

**STATE OF ILLINOIS**

**ILLINOIS LAW ENFORCEMENT  
TRAINING AND STANDARDS BOARD**

***GUIDELINES FOR THE ADMINISTRATION  
OF THE LAW ENFORCEMENT  
OFFICERS CERTIFICATION EXAMINATION***



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Executive Director ~ Kevin T. McClain

## Illinois Law Enforcement Training and Standards Board

STATE OF ILLINOIS

Pat Quinn, Governor  
Kevin T. McClain, Executive Director

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Dear Officer:

On behalf of the Illinois Law Enforcement Training and Standards Board, I am pleased to welcome you, as a member of the Recruit Basic Law Enforcement Officers Training Course. This course is comprehensive in scope and is specifically designed to equip you with the preparatory knowledge and skill to perform as a law enforcement officer in the State of Illinois. The course, by necessity, is demanding, yet offers challenge and opportunity for personal growth.

The curriculum that you are about to complete has been developed through an extensive research effort, whereby each curriculum section is derived from, and is directly linked to, specific job duties and tasks that are performed on a daily basis by practicing police officers. The implication of such design is that each and every element of instruction is relevant to the law enforcement function, and must be understood and mastered, if one is to become competent as a law enforcement officer.

Closely allied with this new curriculum is the Law Enforcement Officers Certification Examination. Your certification as a law enforcement officer is contingent upon your successful completion of the certification examination. The examination is designed to assess your acquisition of the requisite knowledge and skills that are taught in the Recruit Basic Program. The examination will be given the final week of the Recruit Basic Course.

If you make a serious commitment to learn the lessons as they are presented, you should do well on the examination.

Contained in this booklet are the policies and procedures applicable to the administration of the certification examination. Please take the time to read and to familiarize yourself with each of the policies and procedures that follow. If you do not understand any of the items, please consult the class coordinator and he/she will provide explanation and clarification. Once you have read and fully understand each of the items, please complete the front page of this booklet, as directed and present it to the class coordinator.

You are about to embark upon a career that has become increasingly more sophisticated and complex with each passing year. A law enforcement officer in the new millennium must be a professional in every sense of the word.

The establishment of extensive training and certification requirements helps to ensure that only the best, the brightest and the most competent of individuals become law enforcement officers. The citizens of the State of Illinois demand and deserve high quality public service, and the Board is committed to its role in helping to guarantee such high standards for law enforcement personnel.

We wish you well as you begin your career as a law enforcement officer.

Sincerely,

Kevin T. McClain  
Executive Director

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ILLINOIS LAW ENFORCEMENT  
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*POLICIES AND PROCEDURES APPLICABLE TO THE  
ADMINISTRATION OF THE LAW ENFORCEMENT OFFICERS  
CERTIFICATION EXAMINATION*

**I. GENERAL ADMINISTRATIVE PROCEDURES**

- A. The comprehensive examination will be administered to all recruit law enforcement officers who successfully complete the recruit basic law enforcement officers training course at a state certified academy after September 1, 1984.
- B. Recruit officers who successfully pass the comprehensive examination shall be eligible to receive certification attesting to their successful completion of the minimum standard basic law enforcement training requirements.
- C. Recruit officers are required to successfully pass the comprehensive examination within six months from their initial date of appointment as a full time officer. The chief administrator of the employing agency may request an extension, only for justifiable cause, of the initial six month period. Requests for extensions shall be submitted in writing to the Executive Director of the Board before the expiration of the six month period. A maximum of a 90 day extension may be granted by the Executive Director of the Board for cases where the extension is clearly justified (extension is one-time only).
- D. In order to successfully pass the comprehensive examination, the officer must provide correct responses to a minimum of 132 (or 66%) out of 200 possible correct responses.
- E. Examination pass/fail results will be reported in writing to the chief administrator of the officer's employing agency within 14 days of the examination date. It is permissible for recruit officers to work in their official capacity while waiting for the report of their comprehensive examination score or while waiting to retake the comprehensive examination on the first or second occasion, provided that the six month (or 9 month with extension) time period from the date of their initial appointment has not expired.
- F. Out-of-state trained law enforcement officers are required to successfully meet Illinois reciprocity which includes completion of the comprehensive examination on one occasion only.

