



# SUBURBAN LAW ENFORCEMENT ACADEMY

## College of DuPage



CLASS BA 13-01

July 9 – September 28, 2012

### REPORTING INSTRUCTIONS

**MEDICAL FORMS:** The medical form **MUST** be completed, signed by the examining physician, and returned to the Academy **before** the student will be admitted to the Academy.

**REPORTING:** Recruits are to report to the **Homeland Security Education Center (HEC building), Room 2020B, College of DuPage, at 8:00 am, Monday, July 9, 2012.** The HEC building is located west of the intersection of Fawell Boulevard (22nd Street) and Lambert Road, Glen Ellyn, Illinois.

**DRESS CODE:** All recruits are required to comply with the Academy's dress code. The following items will be required during the weeks determined by the Academy staff. (Generally weeks one through eight.)

Shirt: Recruits will wear the Academy designated shirt with Academy logo.

Pants: Recruits will wear navy blue or black dress/uniform pants with a black belt.  
Ornamental belt buckles are prohibited.

Shoes: Black men's or ladies dress shoes are required. Shoes must be able to be polished.  
Suede, corfam, or canvas materials are not allowed.

### CLASSROOM

**CLASSROOM MATERIALS:** All materials except writing instruments and notepaper will be furnished to the officers. For Report Writing class, a dictionary is required.

**MEALS:** Recruits must bring lunches, or be prepared to purchase lunch from the campus cafeteria, unless otherwise directed by Academy Staff. It is recommended that small coolers be utilized to store perishable items.

**WEAPONS:** You will be given instructions at the initial orientation regarding when you may bring your duty weapon to the Academy firearms training site. A gun cleaning kit will be required and is the recruit's responsibility to obtain one. Additionally, ensure that you possess a valid Firearm Owner's Identification (FOID) Card prior to scheduled firearms training.

FIREARMS POLICY: UNLESS OTHERWISE DIRECTED, YOU ARE NOT TO HAVE ANY FIREARMS, AMMUNITION, MACE, SAP, NIGHTSTICK, OR OTHER WEAPONS IN YOUR POSSESSION OR AUTOMOBILE, WHILE IN ATTENDANCE AT THIS COURSE CONDUCTED BY THE SUBURBAN LAW ENFORCEMENT ACADEMY, OR ON THE CAMPUS OF WILLIAM RAINEY HARPER COLLEGE. VIOLATION OF THIS REGULATION WILL BE GROUNDS FOR DISMISSAL FROM THE ACADEMY.

THE ACADEMY DOES NOT STORE WEAPONS OR AMMUNITION ON CAMPUS. IT IS THE RESPONSIBILITY OF EACH RECRUIT TO MAKE THE APPROPRIATE ARRANGEMENTS WITH HIS/HER DEPARTMENT, IF STORAGE IS REQUIRED.



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(continued)

**AMMUNITION:** The Suburban Law Enforcement Academy will provide the necessary ammunition for calibers .38, .40, .45, 9MM, and .357 sig. **Should any other caliber be required, parent agencies must provide new factory manufactured (completely lead free) ammunition. All shotgun ammunition is also provided.**

**BODY ARMOR:** *The wearing of body armor is mandatory during firearms training.* Aside from the issue of safety, the Academy wishes to indoctrinate the recruit to the realism of the daily work environment. (See Appendix C: Recruit Guide.)

**UNIFORM INSPECTION:** Military protocol will be followed beginning the first week. Uniform inspections will be conducted every day during training, unless otherwise directed.

**PHYSICAL FITNESS STANDARDS:** Please review the Peace Officer's Wellness Evaluation Report (P.O.W.E.R. Test Guide) and bring this copy with you to the test on the indicated date. You will be required to meet all of the "Physical Fitness Training Standards." Body weight will be used to set the standard for the bench press. If you do not meet all of the standards, you **may** be given another opportunity to fulfill those standards not sooner than 48 hours nor more than 72 hours later. **You must pass all the standards prior to the first day of class. Otherwise, you will not be accepted for attendance at the Academy.**

**PHYSICAL CONDITIONING:** Officers will participate in on-going physical conditioning and physical defensive tactics training programs. It will be the responsibility of the individual departments, as well as the recruit officer, to ensure that the officers are physically fit to participate in all training programs.

**REQUIRED EQUIPMENT:** All officers must bring their own belt, handcuffs, handcuff case, handcuff key, and belt keepers. When officers are required to bring their weapons, the **must** furnish a holster and appropriate ammunition pouches. Officers are encouraged to train with the weapon they will use on-duty. The Academy will **not** furnish or store weapons and ammunition. **(See Appendix C: Recruit Guide.)**

**NOTICE OF APPOINTMENT:** **(Form E Card)** must be on file with the **Illinois Law Enforcement Training and Standards Board** *prior to* the recruit reporting to the training facility. **MAIL THE ORIGINAL FORM E DIRECTLY TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD; 600 S. SECOND STREET; SUITE 300; SPRINGFIELD, IL 62704-2542** immediately following the appointment of all full-time law enforcement officers. Department **must** include a **COPY** of the **Form E** with the Recruit Packet and return it to the Academy (**stamped COPY**) prior to the first day of class.