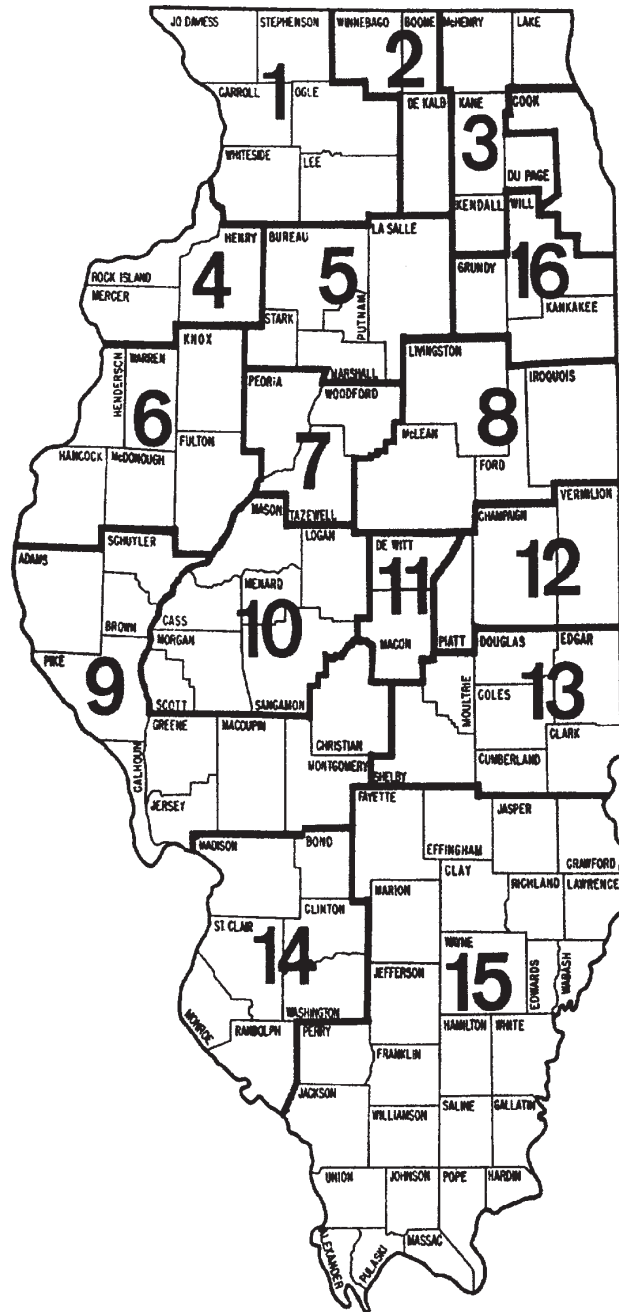


A Statewide System of In-Service Training

Illinois Law Enforcement Training and Standards Board

Thomas J. Jurkanin, Ph.D., Executive Director
George H. Ryan, Governor



*ASSIST
GUIDE*

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Introduction

The Illinois Law Enforcement Training and Standards Board (the Board) is responsible for the administration of several public acts, all of which provide specific mandates for the administration of several public acts, all of which provide specific mandates for the administration and delivery of training programs and courses for local law enforcement agencies and their personnel. Specific Board powers and duties include the following:

- (1) To aid local governmental units in their efforts to raise the level of local law enforcement by upgrading and maintaining a high level of training for law enforcement officers;
- (2) To ensure the required participation of the pertinent local governmental units in the mandatory provisions of the act and to encourage the voluntary participation of other local governmental units;
- (3) To aid in the establishment of adequate training facilities and to certify the adequacy of such facilities;
- (4) To initiate, administer and conduct training programs for permanent police officers in addition to the basic recruit training program, and;
- (5) To reimburse the local governmental units participating in the training program fifty percent (50%) of the total cost of sending an officer through any approved police training course.

The Board, following an extensive effort of evaluation and planning, in which they considered alternative methods and means for providing continuous in-service training for incumbent law enforcement officers, determined that a decentralized system of delivery would best meet the structure and needs of the Illinois law enforcement community. As such, the Board was instrumental in writing, proposing and encouraging the passage of Public Act 82-674, which is, "The Intergovernmental Law Enforcement Officers In-Service Training Act." Appendix A (page 19) contains a copy of Public Act 82-674. Appendix B (page 24) contains a copy of the administrative rules applicable to Public Act 82-674. The act provides a conceptual and operational structure which permits units of local government to collectively form a mobile team training unit. The Mobile Team Unit then delivers in-service training to law enforcement officers at scheduled time and selected sites within an established geographic region. In addition, the act provides that a Mobile Team Unit may receive financial assistance from the State of Illinois, if they meet the minimum criteria established within the act, and by the Board (see Appendix C, Page 40, Conditions of Award).

For administrative purposes, the Board has adopted the acronym “ASSIST” - A Statewide System for In-Service Training - as the official program title. The Board, effective January 1, 1983, allocated a portion of monies appropriated by the General Assembly to fund the ASSIST Program, and shortly thereafter acted to create 16 Mobile Team Units which are located strategically throughout the State (see Appendix D, Page 46). State funding has been awarded in each successive fiscal year. Since the program inception, the Board has provided state reimbursement to the Mobile Team Units in the amount of \$27,882,807.68 (see Appendix E, Page 48, for detailed accounting of those disbursements). The Board views the ASSIST Program and the individual Mobile Team Units as an integral part of the law enforcement training system now established in Illinois. In fact, the Board has established the ASSIST Program as the number two funding priority, behind basic (mandated) law enforcement and correctional officer training. Figure 1, Page 4, provides a graphic illustration of this financial commitment for Fiscal Year 1997, showing that the ASSIST Program received 35.2% of all available training dollars. The Board is truly dependent on the sixteen Mobile Team Units and encourages their growth and development.

The purpose of this document is to provide an overview of the Mobile Team Unit training concept; to discuss its established operational and administrative structures; to relate and to emphasize the need for continuous in-service training; to discuss the many benefits and advantages that may be realized in implementing the Mobile Team Unit structure; and, finally, to consider the possible future of the Mobile Team Units.

What is a Mobile Team In-Service Training Unit?

