a supervisory capacity in the performance of training functions and reports directly to the Training Sergeant.
- D. Upon assignment, employees assigned to the Training Division shall familiarize themselves on the below topics:
  1. Lesson plan development.

2. Performance objective development.
  3. Instructional techniques.
  4. Testing and evaluation techniques.
  5. Resource availability and use.
- E. The Training Division ensures employees who provide supplemental training, such as in-service training, are proficient and knowledgeable in their respective instructional topics and demonstrate an understanding of the training material. This may entail completion of a training course such as 'train the trainer,' certification or acquired on the job knowledge.
- F. When certification is required of any instructor, employees who provide the training are required to successfully complete the certification prior to training employees.

### **33.1.2 INITIAL TRAINING OF EMPLOYEES**

- A. The initial training of newly hired professional support staff members is coordinated by their respective work groups in collaboration with the Training Division and the City of Elgin Human Resources Department, when appropriate. Training may also be provided by colleagues who possess an understanding of the required job functions.
- B. The initial training of sworn police officers is coordinated by the Training Division through the department's In-House and Field Training Program. Refer to Standard Operating Procedure 33.4 Field Training for information on initial training of newly hired sworn officers; this policy also provides information on field training for Community Service Officers and Telecommunicators.
- C. As it pertains to their area of assignment, employees are initially instructed on:
1. Job functions and purpose.
  2. Salary, benefits, and work conditions.
  3. Department policies as assigned to them, refer to Standard Operating Procedure 12.2, Written Directives.
  4. Job responsibilities and employee rights as listed in the City's Personnel Manual.
  5. Confidentiality of police records and law enforcement data systems.

### **33.1.3 TRAINING REGISTRATION**

The Training Division distributes training schedules from various training providers to Lieutenants.

- A. The distribution of available classes enables Lieutenants to review courses being offered and determine if employees are interested or those who may benefit from the course.
- B. Upon request, the Training Division provides registration forms and course information to all personnel.
- C. Requests to attend a training class/program, which includes out-of-state training, shall be accomplished using the Request for Training Form.
1. Completed forms shall be reviewed by the employee's supervisor and submitted to the Training Division.

2. Within a reasonable amount of time, the Training Division will provide notification as to whether the training has been approved. See Appendix A to view this form.
  - a. Anything over \$500.00 or two days requires the approval of the respective commander.
  - b. Deputy Chief approval is required for training over \$1,000, four days, or when the employee needs to go out of state.
- D. If a training or conference is offered at multiple locations, personnel shall choose the more cost-effective option. In all cases where overnight accommodation is required, the most efficient and reasonably cost-effective lodging shall be arranged. The lodging may involve housing provided by the training academy/organization.
- E. Upon receipt of the Request for Training Form, the Training Division will determine if the employee's request will be approved. The approval process is a collaborative effort between the Training Division, requesting employee's supervisor, and the employee. This may entail the review of, but is not limited to the following:
  1. Overall benefit to the employee, city, and the department.
  2. Budgetary constraints/associated expenses.
  3. Impact on the employee's schedule/workload, to include the shift/division the employee is assigned to.
  4. Applicability to the employee's current or future assignment(s).
  5. Renewal or acquisition of necessary certification or licensure.
  6. Training hours completed or anticipated by the employee during the current year.
  7. Past evaluations from other persons who have attended the same course.

#### **33.1.4 ATTENDANCE REQUIREMENTS**

- A. The Training Division shall notify the employee and his/her supervisor when training has been secured. Whenever possible, notifications will be not less than ten days prior to the scheduled class.
- B. When training conflicts with scheduled court appearances, employees are responsible for notifying the Training Division, in writing, as soon as possible.
  1. Court appearances shall take precedence over employee training.
  2. Employees are not authorized to fail to appear in court based upon enrollment in a training course.
  3. All excused absences from court appearances, as a result of training, shall be approved through the employee's supervisor and only after consultation with and approval of the state's attorney's office.
- C. Personnel are required to attend all classes and bring the necessary materials. Exceptions to attending classes may include the following:
  1. Illness/injury.
  2. Personal emergency.

3. Vacation, when the training was scheduled prior to consultation with the employee.
  4. Emergency police business.
  5. Advanced department approval.
- D. Employees who are unable to attend scheduled training due to the above-mentioned exceptions shall, as soon as possible, notify his/her supervisor and the Training Division.
1. It shall be the responsibility of the employee to make up necessary work or assignments.
  2. Unexcused absences may result in the employee being withdrawn from class, not being credited with successful completion of the class and/or appropriate disciplinary measures.

