



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM
Mobile Team Unit 15

1740 Innovation Drive ~ Suite 232, Box 41 ~ Carbondale, IL 62903
Office: 618-536-1515 ~ Fax: 618-536-1111
www.mtu15.com

Date: November 20, 2017

From: Chuck Doan – *Director, MTU 15*

To: Mobile Team Unit 15 Police Chiefs and Sheriffs

RE: Part-Time Basic Law Enforcement Training Academy application

You will find attached to this letter nine total pages that comprise the application for the Part-Time Basic Law Enforcement Training Academy.

This packet includes the following documents:

- Information and instructions for completing and submitting the application
- ILETSB Initial Enrollment Form
- MTU 15 Application Form
- Statement of Understanding and Certification
- ILETSB Background Investigation Form
- ILETSB Authorization to Obtain and Release Information Form
- Indemnification Agreement
- Medical Certificate
- POWER Test Manual

Sincerely,

Chuck Doan
Director - MTU 15



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM
Mobile Team Unit 15
Part-Time Basic Law Enforcement Academy
Statement of Understanding and Certification

Agencies and Officers Enrolled in Part-Time Basic Law Enforcement Academy

The Illinois Police Training Act (50 ILCS 705/8.2) mandates that a person hired as a part-time police officer must be certified by the **Illinois Law Enforcement Training and Standards Board** and must receive a waiver of this training, *or* complete the *Part-Time Officer Basic Law Enforcement Academy*. Our records indicate that the _____ Police/Sheriff's Department currently has Officer/Deputy _____ enrolled in the upcoming *Part-Time Officer Basic Law Enforcement Academy* being presented by **Mobile Team Unit 15**.

The **Illinois Law Enforcement Training and Standards Board** instituted a reimbursement policy for the *Part-Time Officer Basic Law Enforcement Academy*, effective July 1, 1999. That policy provides that local police agencies or local governmental agencies employing part-time police officers must pay the full course tuition fee to the Mobile Team Unit prior to the start of the course, and then provides that the department or local governmental agency may claim reimbursement for the course tuition fee at the conclusion of the course. The **Illinois Law Enforcement Training and Standards Board** would then provide tuition reimbursement to the department or local governmental agency.

This is to provide notification to both the department and to the part-time police officer enrolled in the *Part-Time Officer Basic Law Enforcement Academy* that the **Illinois Law Enforcement Training and Standards Board**, consistent with State Statute, can only provide reimbursement to local governmental agencies and departments following expenditure of appropriated local government monies. In short, the tuition monies paid to the Mobile Team Unit for part-time police training must be local government funds. There is no provision for creating a scenario whereby the officer would pay the tuition fee to the department, who would in return issue a check to the Mobile Team Unit, and then claim reimbursement from the **Illinois Law Enforcement Training and Standards Board**.

Please certify below, by signature, that all monies paid in tuition fees to **Mobile Team Unit 15**, for the above-named officer for the *Part-Time Officer Basic Law Enforcement Academy* are indeed appropriated local government funds. The undersigned persons also agree that no monies will be claimed for reimbursement that have been received from the part-time officer or from any other source to offset the local governmental unit's expenditures for basic training with the **Illinois Law Enforcement Training and Standards Board**.

Chief Administrator - <i>printed name</i>	Part-time Officer - <i>printed name</i>
Chief Administrator - <i>signature</i>	Part-time Officer - <i>signature</i>
Date	Date



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM
Mobile Team Unit 15
Part-Time Basic Law Enforcement Academy

MEDICAL CERTIFICATE

Must be completed within 60 days of the start of the Academy

Officer Name		Name of Department	
Age	Height	Weight	Gender
			M F

To examining physician:

The Southern Illinois Criminal Justice Training Program, Part-Time Police Officer Training Academy, under the auspices of the Illinois Law Enforcement Training and Standards Board, conducts part-time police officer training over a 9-month period. In conjunction with the overall program the part-time officer will be required to complete a Physical Fitness Assessment (Peace Officer Wellness Evaluation Report - *POWER Test*) and subject Control Techniques (including physical arrest scenarios).

The POWER Test includes:

- A sit-and-reach test to measure flexibility
- A one-minute, sit-up test to measure dynamic strength
- One repetition maximum bench press to measure absolute strength
- 1.5-mile run/walk to measure cardiorespiratory endurance

Should there be any questions concerning this program feel free to contact the Academy Director Chuck Doan at 618-536-1515.

Physician's Statement

The examinee listed above is qualified to participate in the above described physical testing and training.