By statute, a Mobile Team In-Service Training Unit is, “an organization formed by a combination of units of local government... to deliver in-service training to local and state law enforcement officers...” Through a consolidation of the training function, local police agencies may qualify for state funding and may jointly administer a regionalized training endeavor. The Mobile Team Unit is formed through an intergovernmental agreement and typically includes the joint participation of from two, to as many as a hundred, units of local government. It is a not-for-profit governmental entity which is directed and administered by an advisory board composed of local elected officials, local criminal justice administrators and the Director of the Illinois Law Enforcement Training and Standards Board.

**Allocation of Training Expenditures
Fiscal Year 1997
Total Expenditures \$8,645,060.00**

Basic Law Enforcement Training	ASSIST Program	Grants	Executive Institute	Non-Basic/ Optional	Basic Corrections
40.3%	36.2%	6.4%	8.2%	3.2%	6.6%

*Includes: Police Traffic Services Training Project
and Juvenile Justice Training Program

What is the Purpose of Mobile Team In-Service Law Enforcement Training?

The concept of Mobile Team In-Service Law Enforcement Training is rather simple. The objectives of Mobile Team In-Service Training are as follows: to encourage local and state law enforcement officers to upgrade their knowledge and skills in techniques pertinent to the law enforcement profession; to provide law enforcement officers with training opportunities within their own locality, and on flexible schedules; and, to provide quality training on topics of instruction centered on specific local needs. On a wider scale, and with the formation of several Mobile Team Units throughout the state, the emergence of a coordinated system for training delivery has been established. What has emerged is a sophisticated statewide network for delivering criminal justice and law enforcement training.

What are the Benefits of Mobile Team In-Service Training?

Mobile Team In-Service Training provides many benefits to participating units of government, to their law enforcement agencies, and to their individual officers. Several such benefits are briefly outlined below.

Professional Development - First and foremost, all benefit as the officer becomes better trained to perform his/her assigned job duties. An officer who is well trained and professional in his/her approach to the job will be a definite asset to the department, as well as to the community. Human development and the continued upgrading of job skill and knowledge is a necessary requisite for achieving and maintaining professionalism in law enforcement. The establishment of a Mobile Team In-Service Training Unit provides the structure by which permanent law enforcement officers are able to receive "continued training" throughout their careers.

Affordability - Affordability is a second benefit of mobile team in-service training. Illinois, as well as other states, is comprised of a multiplicity of local law enforcement agencies, many being quite small. The Illinois Police Census indicates that there are one thousand two hundred and seventy-seven police departments in Illinois with at least one full-time sworn officer. Two hundred and seventy-six municipalities have only one officer, and an additional four hundred and seventeen have two to ten officers on the force. This means that fifty-four percent of the municipalities of the state are policed by ten officers or less. These smaller agencies often lack sufficient budget allocations to allow non-basic in-service training expenditures for their officers. Training is expensive. First, it involves tuition and travel costs for the officer. Second, the manpower loss to the department while the officer is attending training considerable. Either the department has to hire a person to replace the officer in his/her absence, which is financially burdening, or the department simply does not replace the officer and the loss is not financial, but is realized in reduced services to the community.

Mobile Team In-Service Training is structured so that undue strain is not placed upon department budgets. Monies are allocated in such a fashion so that cost does not become a prohibitive factor acting to preclude agency participation. Also, since training courses are delivered

on a local basis, as opposed to a centralized state academy, the officers do not have to leave the community, or even the department, in order to attend in-service training courses. Time and money losses due to travel are eliminated or reduced, and this reduction ultimately results in budgetary savings to the department. The training cost savings feature of the mobile team structure makes it very attractive to local governmental officials to law enforcement administrators.

Availability - Availability is a third major benefit accrued as a result of instituting mobile team in-service training. As stated previously, the Board funds 16 Mobile Team Units, which collectively have the capability to serve every Illinois jurisdiction. In reviewing Appendix D, Page 46, which provides a map and directory of the 16 Mobile Team Units. This established training network is capable of delivering programs to every permanent law enforcement officer in Illinois. Training and learning opportunities are made available to law enforcement agencies, and law enforcement officers may take full advantage of them. This wide-range training availability is a unique advantage of Mobile Team Unit participation.

Accessibility - A fourth benefit is related to the availability of training which is the accessibility of training. Mobile Team Units provide training that is easily obtainable. Mobile team training is provided to local law enforcement agencies in their back yards, so to speak, and is flexible as to its training delivery design. One of the goals of mobile team training is to conduct courses within short travel distances of the participating department. Courses may be scheduled any time of the day, and often during the evening and/or midnight shift. Courses may be scheduled in time blocks from one hour to a full-day session, from several days to two or three weeks. Courses are arranged to accommodate the specific needs and schedules of the departments and their personnel. The emphasis on accessibility allows law enforcement to make maximum use of manpower resources, while allowing for training to occur concurrently.

Local Control - A fifth benefit of mobile team training is that it is structured to allow for local governmental control. Although the Board is responsible for the administration of the Act, the board has opted to minimize its level of control over the individual Mobile Team Units. The State Board has assumed a position of non-interference with regard to the day-to-day operations of the Mobile Team Units. The Board focuses its efforts in the areas of: reviewing and approving annual mobile team unit applications for funding; coordinating the overall actions of the Mobile Team Units; providing a means for the annual conduct of a statewide training needs analysis study; and evaluating the overall effectiveness of Mobile Team Unit operations. It is the philosophy of the State Board that individual Mobile Team Units must set their own goals and objectives, within the scope of the Act, and then implement the administrative and operational structures necessary to achieve those goals and objectives.

Each mobile team is controlled by an advisory board composed of a representative number of county board chairmen, mayors, chiefs of police and sheriffs of participating units of local government. The composition and number of each advisory board is determined by the participants. The following broad powers are given to the local advisory board, under Public Act 82-674:

- to incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law;

- to adopt By-Laws and Operating Procedures;
- to designate a Financial Officer who is an elected local government financial officer;
- to employ a coordinator and to approve the employment of such other full or part-time staff as may be required;
- to develop and approve the total budget for the mobile team annually;
- to determine an equitable formula for providing the local share of cost of the mobile team, and to assure receipt of such funds from participating units of local government;
- to oversee the development of training programs, the delivery of training, and the proper expenditure of funds;
- to carry out such other actions or activities appropriate to the operation of the mobile team, including but not limited to contracting for services and supplies, and purchasing furniture, fixtures, equipment and supplies.