#### **33.1.5 OUT OF STATE TRAVEL**

- A. Employees traveling out of state for training shall adhere to the provisions established in the city's travel policy and follow all department written directives.
- B. Reimbursement for mileage, meals and lodging will be in accordance with the provisions of the City of Elgin's Travel Policy. Refer to Section 33.1.6 to review the requirements pertaining to reimbursements.

#### **33.1.6 REIMBURSEMENTS**

- A. In order to be reimbursed for mileage, food or lodging for attending training, the following applies:
1. The training must be outside the city limits of Elgin.
  2. Reimbursements shall be requested utilizing the Travel Expense Report. Completed forms shall be submitted to the Training Division, within five business days upon return to work. Refer to Appendix B to view this form.
  3. Receipts are required for the expenses outlined in the city's travel policy.
- B. Special circumstances and exceptions for reimbursement will be considered by the Chief of Police.
- C. All tuition and required fees for course materials, books, etc., will be paid by the department.

#### **33.1.7 TRAINING OUTLINE**

- A. Training outlines shall be developed for all training courses/classes. Refer to Appendix C to view the outline form. A training course/class is considered to be instruction provided to employees at scheduled in-services or meetings designated for training. PowerDMS courses are exempt from this requirement due to the fact that course material is electronically accessible and maintained. Outlines will include the following:
1. A list of resources used in the development of the training and items needed for the delivery of the training.
  2. A statement of performance and job-related objectives.
  3. The content of the training and specification of the appropriate instructional technique such as lecture, group discussion, panels, or seminar.

- B. Training outlines shall be submitted to the Training Division for approval prior to conducting any course/class.
- C. The Training Division shall maintain a file of all training outlines; any tests used shall also be included. The preparation of tests shall be a cooperative effort between the Training Division supervisory staff, and persons having knowledge in the subject matter.

#### **33.1.8 REMEDIAL TRAINING**

- A. The Elgin Police Department utilizes remedial training as a constructive tool to reinforce and refine an employee's skills, knowledge, and abilities. A lack of cooperation on the part of an employee may result in the imposition of disciplinary penalties or an unfavorable performance evaluation.
- B. When the following factors are noted, supervisors may determine that the employee needs remedial training:
  - 1. Career development/enhance job knowledge.
  - 2. Change in assignment.
  - 3. Does not meet the required training course standards or achieve the score needed to successfully complete the course/training.
  - 4. Report review.
  - 5. Return from duty after extended absence.
  - 6. Supervisory observation.
- C. Upon the recommendation of an employee's supervisor, remedial training may also be scheduled for those who:
  - 1. Demonstrate a lack of knowledge or skills to perform an assigned job task, based on performance evaluations (unacceptable performance/requires improvement) or performance observed by supervisory personnel.
  - 2. Have been disciplined for reasons that may be corrected through additional training.
- D. The Training Division shall schedule remedial training within 30 days of notification by the employee's supervisor and will be scheduled in such a manner as not to disrupt the regular operations of the department. The Training Division shall maintain documentation of scheduled remedial training.
- E. Remedial training that is in the form of counseling from a supervisor is not required to be scheduled through the Training Division, but the supervisor shall ensure the training is documented.

#### **33.1.9 EMPLOYEE TRAINING RECORDS**

- A. Training files are located in the records management system, Emergency Communications Division, and PowerDMS. These files include, but are not limited to the following:
  - 1. Date of training.
  - 2. Title of training course.
  - 3. Attendance and test scores (if any).

4. Certificates or licenses received.
- B. The Training Division shall maintain employee training records for the duration of time established in the department's records retention schedule which is accessible in the Records Division.

#### **33.1.10 DEPARTMENT COURSES CONDUCTED**

- A. The Training Division shall maintain a record of all courses conducted by the Elgin Police Department. These records at a minimum shall include the following:
1. Course content/Training Outline.
  2. Names of employees who received the training.
  3. The performance of individuals attending as measured by tests, if administered.
  4. Test scores if applicable.
- B. The course record shall be maintained for the duration of time established in the department's records retention schedule.

#### **33.1.11 LAW ENFORCEMENT COMPLIANCE VERIFICATION**

- A. Pursuant to 50 ILCS 705/8.4, officers submit a compliance verification form to the Illinois Law Enforcement Training Standards Board (ILETSB) confirming compliance to the provisions of said statute using the form provided by ILETSB. The Chief of Police or designee is responsible for ensuring the compliance of each officer.
- B. Said form shall include:
1. Verification that the law enforcement officer has completed the mandatory training programs the preceding three years.
  2. The law enforcement officer's current employment information to include, but not limited to the termination of any previous law enforcement or security employment in the relevant time period.
  3. Statement that the officer has not committed misconduct as outlined in 50 ILCS 705/6.1.
- C. The Training Division shall facilitate this process through a collaboration with ILETSB in accordance to the timetable established in 50 ILCS 705/8.4, with modifications to the timeline as provided by ILETSB.
1. January 31, 2026 – *officers with the last name starting with letters A through G*
  2. January 31, 2027 – *officers with the last name starting with letters H through O*
  3. January 31, 2028 – *officers with the last name starting with letters P through Z*

