

	<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> 12/13/17
<b>Chief of Police:</b> 	Academy Training, 33.2	
<b>Cross Reference:</b>		<b>Policy Sections:</b> 33.2.1 Academy Training 33.2.2 Training Academy Overview

## **PURPOSE**

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

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to send probationary police officers to a basic law enforcement training academy, approved by the Illinois Law Enforcement Training and Standards Board. In order to participate in the department's Field Training Program, probationary police officers must successfully complete the training academy. In instances where the probationary police officer already completed basic law enforcement academy training, the department shall confirm that the officer successfully completed said training.

## **PROCEDURES**

### **33.2.1 ACADEMY TRAINING**

- A. When a probationary police officer, hereinafter referred to as PPO, successfully completed a similar course or has extensive prior law enforcement experience, the department will conduct a review of the academy course/program to ensure it meets the criteria established by the Illinois Law Enforcement Training Standards Board. The department may submit a request to the Illinois Law Enforcement Training Standards Board, hereinafter referred to as the "board," to have the academy training waived. The board makes the final determination as to whether the training may be waived.
- B. PPOs are not authorized to carry a weapon off-duty or affect an arrest as a police officer until successful completion of the training academy. Weapons may be carried to, from, and during academy training as authorized by the training officer and academy staff.
- C. The department maintains a working relationship with various State of Illinois approved basic training academies to send PPO for their initial law enforcement training.
- D. The training officer serves as the primary liaison between the department and the academy. The training officer monitors the effectiveness of the academy based on the performance, knowledge, and feedback from field training officers and PPOs. Based upon the information provided, the training officer ensures that the training academy provides:
  1. A curriculum based on tasks of the most frequent assignments and duties of officers.
  2. Appropriate evaluation techniques designed to measure appropriate skills, knowledge, and abilities.

### **33.2.2 TRAINING ACADEMY OVERVIEW**

Prior to attending the training academy, the training officer shall provide PPOs with an overview of the training academy to include, but is not limited to the following:

- A. Academy organization/command structure
- B. Academy rules and regulations
- C. Evaluation system
- D. Physical fitness requirements
- E. Daily training schedules