Local control allows for the development and administration of training programs that are designed to meet the unique and special needs of law enforcement in a given geographical area. This asset of local control contributes to the overall quality of the training program. The Mobile Team Unit truly belongs to the participating departments and units of local government.

Quality Instruction - Finally, a sixth benefit of Mobile Team Unit training is that it provides a structure for the delivery of “quality” instruction. Topics of instruction and course curricula are limited only by the imagination and by dictated need. Each Mobile Team Unit is provided with funding for the continued development and refinement of training programs and courses. In addition, a substantial sum of monies is provided for “instructional contract services.” The Mobile Team Units have the freedom and autonomy to contract with individuals as well as public and private law enforcement academies and training enterprises for the delivery of specific training courses. Consequently, the finest instructors from throughout the state and from throughout the country can be hired to conduct courses within the service region. For example, John Jay College of Criminal Justice, Northwestern University Traffic Institute, Southern Police Training Institute, the University of Illinois Police Training Institute, the Institute of Police Technology and Management, and others, regularly provide instruction and programs of training through the Mobile Team Unit structure. In addition, selected courses from the Federal Bureau of Investigation, the Drug Enforcement Administration, the Illinois Department of State Police and other federal and state agencies are scheduled and conducted on a regular basis. This flexibility in hiring and in scheduling allows each Mobile Team Unit to hire the best and enhance overall quality of training.

What about Funding? How do Mobile Teams Qualify to Receive Financial Assistance from the State?

The Illinois Law Enforcement Training and Standards Board monitors the operation of all Mobile Team Units to determine their continuing eligibility to receive State funds under the Act. The amount of state funds that a mobile team may receive shall equal up to fifty percent of the total approved budget of that mobile team. From monies appropriated annually by the General Assembly for the administration of this Act, the State Board, and the Executive Director of the State Board, determine the amount of funds to be disbursed to each Mobile Team Unit.

Under the structure of the Act, participating units of local government are responsible for financing fifty percent of the total approved mobile team budget, and the state is responsible for providing funds of up to fifty percent of the total approved budget. The Board has determined that, at a minimum, ten percent of the total approved budget of the mobile team must be financed “in cash” by the participating units of local government. In addition, a maximum of forty percent of the total approved budget may be claimed by local units of government, for the actual cost accrued in “officer salaries: while they are attending courses offered by the mobile team. The state’s share of funding - of up to fifty percent of the total approved budget - is cash, and is paid by voucher on a quarterly basis.

Each unit of local government is assessed a membership fee by the Mobile Team Unit on an annual basis. This fee qualifies the department and officers for unlimited participation in the scheduled training courses. The fee is established at a fair and equitable level to encourage maximum participation. For example, several Mobile Team Units charge participating agencies based upon an annual per officer fee. As such, at a cost of fifty dollars per officer, assessed for a department of fifty officers, an annual fee of twenty-five hundred dollars would be assessed. Various formulas are established by each of the Mobile Team Units and may differ from the example provided above.

In order for a Mobile Team Unit to become eligible to receive state funding to help defray costs of operation, certain minimum criteria must be met. The Mobile Team Unit must:

- Be established and operating pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution of 1970, and must involve two or more units of local government including at least one county and the Board.

- Establish an advisory board composed of elected local officials and chief law enforcement officers from participating units of local government and the Director or Chairman of the Illinois Law Enforcement Training and Standards Board to oversee the operations of the mobile team and make such reports to the Board as the Board may require.
- Designate an elected local official to act as the financial officer of the mobile team for all participating units of government, and to receive and expend funds for the operation of the mobile team.
- Limit its operation to in-service training of law enforcement personnel employed by the State, by units of local government or by the Federal government or their agencies and department in the administration of justice.
- Cooperate with the Board in order to assure compliance with this Act and to enable the Board to fulfill its duties under this Act, and to supply the Board with such information as the Board deems necessary therefore.
- Receive funding of up to fifty percent (50%) of the total approved budget of the mobile team from the participating units of local government.

An important component of Mobile Team Unit training is that the costs are shared on an equal basis between local units of government and the State of Illinois. This participatory arrangement in funding allows for the development of state and local “partnership” that is most conducive to the achievement of effective program implementation.

Training: Quantity, Quality and Value

On an annual basis the 16 established Mobile Team Units deliver in excess of thirty-six thousand hours of in-service training to over fifty-two thousand officers. In assessing the total volume of training delivered by the Mobile Team Units over the past five year period, we find that nearly 169,000 hours of instruction have been delivered to 245,381 participating law enforcement officers (see Appendix F, Page 50, for details). In any given year, over thirty thousand hours of instruction, addressing hundreds of topics, are scheduled and delivered throughout the state. Appendix G, Page 52, provides a partial listing of course topics which are commonly delivered by the Mobile Team Units. It should be noted that this list is not exhaustive. It is merely representational.

If the total hours of instruction provided by the Mobile Team Units were scheduled to run concurrently twenty-four hours a day throughout the year, there would be four hours of instruction provided for every hour of every day of the year. This hypothetical example illustrates the

tremendous volume of training that is collectively delivered by the Mobile Team Units.

In addition to training volume, another important consideration is cost-effectiveness. Mobile Team Units are able to operate at levels that are considered quite reasonable when compared to the potential cost of funding alternative training systems. On an annual basis the Board computes calculations of cost-effectiveness for the Mobile Team Units, based upon their total operational expenditures and their total training accomplishments. In past years, Mobile Team Unit cost-effectiveness data has proven their operations to be financially efficient (use Appendix F for greater detail).

Although the “quantity” or “volume” of training delivered is important, the maintenance of training program “quality” is of paramount importance. The individual Mobile Team Units and the Board formally evaluate all courses delivered to ensure that high standards of instruction are established and maintained. Continued efforts aimed at course development and instructor enhancement also help to maintain quality instruction.