*Note: Upon completion of the above timetable, verification forms shall be submitted every third year of the officer's applicable three-year report period as determined by ILETSB.*


- D. On October 1 of each year, ILETSB shall send notice to all certified officers, unless exempted due to inactive status, of the upcoming deadline to submit the compliance verification form.
- E. No later than March 1 of each year, ILETSB shall send notice to all certified law enforcement officers who have failed to submit the compliance verification form, as well as the officer's governmental agencies.

1. ILETSB shall not send a notice of noncompliance to law enforcement officers whom ILETSB knows, based upon the status of the law enforcement officer's certification states, are inactive or retired.
  2. ILETSB may accept compliance verification forms until April 1 of the year in which a law enforcement officer is required to submit the form.
  3. Officers shall submit completed verification forms to the Training Division which is responsible for ensuring the forms are submitted to ILETSB.
- F. No earlier than April 1 of the year in which a law enforcement officer is required to submit a verification form, ILETSB may determine that an officer's certification to be inactive if the officer failed to either:
1. Submit a compliance verification form in accordance with 50 ILCS 705/8.4.
  2. Report an exemption for the verification requirements.
- G. When an officer's certification is deemed inactive, ILETSB shall send notice, by mail or email, to any such law enforcement officer and the officer's governmental agency that the officer's certificate will be deemed inactive on the date specified on the notice, which shall be no sooner than 21 days from the date of the notice, because of the officer's failure to comply or report compliance or failure to report an exemption.
1. ILETSB shall deem inactive the certificate of such law enforcement officers on the date specified in the notice unless ILETSB determines before that date that the law enforcement officer has complied.
  2. A determination that a certificate is inactive is not a disciplinary sanction.
- H. A law enforcement officer who was on voluntary inactive status shall, upon returning to active status, be required to complete the deferred training programs within one year.
- I. ILETSB may waive the reporting requirements if the law enforcement officer or the officer's governmental agency demonstrates the existence of mitigating circumstances justifying the law enforcement officer's failure to obtain the training requirements due to failure of the officer's agency or ILETSB to offer the training requirement during the officer's required compliance verification period.
1. If ILETSB finds that the officer can meet the training requirements with extended time, ILETSB may allow the law enforcement officer a maximum of six additional months to complete the training requirements.
  2. A request for a training waiver due to the mitigating circumstances shall be in writing, accompanied by verifying documentation, and shall be submitted to ILETSB not less than 30 days before the end of the law enforcement officer's required compliance verification period.
  3. A law enforcement officer whose request for a waiver is denied is entitled to a request for a review by ILETSB. The law enforcement officer or the officer's governmental agency must request a review within 20 days of the waiver being denied. The burden of proof shall be on the law enforcement officer to show why the officer is entitled to a waiver.
- J. For four years after the end of each reporting period, each certified law enforcement officer shall maintain sufficient documentation necessary to corroborate compliance with the mandatory training requirements under the Illinois Police Training Act.

- K. Notwithstanding any other provision in state law, for four years after the end of each reporting period, each governmental agency shall maintain sufficient documentation necessary to corroborate compliance with mandatory training requirements under the Illinois Police Training Act of each officer it employs or employed within the relevant time period.
- K. ILETSB may audit compliance verification forms submitted to determine the accuracy of submissions. The audit may include, but is not limited to, training verification and a law enforcement officer background check.
- L. If an audit reveals inaccurate information, ILETSB shall provide the law enforcement officer and employing governmental agency with written notice containing:
  - 1. The results of the audit, specifying each alleged inaccuracy.
  - 2. A summary of the basis of that determination.
  - 3. A deadline, which shall be at least 30 days from the date of the notice, for the law enforcement officer to file a written response if the law enforcement officer objects to any of the contents of the notice. The written response shall be in collaboration with the Training Division.
- M. After considering any response from the law enforcement officer, if ILETSB determines that the law enforcement officer filed an inaccurate verification, the law enforcement officer shall be given 60 days in which to file an amended verification form, together with all the required documentation demonstrating full compliance with the applicable requirements.
- N. If the results of the audit suggest that the law enforcement officer willfully filed a false verification form, ILETSB shall submit a formal complaint to a panel for decertification. An officer who has been decertified for willfully filing a false verification form shall not be eligible for re-activation.
- O. A law enforcement officer who has been deemed inactive due to noncompliance with the reporting requirements may request to have ILETSB re-activate his or her certification upon submitting a compliance verification form that shows full compliance for the period in which the law enforcement officer was deemed inactive due to noncompliance.
  - 1. ILETSB shall make a determination regarding a submission no later than seven days after ILETSB determines full compliance or continued non-compliance.