Examining Physician's Name (<i>print</i>)		Physician Signature		
Physician's Address		City	State	ZIP
Physician's Phone #		Date of Exam		



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM
Mobile Team Unit 15
Part-Time Basic Law Enforcement Academy
INDEMNIFICATION AGREEMENT

It is hereby agreed that in consideration of one of its employees,

Name

being granted the opportunity of participating and engaging in police training, operations, functions, and other activities sanctioned by *Southern Illinois Criminal Justice Training Program*,

Department

employing the above-named trainee shall hold the *Southern Illinois Criminal Justice Training Program* harmless as to any injuries or damages incurred by said trainee as a result of such police training, operations, functions, and other activities sanctioned by *Southern Illinois Criminal Justice Training Program*, regardless of fault or negligence on the part of any contractor, official, or employee of *Southern Illinois Criminal Justice Training Program*, and shall further agree to indemnify the *Southern Illinois Criminal Justice Training Program* in full amount as to any judgement or claim awarded to said police trainee, his heirs, dependents, and assigns for such injuries or damages sustained by said trainee during the official course of his temporary assignment to *Southern Illinois Criminal Justice Training Program*.

It is further agreed that should suit or claim be filed by said trainee alleging injury or damage as a result of said *Southern Illinois Criminal Justice Training Program*, operations, functions, or other activities sanctioned by *Southern Illinois Criminal Justice Training Program*, reasonable notice of such suit or claim will be given to the employing Department or Agency of the affected trainee.

IN WITNESS WHEREOF, the undersigned has affixed his hand and seal:

Official's Name	Title
Official's Signature	Date

NOTICE

This agreement must be signed by an official of the local governmental entity or by an official of the agency involved who has the legal authority to enter into such an agreement.



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM

Mobile Team Unit 15

Part-Time Basic Law Enforcement Academy

Application Instructions and Information

Application

The attached eight documents comprise the application for enrollment into *Phase 29* of the Part-Time Basic Law Enforcement Academy (PTBLE) conducted by Mobile Team Unit 15. The first seven forms must be completed and submitted to MTU 15. The last document is the *POWER Test informational manual*.

All forms must be completed and submitted to MTU 15 by the deadline listed below.

Although not a part of this application packet, a copy of the Applicants Form E "Notice of Appointment" must also accompany the application.

Academy Composition

The PTBLE Academy is designed to have the same training content as the Full-Time Academy with 560 hours total training time. The PTBLE Academy will consist of a combination on-line work and in-person training, which will generally be conducted each Saturday and conclude in late September. In addition to these Saturday training sessions applicants will be required to complete the 40-Hour Mandatory Firearms Training (MFT) class separate from the Saturday classroom sessions. These MFT classes are conducted six times per year within MTU 15. The 40 hours of this MFT class does constitute 40 of the required 560 hours to complete the Academy. A detailed schedule of classroom meeting dates will be provided to Recruit Officers at the Academy Orientation.

Deadlines

POWER Test: Within six months from the recruit's initial date of hire ("*Date of Appointment*" as listed on Form E), they must successfully pass the POWER test to become enrolled in the part-time academy*. A Medical Exam, and completion of the Medical Certificate, must be conducted within 60 days of the POWER Test. The POWER Test must be successfully completed within 45 days of the Part-Time Academy orientation. The POWER Test for PTBLE Academy Phase 29 will be conducted in Carbondale on January 6, 2018.

Completion of PTBLE Academy: Recruits must complete the PTBLE Academy within 18 months of their *Date of Appointment*.

Mandatory Firearms Training: The 40-hour MFT requirement must be met within 6 months from the initial date of hire. (65 ILCS 710/2)

Part-Time Academy Application: Completed applications for entrance into *Phase 29* of the PTBLE Academy, must be received by MTU 15 prior to December 21, 2017.

Tuition: Full tuition must be paid to MTU 15 before the Academy Orientation on January 20, 2018.

** Due to the prior suspension of the PTBLE Academy, many extensions of this deadline have been granted by the Board.*

Submission of Application

The completed Application may be submitted to MTU 15 via US Mail (1740 Innovation Drive, Suite 232-Box 41, Carbondale, IL 62903), Fax: 618-536-1111, delivered in person or emailed to Part-Time Academy Coordinator Dave Rednour at: dave@mtu15.com.

Tuition

Tuition for Phase 29 of the PTBLE Academy at MTU 15 is \$2,000.00. That tuition must be paid by the agency, and may not be paid, in full or in part, by the part-time officer. The agency may file a Part-time Basic Reimbursement Form with ILETSB immediately upon the conclusion of the PTBLE Academy. In accordance with the Police Training Act, ILETSB would then provide tuition reimbursement to the agency.

Questions

Please direct questions about the PTBLE Academy to *Academy Coordinator*, Mobile Team Unit 15 Field Assistant, Dave Rednour. Office: 618-536-1515, Cell: 618 713-7049, Email: dave@mtu15.com



SOUTHERN ILLINOIS CRIMINAL JUSTICE TRAINING PROGRAM
Mobile Team Unit 15
Part-Time Basic Law Enforcement Academy

APPLICATION

APPLICANT

Last Name	First	MI	PTB ID#
<i>Home Address</i>			
Street	City	State	ZIP
Home Phone	Cell Phone	Email Address	
Date of Birth	Date of Appointment (<i>listed on Form E</i>)		

DEPARTMENT

Department Name			
Street Address	City	State	ZIP
Chief/Sheriff Name	Chief/Sheriff Phone Number	Chief/Sheriff Email Address	
Chief/Sheriff Signature		Date Submitted	

Office Use Only

	Application		Medical Certificate
	ILETSB Initial Enrollment Form		Authorization to Obtain & Release Information
	Statement of Understanding & Certification		Indemnification Agreement
	Background Investigation		Form E <i>Notice of Appointment</i>

Illinois Law Enforcement Training and Standards Board



Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report (POWER)** test for entering any of the Illinois certified police academies.