Often times the benefits of training are difficult to assess and to document. We know that training opportunities help individual officers maintain and develop their job skills; we know that training is useful in improving individual and organizational morale, in instilling pride, in promoting professionalism, and in increasing overall productivity; we know that cases of criminal and civil liability filed against governmental units, supervisors and officers can be reduced if officers are properly trained to perform their assigned job duties; and, most importantly, we know that training saves lives. Officers who are well trained to follow safe and proper police procedures will reduce their risks and increase their safety on the job. Considered in this light, program cost, as previously discussed, becomes an almost irrelevant concern. If only one life is saved, then the program seems well worth the cost.

“Change” and the Need for Continuous Training

Margaret Meade once remarked that, “the world in which we are born, is not the world in which we live, nor is it the world in which we will die.” Of course she was referring to the phenomenon of change and to our unavoidable, inescapable and constant exposure to change throughout our lives. This phenomenon of change affects not only our personal life, but our work life and community life as well. Change necessitates change. Individuals, organizations and communities are affected by change and in order to keep pace, must continually adapt and renew themselves. It is only through renewal that they may retain the capacity to remain functional and to remain healthy. John W. Gardner (1965) wrote that:

Life and the world keep on flowing and evolving. For men and women... organizations and communities... who have accepted the reality of change, the need for endless learning is a way of living, a way of thinking, a way of being awake and ready.

The scope and impact of change as it effects the law enforcement profession is pervasive. Law enforcement, probably more than any other profession, experiences the effects of change first, as they work day to day with our people and their problems. Continued in-service training prepares officers for social change and this preparation helps them to adapt and to function effectively as officers of the law. The critical importance of providing law enforcement officers with continuous in-service training was best stated by Saunders (1970):

As in any skilled occupation, training must be a continuing process to maintain effective performance in law enforcement. Changes in the laws, in technology, and in the needs of the community make periodic retraining of all personnel essential. Old skills need sharpening with new techniques; specialized knowledge and skills must be taught for certain assignments or for promotion to higher responsibilities.

Mobile Team Units provide law enforcement organizations and their personnel with a method and system for keeping pace with change. The Mobile Team Unit monitors, identifies, and assesses the impact of change upon the individual, the organization, and the community. In cases where a training response is necessary and appropriate, the Mobile Team Unit designs, develops and offers courses of training. Such training endeavors are initiated with the expressed purpose and goal of helping individuals and organizations to accommodate change. This training method offers to law enforcement agencies and their personnel, in the words of Gardner, “a way of being (and remaining) awake and ready.”

Reflection on the Process of Mobile Team Unit Training

Mobile Team Units operate in a support role, serving participating units of government and law enforcement agencies. Mobile Team Unit activity is primarily focused on training, although, in many cases, the unit and its staff members may provide additional service and technical guidance in the areas of recruitment and selection, management, planning, policy formulation, etc. Mobile Team Unit staff members typically have acquired extensive professional experience and are in a unique position to both acquire and dispense knowledge from a regionalized vantage point. In this manner, the Mobile Team Unit becomes a “trusted” resource to which law enforcement administrators often turn for assistance.

The administration of regionalized training for law enforcement personnel is the major enterprise of the Mobile Team Units. The philosophy of allowing for Mobile Team Unit autonomy is based on the premise that local agencies are in the best position to determine their own training needs and to design and conduct appropriate educational and training programs. Although law enforcement agencies within the state often share and experience similar problems. There is also some variance in both the type and degree of problems faced by departments located in different geographical areas of the state. For example, departments in the Chicago metropolitan area have markedly different problems and training needs than do departments located within the southern rural portion of the state. Training needs are often indigenous to a region, and training programs must necessarily be designed to meet those specific needs. The Mobile Team Unit structure allows for the recognition and accommodation of such variance. A conceptual model of the process of Mobile Team Unit training is presented in Figure 2, Page 15. In viewing the model, one notices a list of 18 identified inputs which may potentially affect change and produce a need for training. The inputs identified range from changes in worker values and needs, to changes in the degree and type of criminal behavior experienced within a community; from new technological innovations, to change in the law; from job re-assignment, to changes in organizational purpose and structure. This list of inputs is by no means exhaustive. The listed inputs are merely representative of those changes that may ultimately impact upon the training function.

Once change(s) has been anticipated and identified, a determination must be made as to how various internal organizational processes should be altered to accommodate the experienced change. This function is identified within the Model and is depicted as lying on the outer perimeter of the circle. Obviously, training is not the absolute or only response for an organization to employ in attempting to deal with change. Department reorganization, employee re-assignment and the issuance of new policy and procedure are other possible options for adapting to change. Such options may be implemented with or without an accompanying need for further training. This recognition, as depicted within the Model on the first inner ring of the circle, distinguishes the conscious separation of those needs which can be met through training from those which cannot.

Once there has been a determination that training is indeed an appropriate response, then training needs must be delineated and prioritized within the total program of the Mobile Team Unit. While it is true that all training needs may ultimately need to be addressed, it is also true that some needs are more critical and deserve an immediate response. Consider, for example, that the State legislature recently passed a Bill which alters the manner with which cases of “driving under the

influence” are processed by the police. It then becomes critical that the police receive information and training relevant to this change, prior to the effective date of the law. In order to accomplish this task, other training programs of lesser priority may need to be delayed. This step of “training needs identification and prioritization” is represented as being located at the core of the circle within the Model. Both visually and symbolically, this step is properly placed within the Model. To be sure, this step is critical to the ultimate success of any training program. Training programs that are designed without the preparatory phase of “needs identification” are programs that can be effective only by chance. In ignoring this phase, a training program designer is in essence offering up a smorgasbord of learning experiences and hoping that something will satisfy the trainee. In such cases, there is not a sophisticated attempt made to deliver training for the purpose of satisfying specifically identified worker, and/or organizational needs.

The developed Model indicates that “administration of training” emerges from (follows) the process of “training needs identification and prioritization.” “Administration of training,” as identified, includes five major functions: the diagnostic function; the planning and development function; the management function; the course delivery function; and the evaluative function. Figure 2 details the general scope of activities encompassed within each of these functional areas. As each area is sufficiently explained within the Model, there is no need to further elaborate within this text.