## APPENDIX A: REQUEST FOR TRAINING



**ELGIN**  
Police Department

**ELGIN POLICE DEPARTMENT**  
*Request for Training*



Last name

First name

Division/unit

Class start date

Class title

Class provider & location

Class end date

**Cost projections related to the training**

Tuition		Travel		Gas Mileage		Lodging		Per Diem			
Class cost	<input type="text"/>	Airfare	<input type="text"/>	# round trip miles from home	<input type="text"/>	Hotel	<input type="text"/>	# of breakfasts (\$7.00 limit)	<input type="text"/>	Cost	<input type="text" value="\$0.00"/>
Other	<input type="text"/>	Taxi	<input type="text"/>	# round trip miles from EPD	<input type="text"/>			# of lunches (\$13.00 limit)	<input type="text"/>	Cost	<input type="text" value="\$0.00"/>
		Train	<input type="text"/>	Specify lowest # of miles	<input type="text"/>			# of dinners (\$20.00 limit)	<input type="text"/>	Cost	<input type="text" value="\$0.00"/>
		Tolls	<input type="text"/>	Mileage @ .545 cents a mile	<input type="text" value="\$0.00"/>	<small>Per the city's travel policy, employees must use the Rand McNally mileage calculator. <a href="http://www.randmcnally.com/tarea=store">http://www.randmcnally.com/tarea=store</a></small>					
<b>Total tuition</b>	<input type="text"/>	<b>Total travel</b>	<input type="text"/>	<b>Total gas</b>	<input type="text" value="\$0.00"/>	<b>Total hotel</b>	<input type="text"/>	<b>Total per diem</b>	<input type="text" value="\$0.00"/>	<b>Grand total</b>	<input type="text" value="\$0.00"/>

# of classes past 12 months

# of training hrs past 12 months

**Purpose for training**

☐ Department required  
☐ Annual certification  
☐ Leadership/management  
☐ Remedial

☐ Employee requested  
☐ Future career track  
☐ Increase job knowledge  
☐ Refresher training

**Cost saving alternatives**

**Approval process**

Submitting supervisor

Reviewing supervisor  ☐ Approve ☐ Disapprove Comment

Anything over \$500 or 2 days requires the approval of the respective commander. Deputy chief approval is required for training over \$1,000, 4 days, or when the employee needs to go out of state.

Command staff approval  ☐ Approve ☐ Disapprove Comment

Send to Training Officer

Received by training

Revised 01/18/18

## APPENDIX B: TRAVEL EXPENSE REPORT

### Travel Expense Report

Elgin Police Department

First Name

Last Name

Email

Division/Unit

Course Title

Location City

Location State

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Date	Lodging <small>receipt required</small>	Breakfast <small>\$7.00 limit</small>	Lunch <small>\$12.00 limit</small>	Dinner <small>\$20.00 limit</small>	# of Miles <small>roundtrip</small>	Mileage <small>\$.655 cents a mile</small>	Parking <small>receipt required</small>	Tolls <small>receipt required</small>	Gas <small>city or rental car only/receipt required</small>	Transportation <small>airfare, taxi, train/receipt required</small>
<input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>
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Out of Pocket \$   
 Registration Cost/Tuition  
 Receipt(s) Upload

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	Total Lodging	Total Breakfast	Total Lunch	Total Dinner	# of Miles	Total Mileage <small>\$.655 cents a mile</small>	Total Parking	Total Tolls	Total Gas	Total Transportation
	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>

Grand Total \$   
includes registration/tuition cost

I have read and understand the city's travel and credit card policy. I understand that this form must be submitted to the training officer within 5 business days upon my return. If I fail to submit this form within the time frame, I may not be reimbursed for the expenses incurred.

Employee Signature  Sign  
 Today's date

**APPENDIX C: TRAINING OUTLINE**  
**(Page 1 only)**

 <b>ELGIN</b> Police Department	<b>ELGIN POLICE DEPARTMENT</b> <b>Training Outline</b>						
Training date		Start time		End time		Number of hours	
Topic(s) being presented							
Instructor #1				Resources used			
Instructor #2				Instructional Technique(s)			
Performance & Job Related Objectives							
Equipment required							
Outline/Content, <i>go to page two if more space is needed</i>							
Submitted by				Date			
<small>151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750      Revised 06/29/17</small>							