The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Kevin T. McClain
Executive Director

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What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

Why Is Fitness Important as a Job-Related Element for Law Enforcement Officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity . Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can *minimize the "known" health risks* for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological *readiness* to perform a variety of *critical* physical tasks. These three fitness areas have also been shown to be predicative of job performance ratings, sick time, and number of commendations of police officers. Data also shows that the fitness level is predicative of *rainability* and academy performance.

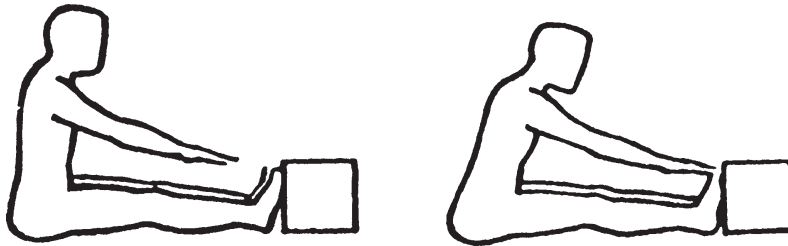
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

1. Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a yard stick.*



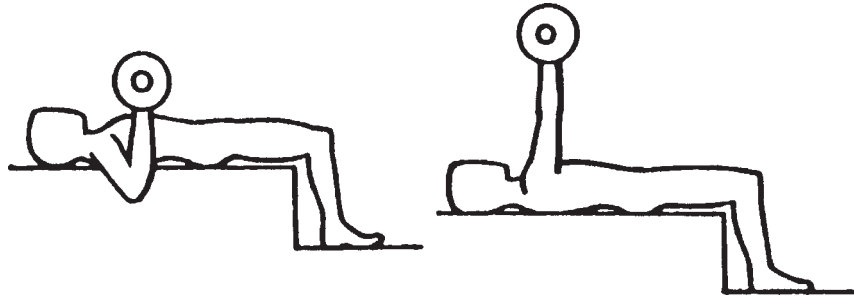
2. 1 Minute Sit-Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*



3. 1 Repetition Maximum Bench Press

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*



4. 1.5 Mile Run

This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. *The score is in minutes and seconds.*



What Are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit-Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

How Does One Prepare for the Power Test?

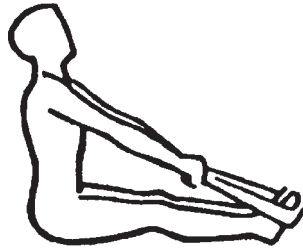
1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and Reach. Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel Stretch. Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



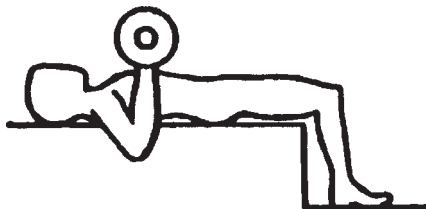
2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).



3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5/Week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week

(Background Investigation)

ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

PART-TIME BASIC TRAINING PUBLIC ACT 89-170

GENERAL INFORMATION

Agency Name:					
Officer's Name:					
Date of Birth:		Social Security Number:			
Date of Appointment:		Average Hours Worked Per Week:			
Circle One	Full-Time / Part-Time	Position Title		Sworn?	Yes / No

CERTIFICATION/VERIFICATION

The above named officer has been subjected to a criminal and character background investigation, including the use of fingerprint cards processed through the Department of State Police and Federal Bureau of Investigation, and such investigation revealed no felony conviction or crime involving moral turpitude (Attach any arrest record). Moreover, the investigation has verified that the officer is of good character and agrees to immediately, in writing, keep the Board notified of all arrests and convictions while the recruit is undergoing part-time basic training.

Chief Administrator of the Agency

Date

Authorization to Obtain and Release Information

TO: ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

I hereby authorize the Illinois Law Enforcement Training and Standards Board or designated representative to solicit and obtain information from any person or organization concerning my background, including but not necessarily limited to academic, medical, professional, employment, driver's license, criminal history, residency, financial, and personal history.

I also authorize the Illinois Law Enforcement Training and Standards Board or designated representative to release to any criminal justice agency investigating me for employment as a law enforcement officer, any and all information concerning my background, including but not necessarily limited to academic, medical, professional, employment, driver's license, criminal history, residency, financial, and personal history.

A photocopy of this form will be used in order to obtain necessary information in lieu of the original. Original will be kept on file.

Please print the following information:

Name: _____
 Last First Middle Maiden

Permanent Address: _____

Permanent Telephone Number: (____) _____

Social Security Number:

Date of Birth:

Driver's License Number: State:

Signature of Applicant

Date