The point to be made here is that Mobile Team Unit training follows through a logical sequence of activities - a process - conceptualizing and identifying training priorities, and in designing, developing and delivering training courses and programs. Such a process helps us to address only the most relevant of needs. The process helps us to ensure that training is not merely conducted for “training sake.” It is through such a process that we are able to allow for the accommodation of change and create a vehicle for organizational and personal renewal.

The Future of Mobile Team Unit Training

The experience of Illinois in implementing Mobile Team Unit in-service training has been positive. The Illinois law enforcement community has benefited as a result of their increased participation in quality professional development programs. Law enforcement agencies and their personnel become better prepared to perform the myriad of tasks and duties which are associated with the law enforcement job function. The department, in turn, is better able to serve the public in a professional manner and to address the specific and unique needs of the community.

Illinois is the first state to implement and to utilize the Mobile Team Unit concept, as described in the paper. The ASSIST Program, with its 16 Mobile Team Units, accomplishes several objectives, which may be summarized as follows:

- It institutionalizes a statewide system of decentralized law enforcement training;
- It lays the essential groundwork for establishing a systematic training network which may be used to continually improve upon the profession as we approach and prepare for the 21st century;
- It places emphasis on cooperation among and between local units of government, and state and federal government, in matters pertaining to law enforcement training;
- It encourages and allows for maximum program participation;
- It provides for an ideal combination of local and state funding with state monies generated through a special fund created specifically to finance law enforcement training.

While the Illinois Law Enforcement Training and Standards Board continues to evaluate and plan for further development of the Mobile Team Unit training delivery system, its workability, acceptability and effectiveness has been more than adequately demonstrated. It works to the benefit of Illinois law enforcement and it helps to enhance citizen safety.

* * * * *

Who Do I Contact for More Information?

In order to receive additional information concerning the Intergovernmental Law Enforcement Officers In-Service Training Act, its administration and operation, please contact:

John F. Janssen, Manager of Training and Field Services or
Kerrie Rawlings, Office Specialist
Illinois Law Enforcement Training and Standards Board
600 South Second Street, Suite 300
Springfield, IL 62704-2542
Telephone: 217/782-4540
Fax: 217/524-5350
E-Mail Address: ptb@pop.state.il.us

Should you wish to receive information pertaining to the specific Mobile Team Unit which has been designated to serve your area; or wish to learn more about specific training courses scheduled for delivery in your area, please contact your local Mobile Team Unit Director (see Appendix D).

References

Gardner, J. Self-Renewal: The Individual and the Innovative Society. New York: Harper and Row, 1965.

Illinois Law Enforcement Training and Standards Board. Census of Local Law Enforcement Personnel. Springfield, IL: State of Illinois , 1994.

Saunders, C. Upgrading the American Police: Education and Training for Better Law Enforce. Washington, D.C.: Brookings Institution, 1970.

APPENDICES

- Appendix A - Public Act 82-674
Intergovernmental Law Enforcement Officers
In-Service Training Act
- Appendix B - Administrative Rules - Public Act 82-674
- Appendix C - Conditions of Award
- Appendix D - Map and Directory of the Mobile Team Units
- Appendix E - ASSIST State Cash Awards
Fiscal Year 1986 - 1997
- Appendix F - Summary of Expenditures, Training
Accomplishment and Cost-Effectiveness
Fiscal Year 1993 - 1997
- Appendix G - Selected Course Topics Offered by the Mobile
Team Units

Appendix A

**Public Act 82-674
Intergovernmental Law
Enforcement Officers
In-Service Training Act**

P.A. 82-674
INTERGOVERNMENTAL LAW ENFORCEMENT OFFICERS
IN-SERVICE TRAINING ACT

Section

- 720/1. Short Title
- 720/2. Definitions.
- 720/3. Powers and duties.
- 720/4. State funding--Minimum criteria.
- 720/5. Determination of eligibility--Amount.
- 720/6. Annual report.

720/1. Short Title

§ 1. Short title. This Act, shall be known and may be cited as the “Intergovernmental Law Enforcement Officer’s In-Service Training Act”.

P.A. 82-674, § 1, eff. Oct. 29, 1981.

Formerly Ill. Rev. Stat. 1991, ch. 85, ¶ 561.

Title of Act:

An ACT authorizing the establishment of Mobile Team In-Service Training Units to provide regional in-service refresher and update training to state and local law enforcement officers. P.A. 82-674, veto-overridden and eff. Oct. 29, 1981.

720/2. Definitions

“Board” means the Illinois Law Enforcement Training Standards Board created by the Illinois Police Training Act.¹

“Director” means the Executive Director of the Board.

“Chairman” means the Chairman of the Board.

“Appointed Member” means a member of the Board appointed by the Governor pursuant to the Illinois Police Training Act and designated by the Director to serve on an Advisory Board.

“Mobile Team In-Service Training Unit” or “Mobile Team: means an organization formed by a combination of units of local government and the board and established under this Act to deliver in-service training to local and State law enforcement officers (whether employed on a full-time or part-time basis) at scheduled times and selected sites within a geographic region.

“Advisory Board” means a Board composed of a representative number of county board Members, mayors, chiefs of police, and sheriffs of participating units of local government, and the Director, Chairman or appointed member of the Illinois Law Enforcement Training Standards Board. The composition and number of each Advisory Board will be determined by the participants. Members of the Advisory Board shall serve without compensation but may be reimbursed for reasonable expenses incurred in carrying out their duties.

“Unit of local government” means a unit of local government as defined in Article VII, Section 1 of the Illinois Constitution of 1970 and includes both home rule units and units which are not home rule units.

P.A. 82-674, § 2, eff. Oct. 29, 1981. Amended by P.A. 83-585, § 1, eff. Jan. 1, 1984; P.A. 88-586, § 40, eff. Aug. 12, 1994; P.A. 89-170, § 10, eff. Jan. 1, 1996.
Formerly Ill. Rev. Stat. 1991, ch. 85, ¶ 562.

150 ILCS 705/1 et seq.

720/3. Powers and duties

§ 3. Powers and Duties.

(a) Powers and Duties of the Advisory Board.

