

MEMORANDUM

TO: All Illinois Police Chiefs

FROM: Thomas J. Jurkanin, Ph. D.
Executive Director

DATE: January 3, 2006

SUBJECT: Public Act 94-354
Annual Training Requirement for Police Chiefs and Deputy Police Chiefs
State Mandated Training - 20 Hours Annually

Public Act 94-354, became effective January 1, 2006. The Act amends the Illinois Police Training Act and now requires that “all police chiefs and deputy chiefs obtain at least 20 hours of training each year.” In pertinent part, the Act (50 ILCS, 705) states:

(New) Sec. 10.7 Mandatory Training; Police Chief and Deputy Police Chief
Each police chief and deputy police chief shall obtain at least 20 hours of training each year. The training must be approved by the Illinois Law Enforcement Training and Standards Board and must be related to law enforcement, management or executive development, or ethics.

It is the responsibility of the Law Enforcement Training and Standards Board to approve the mandated training required by Public Act 94-354. Each Chief and Deputy Chief is obligated to report their compliance annually to the Board office. The annual training requirement must be completed on the calendar year, January 1 to December 31. For your convenience, a form is attached to help guide you through the reporting process. Mobile Team in-service training, Executive Institute programs, IACP conferences and other certified Board programs are pre-approved as creditable training hours. Any other courses/conferences require approval by the Board office prior to attendance to ensure that credit will be granted. Supporting documentation such as agenda, schedule information, and course synopsis must be submitted to the Board office for verification and approval of such training. Please note that this State mandate does not provide for agency reimbursement. It is the responsibility of each law enforcement agency to cover any incurred training costs for Chiefs and Deputy Chiefs.

Should you have any questions or need further explanations concerning Public Act 94-354, please contact the Board office at 217/782-4540. The complete Act and reporting form will soon be available for download and/or review on the Board’s website at www.ptb.state.il.us.

TJJ/saa
Attachment

Illinois Law Enforcement Training and Standards Board
600 South Second Street * Suite 300 * Springfield, IL * 62704
Phone: 217/782-4540 * Fax: 217/524-5350 * www.ptb.state.il.us

Compliance with Public Act 94-354
Annual Police Chief and Deputy Police Chief Training - 20 Hours
Reporting Form - Annual Training 2006

Name: _____ Telephone No: _____

Title: _____ Email: _____

Agency: _____

List the approved course(s) or conference(s) attended: Give course title, dates attended, sponsoring agency and number of hours completed. The training courses attended must relate to law enforcement, management or executive development, or ethics as required by Public Act 94-354. **If additional room is needed, please run copies of this form, complete and sign.**

Categories - please check one:

- | | |
|--|--|
| <input type="checkbox"/> Mobile Team In-Service Training | <input type="checkbox"/> Executive Institute Course(s) |
| <input type="checkbox"/> Illinois Assoc. of Chiefs of Police Conference(s) | <input type="checkbox"/> Board Certified Course(s) |

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

.....
Categories - please check one:

- | | |
|--|--|
| <input type="checkbox"/> Mobile Team In-Service Training | <input type="checkbox"/> Executive Institute Course(s) |
| <input type="checkbox"/> Illinois Assoc. of Chiefs of Police Conference(s) | <input type="checkbox"/> Board Certified Course(s) |

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

.....
Categories - please check one:

- | | |
|--|--|
| <input type="checkbox"/> Mobile Team In-Service Training | <input type="checkbox"/> Executive Institute Course(s) |
| <input type="checkbox"/> Illinois Assoc. of Chiefs of Police Conference(s) | <input type="checkbox"/> Board Certified Course(s) |

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

.....
Categories - please check one:

- | | |
|--|--|
| <input type="checkbox"/> Mobile Team In-Service Training | <input type="checkbox"/> Executive Institute Course(s) |
| <input type="checkbox"/> Illinois Assoc. of Chiefs of Police Conference(s) | <input type="checkbox"/> Board Certified Course(s) |

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

Categories - please check one:

- Mobile Team In-Service Training
- Illinois Assoc. of Chiefs of Police Conference(s)
- Executive Institute Course(s)
- Board Certified Course(s)

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

Categories - please check one:

- Mobile Team In-Service Training
- Illinois Assoc. of Chiefs of Police Conference(s)
- Executive Institute Course(s)
- Board Certified Course (s)

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

Categories - please check one:

- Mobile Team In-Service Training
- Illinois Assoc. of Chiefs of Police Conference(s)
- Executive Institute Course(s)
- Board Certified Course(s)

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

* **Other Course(s):** Note - Courses under this area must be submitted to and approved by the Board office to meet required training hours, see instructions.

Course Title: _____ Dates Attended: _____

Sponsoring Agency: _____ Hours Completed: _____

***Instructions:** Attendance at a course or conference **other than the categories listed above** does not automatically qualify as training credit hours. For approval, please send pertinent supporting documentation such as the agenda, schedule information, and a course synopsis to the Board office.

Total number of course training hours completed in calendar year: _____

Note: It is your responsibility to keep training attendance records, certificates of completion, or any documentation from course attendance for audit purposes. The training mandate must be completed on a calendar year, January 1 to December 31 annually. It is the responsibility of the law enforcement agency to submit the completed form to the Board office certifying training by the end of the calendar year.

I certify that the information contained herein is true and complete to the best of my knowledge.

Signature of Applicant

Date