## **II. ELIGIBILITY REQUIREMENTS**

- A. Each recruit must be employed by a local law enforcement agency. Law enforcement officers employed by either federal or state agencies that choose to comply with the Police Training Act are also eligible to complete the examination. Authorization is required from the state or federal agency's chief administrator and approval by the Executive Director of the Board. Employing law enforcement agencies may request a waiver of training through the wavier process.
- B. Only recruits who have been certified by the academy director as having met all of the requirements including mandatory firearms and having successfully passed the recruit basic law enforcement officers course with an average minimum score of 70% are eligible to take the comprehensive examination; and,
- C. In the event that a waiver of the recruit Basic Law enforcement Officers Training Course is granted on behalf of a law enforcement officer, he or she may still be required to successfully complete the equivalency examination. The Executive Director of the Board shall make all determinations as to who would be required to complete the equivalency examination as a condition to the granting of a waiver. Such a decision will be based on the extent of the officer's prior law enforcement experience, his/her education and training, and his/her length of absence from law enforcement work.

## **III. THE EXAMINATION DELIVERY AND CONTROL OF THE TESTING AREA**

- A. The Board staff (or a designated agent of the Board) will have full responsibility for the administration of the comprehensive examination.
- B. The comprehensive examination will be administered on site at the academies during the last week of the basic course.
- C. The recruit law enforcement officer will have 3 ½ hours to complete the comprehensive examination. The individual taking the examination may turn in his/her test to the proctor and leave the examination area when he/she:
  - 1. Completes the examination, or
  - 2. Does not complete the examination and does not wish to continue the examination. In case of the latter, the individual will be deemed to have failed the examination, unless he/she is ill or excused by the proctor for just reason. The proctor will check the scantron sheet and test booklet prior to the recruit leaving the testing area. Upon completion of the test the recruit will not re-enter the testing area.
- D. Those individuals allowed within the testing area will be limited to Board approved examination proctors and those who are taking the examination.
- E. The test proctor will prepare a special written report on any recruit that has marked in the test booklet or spend excessive break time or requests multiple breaks.

- F. Only the test proctor's dictionary will be used. A student dictionary will not be allowed.
- G. Only one recruit can leave the testing area at a time for rest room breaks.
- H. No writing or marking in the test booklets. Booklets will be checked by the proctor prior to dismissing the recruit.
- I. The only items on the recruit's desktop will be the scantron answer sheet, test booklet and pencils. All other items will be placed under the desk.
- J. The recruit is responsible for accurate and complete information which is required on the scantron sheet. Incomplete or inaccurate record of data will delay and/or void the test results.
- K. The test proctor will not assist the recruit in answering questions on clarification.
- L. The proctor will replace the test booklet due to a page missing or print not readable.
- M. Any recruit who is uncooperative, disruptive, or who is thought to be cheating during the administration of the comprehensive examination will be ordered by the proctor to turn in his/her examination and to leave the examination area. If this occurs, the officer will be deemed to have failed the comprehensive examination. A complete written report of the incident will then be submitted to the Executive Director of the Board and to the chief administrator of the officer's employing agency. In such cases, it will be left to the discretion of the Executive Director as to whether the officer will be eligible to retake the comprehensive examination. This decision will be based on the nature of the officer's misbehavior and on the supporting evidence of such misbehavior.

#### **IV. RETESTING PROCEDURES**

- A. In the event that a recruit officer fails to successfully complete the comprehensive examination on the initial administration, he or she will be allowed to retake the comprehensive examination a maximum of two additional times. Officers challenging the equivalency exam through reciprocity may only take the exam one time.
- B. In order to be eligible to retake the comprehensive examination, a written request must be submitted by the chief administrator of the officer's employing agency.
- C. Law enforcement officers who initially fail to successfully complete the comprehensive examination will be administered an alternative version of the comprehensive examination on any successive retake(s).
- D. The Board will schedule the date, time and location for the administration of retake examinations.

**Illinois Law Enforcement Officers Certification Examination  
Policy and Procedure Verification Form**

I, \_\_\_\_\_, hereby verify that I was provided with a copy of the policies and procedures applicable to the Illinois Law Enforcement Officers Certification Examination, as is administered by the Illinois Law Enforcement Training and Standards Board. I further verify that I have read the policies and procedures and understand my status as a certified law enforcement officer is contingent upon my full compliance with the policies and procedures as presented.

*(Please choose one below)*

I am currently employed as an Illinois local governmental law enforcement officer  
\_\_\_\_\_ Full Time                      \_\_\_\_\_ Part-Time

I certify that all of the statements made in this form are true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Recruit Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Class

\_\_\_\_\_  
Academy

As witnessed by:

\_\_\_\_\_  
Signature of Course Director

\_\_\_\_\_  
Date