- (1) To incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law.
- (2) To adopt By-Laws and Operating Procedures.
- (3) To designate a Financial Officer who is an elected local government official.
- (4) To employ a coordinator and to approve the employment of such other full or part-time staff as may be required.
- (5) To develop and approve the total budget for the Mobile Team annually.
- (6) To determine equitable formulae for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of local government.
- (7) To oversee the development of training programs, the delivery of training, and the proper expenditure of funds.
- (8) To carry out such other actions or activities appropriate to the operation of the Mobile Team including but not limited to contracting for services and supplies, and purchase of furniture, fixtures, equipment and supplies.
- (9) To exercise all other powers and duties as are reasonable to fulfill its functions in furtherance of the purposes of this Act.

(b) Powers and Duties of the Illinois Law Enforcement Training Standards Board.

- (1) To act as the State agency participant on each Mobile Team Advisory Board.
- (2) To act as the State agency to coordinate the actions of Mobile Teams established in the State.
- (3) To determine that the Mobile Team meets the criteria for the receipt of funds from the State in accordance with Section 4 of this Act.
- (4) To budget for and authorize quarterly disbursement of State funds up to 50% of the total approved budget of the eligible Mobile Team.
- (5) To establish such reasonable rules and regulations as the Director deems necessary to carry out the duties described in this Act.

(c) Powers and Duties of the Coordinator of an Advisory.

- (1) To manage and coordinate the ongoing operations of the Mobile Team.
- (2) To employ and supervise additional authorized full or part-time staff.
- (3) To arrange for qualified instructors from among the employees of State, local or federal Departments or agencies wherever practical and to obtain other instructional services as required.

P.A. 82-674, § 3, eff. Oct. 29, 1981. Amended by P.A. 83-585, § 1, eff. Jan. 1, 1984; P.A. 88-586, § 40, eff. Aug. 12, 1994.

Formerly Ill. Rev. Stat. 1991, ch. 85 ¶ 563.

720/4. State Funding-Minimum Criteria

§ 4. State Funding- Minimum Criteria. A Mobile Team In-Service Training Unit which meets the minimum criteria established in this Section is eligible to receive State funds to help defray the costs of operation. To be eligible a Mobile Team must:

- (1) Be established and operating pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution of 1970 and must involve two or more units of local government including at least one county and the Board.

(2) Establish an Advisory Board composed of elected local officials and chief law enforcement officers from participating units of local and the Director, Chairman or appointed member of the board to oversee the operations of the Mobile Team and make such reports to the Board as the Board may require.

(3) Designate an elected local official to act as the financial officer of the Mobile Team for all participating units of government, and to receive and expend funds for the operation of the Mobile Team.

(4) Limit its operations to in-service training of law enforcement personnel employed by the State, by units of local government or by the Federal government or their agencies and departments in the administration of justice.

(5) Cooperate with the board in order to assure compliance with this Act and to enable the Board to fulfill its duties under this Act, and to supply the Board with such information as the Board deems necessary therefor.

(6) Receive funding of up to 50% of the total approved budget of the Mobile Team from the participating units of local government.

P.A. 82-674, § 4, eff. Oct. 29, 1981. Amended by P.A. 83-585, § 1, eff. Jan. 1, 1984. Formerly Ill. Rev. Stat. 1991, ch.85, ¶ 564.

720/5. Determination of eligibility--Amount.

§ 5. Determination of eligibility--Amount. The Board shall monitor the operation of all Mobile Teams and determine their eligibility to receive State funds under this Act. From monies appropriated annually by the General Assembly for this purpose, the Director shall determine and certify to the Comptroller the amount of funds to be disbursed to each designated Mobile Team financial officer. The amount of the State funds which a Mobile Team receives hereunder shall equal up to 50% of the total approved budget of that Mobile Team.

P.A. 82-674, § 5, eff. Oct. 29, 1981. Formerly Ill. Rev. Stat. 1991, ch. 85, ¶ 565.

720/6. Annual Report

§ 6. The Director shall report annually, no later than February 1st, to the Governor and the General Assembly on the operations of the Mobile Teams. The report will also include a breakdown of the appropriation for the current fiscal year and the budget for the next fiscal year indicating the amount each Mobile Team received and will receive in the next year.

P.A. 82-674, § 6, eff. Oct. 29, 1981. Formerly Ill. Re. Stat. 1991, ch. 85, ¶ 566.

Appendix B

**Administrative Rules
Public Act 82-674**

Title 20: Corrections, Criminal Justice and Law Enforcement
Chapter V: Illinois Local Governmental Law Enforcement
Officers Training Board

Part 1740
In-Service Training Financial Assistance

Sub-Part A: General Provisions

Section

- 1740.101 Purpose and Scope
- 1740.102 Definitions
- 1740.103 Confidentiality of Information
- 1740.104 Veracity of Information
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Section

- 1740.201 Mobile Team Creation
- 1740.202 Appointment of Advisory Board
- 1740.203 Duties of the Advisory Board
- 1740.204 Duties of Coordinator
- 1740.205 Duties of Financial Officer
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Section

- 1740.301 Completeness of Applications
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Section

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- 1740.407 Operational Budget Requirements
- 1740.408 Non-Operational Budget Requirements
- 1740.409 Final Mobile Team Budget
- 1740.410 Budget Transfers
- 1740.411 Returning State Funds

AUTHORITY: Implementing Section 5 and authorized by Section 3 of the Intergovernmental Law Enforcement Officer's In-Service Training Act (Ill. Rev. Stat. 1981, ch. 85, pars. 565, and 563).

SOURCE: Adopted at 8 Ill. Reg. 4915, effective March 30, 1984; amended at 9 Ill. Reg. 5683, effective April 15, 1985.

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TITLE 20: CORRECTIONS, CRIMINAL JUSTICE, AND LAW ENFORCEMENT
CHAPTER V: ILLINOIS LOCAL GOVERNMENTAL LAW ENFORCEMENT OFFICERS
TRAINING BOARD
PART 1740: IN-SERVICE TRAINING FINANCIAL ASSISTANCE
SUBPART A: GENERAL PROVISIONS

Section 1740.101 Purpose and Scope

Unless otherwise indicated, the rules set forth in this Part provide the general funding requirements and procedures which are applicable to all mobile teams created pursuant to the Intergovernmental Law Enforcement Officer's In-Service Training Act.

Section 1740.102 Definitions

a) The definitions of terms used in this Part are the same as those found in the Intergovernmental Law Enforcement Officer's In-Service Training Act (Act) (Ill. Rev. Stat. 1981, ch. 85, pars. 561 et seq.).

b) Notwithstanding paragraph (a) of this Section, the following terms are defined for purposes of this Part: "Act" means the Intergovernmental Law Enforcement Officer's In-Service Training Act (Ill. Rev. Stat. 1981, ch. 85, par. 561 et seq.) as amended. "Coordinator" means an employee of the mobile team who manages and directly supervises the ongoing operations of the mobile team. "Full Time" means one who is employed at least 35 hours a week as a law enforcement officer on a regular basis. "Law Enforcement Officer" means any employee of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this state and any political subdivision thereof. "Officer" means "Law Enforcement Officer". "Roster" means the form listing the names of all law enforcement officers completing the requirements of a course approved by the Board under this Part. The information required on a roster form is the officer's date of appointment, his name, address, department, employment status and salary, and the name of the course and the date of completion.

Section 1740.103 Confidentiality of Information

a) Claims of confidentiality must be asserted at the time of submission, by stamping the words "Confidential Business Information" on each page containing such information. If no claim is made at the time of the submission, the Board may make the information available to the public without further notice. No information will be submitted to parties involved in litigation without subpoenas.

b) Claims of confidentiality for the following information will be denied:

- 1) Name and address of any financial assistance applicant;
- 2) Financial data submitted to the Board in order to receive funding.

Section 1740.104 Veracity of Information

No person shall make any false or misleading statement, representation or certification of any record, report or any other document filed with the Board or required by the Board.

Section 1740.105 Date of Compliance

Compliance with this Part is required on and after March 30, 1984, the effective date of this Part.

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SUBPART B: MOBILE TEAM ORGANIZATION

Section 1740.201 Mobile Team Creation

To be eligible to receive financial assistance, a Mobile Team must be established in writing pursuant to the Intergovernmental Cooperation Section, Article VII, Section 10, of the Illinois Constitution (Ill. Const., Art. VII, sec. 10). In addition, the Mobile Team must submit to the Board the following Mobile Team information:

- a) The Mobile Team's organizational design, structure, operating procedures, and purpose;
- b) The Mobile Team's goals;
- c) The names and addresses of each Mobile Team member;
- d) The name and address of the Mobile Team Financial Officer; and
- e) The dates of the Mobile Team's establishment, and the date of the Mobile Team's expiration, if applicable.

Section 1740.202 Appointment of Advisory Board

The Mobile Team must submit in writing to the Board the following Advisory Board information:

- a) The names and addresses of every member of the Advisory Board;
- b) Whether the Advisory Board is a general or not-for-profit corporation or some other appropriate structure under Illinois law.
- c) The date the Advisory Board was established;
- d) The name and address of the Director or Chairman of the Advisory Board; and
- e) A copy of the Advisory Board's policies and procedures, and by-laws, if applicable.

Section 1740.203 Duties of the Advisory Board

a) Failure of the Advisory Board to meet any of the requirements of the Act or its rules shall result in denial or postponement of financial assistance. In determining whether funds will be denied or postponed, the Board will examine the activities of the Mobile Team, and:

1) Funds will be denied if the Board finds that there has been a misuse of funds, fraud, material deception or a continuing pattern of violations of the Act and rules when, although minor in nature when viewed individually, but due to their continued repetition, jeopardize the standards developed by the Board under Section 1740.305 of this Part; and

2) Funds will be postponed when the Board finds that a Mobile Team does not comply with the requirements of the Act and rules, but does not negate the reasons for the approval by the Board under Section 1740.305 of this Part.

b) The Advisory Board shall be responsible for the over-all operation of the Mobile Team, including, but not limited to:

1) Selecting and supervising the Mobile Team Coordinator pursuant to Section 3 of the Act;

2) Supervising the Mobile Team Financial Officer pursuant to Section 3 of the Act;

3) Maintaining accurate records as is required in Sections 1740.204 and 1740.205 of these rules;

4) Insuring the Board received any reports required or requested under the Act or its rules; and

5) Constantly monitoring the operations of the Mobile Team to ensure the Mobile Team complies with the Act and its rules.

c) The Advisory Board shall prepare an annual report for the Board, to be delivered to the Executive Director of the Board no later than January 1 of each year. The report shall include the following information in detail:

1) The local and state financial assistance received and expended during the previous fiscal year;

2) A list of the courses offered, including the number of law enforcement officers who took the courses;

3) The types of course taken, and the cost of each course activity;

4) A description of accomplished programs and goals; and

5) The plans and proposals for the following year, containing an estimate of cost for training.

d) The Advisory Board must inform the Board in writing within seven days of any changes in the personnel of the Mobile Team, the Advisory Board, the Mobile Team Coordinator, or the Financial Officer.

e) The Advisory Board shall notify the Board in writing, within ten days, of canceled and added courses not specified in any approved application for financial assistance.

f) The Executive Director shall have authority to suspend until the following Board meeting any training program

not specified in an approved application when the Executive Director finds the change specified does not conform with the Board's review criteria established in Section 1740.305 or Subpart C. Such finding by the Executive Director must be made in writing to the Mobile Team within ten days of his receipt of notice of any proposed change.

g) The Board shall hear and decide whether to approve or deny changes in approved programs suspended by the Executive Director pursuant to paragraph (f) of this Section at the Board meeting immediately following suspension of proposed changes in training programs.

(Source: Amended at 9 Ill. Reg. 5683, effective April 15, 1985)

Section 1740.204 Duties of Coordinator

a) The Mobile Team Coordinator is responsible for maintaining all records and reports in accordance with the Local Records Act (Ill. Rev. Stat. 1981, ch. 116, pars. 43.101 et seq.) and rules promulgated thereunder;

b) The Coordinator shall submit the course roster to the Board within 14 days after the completion of any course offered by the Mobile Team.

c) The Coordinator of Mobile Teams shall be required to submit an annual report to the Board, due the first of each calendar year, containing the Mobile Team's assessment of training needs. In assessing its needs, the Mobile Team must describe the standards and criteria it uses to determine course selection.

Section 1740.205 Duties of Financial Officer

- a) Mobile Team Financial Officers shall report quarterly to the Board on forms provided by the Board. These reports will contain the information required in paragraph © of this Section.
- b) Financial Information Reports submitted to the Board must be received by the Board no later than April 15, July 15, October 15, and January 15 for the preceding quarter.
- c) Financial Information Reports submitted to the Board must include, but are not limited to, the following:
 - 1) The total money received and expended by the Mobile Team as a result of state and local funding;
 - 2) The total money received and expended by the Mobile Team from other sources for training;
 - 3) The total money received by the Mobile Team from state and local funding which is not spent;
 - 4) The anticipated need for state and local funding during the succeeding quarterly period;
 - 5) A record of the expenditures during the quarter for operating costs contained in the approved budget of the Mobile Team; and
 - 6) Certification by the Financial Officer that the financial report is accurate and true under the penalty of law.
- d) Financial Officers shall be bonded to cover the total amount of state and local funds received by the Mobile Team.

Section 1740.206 Cooperation with the Board

The Mobile Team shall cooperate with the Board to assist the Board in ensuring the training provided complies with the Board's responsibilities under this Act, the Illinois Police Training Act (Ill. Rev. Stat. 1981, ch. 85, par. 501 et seq.), and an Act in relation to Firearms training for peace officers (Ill. Rev. Stat. 1981, ch. 85, par. 515 et seq). Such assistance shall include, but not be limited to, providing firearms training at Board approved firearms training facilities in their Mobile Team area, monitoring Mobile Team regional training-related programs, and informing the Board, as requested by the Board, of ongoing activities in the region.

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SUBPART C: APPLICATIONS

Section 1740.301 Completeness of Applications

- a) Applicants for financial assistance shall file with the Board a complete application for financial assistance in accordance with this Part.
- b) An application is complete when the Board receives an application form and any other supplemental information which is needed by the Illinois Local Governmental Law Enforcement Officers Training Board in order to approve or deny an application in accordance with Section 1740.305 of this Part.
- c) The completeness of any application for financial assistance shall be judged independently of any other application or activity.
- d) Applications are for financial assistance for an entire fiscal year beginning July 1 of any year and terminating June 30 of the following year.

Section 1740.302 Filing Date of Permit Applications

- a) An application for financial assistance shall be deemed filed on the date which the Board received the application, unless the Board notified the applicant within 30 days after the date of receipt of the application that the application is incomplete and the reason the Board finds it incomplete.
- b) An application to receive financial assistance must be received by the Board not later than April 1, and no earlier than January 1, for the fiscal year beginning July 1 of the same year.

Section 1740.303 Additional Information

Notwithstanding the applicant's filing of a complete application in accordance with 1740.301, an applicant for financial assistance shall, upon request by the Board:

- a) Provide additional information necessary to determine whether the activities comply with the Act or rules adopted thereunder; or
- b) Provide additional information necessary to clarify, modify or supplement previously submitted information.

Section 1740.304 Failure to Provide a Complete Permit Application or Failure to Provide Additional Information

The Board may deny an application if an applicant fails to comply with Sections 1740.301 or 1740.303. In determining whether to deny or conditionally approve an application, the Board shall examine the content of the application, and:

- a) Deny the application if the applicant has failed to provide information the Board needs to review an application under Section 1740.305 of this Part; and
- b) Conditionally approve the application if there are minor deviations from the requirements, such as minor technical or other informational deficiencies, which do not impede the Board's ability to judge the compliance of the application with the review criteria of Section 1740.305.

Section 1740.305 Board Review

In reviewing an application, the Board must determine if the proposed program or project is necessary and in the public interest to promote and protect the health, safety and welfare of the public. Factors which the Board must consider include, but are not limited to, the need for the proposed program or project in this State, the specific training needs of the locality involved, and the financial practicality of the venture. Financial practicality, for purposes of these rules, includes, but is not limited to, the amount of money available for training, the quantity of police officers to be trained, the costs to administer the training, and the availability of other programs in a more centralized location for less cost.

Section 1740.306 Conditional Approval by the Board

- a) Recipients of state financial assistance must comply with the application as approved by the Board and the conditions established by the Board pursuant to paragraph (b) of this Section.
- b) The Board may impose conditions to its approval for receipt of financial assistance as may be necessary to accomplish the purposes of the Act and as are not inconsistent with the Act or Board rules.
- c) Recipients of financial assistance who do not comply with the terms of paragraph (a) of this Section may have future financial assistance requests reduced or denied. In determining whether future financial assistance is reduced or denied, the Board will compare the terms of the approved budget with the actual practices of the Mobile Team, and;
 - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for the approval of disbursements pursuant to Section 1740.305 of these rules shall result in the denial of disbursements; or
 - 2) Any variance that does not negate the reasons for approval pursuant to Section 1740.305, but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of funds to that level actually required.

Section 1740.307 Signatures to Permit Applications and Reports

- a) All applications shall be signed by the Advisory Board Chairman, Financial Officer, and Coordinator.
- b) All reports or other information shall be signed by the persons described in paragraph (a) of this Section, except as is otherwise indicated in paragraph © of this Section.
- c) Course roster reports required under Section 1740.204 and notices of canceled courses under Section 1740.203 shall be signed by the Coordinator.
- d) Any person signing a document under paragraph (a) or (b) of this Section shall make the following certification: "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based upon my inquiry of those individuals immediately responsible for obtaining information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

(Source: Amended at 9 Ill. Reg. 5683, effective April 15, 1985)

Section 1740.308 Financial Assistance Application

- a) In addition to the other requirements of this Subpart, any applicant for financial assistance shall provide the following information to the Board, which shall include, but not be limited to:
 - 1) The information required in Sec. 4 of the "Intergovernmental Law Enforcement Officer's In-Service Training Act";
 - 2) The information required in Sections 1740.201 and 1740.202 of Subpart B of this Part;
 - 3) The budgetary information required in Subpart D of this Part;
 - 4) The total number of units of local government to be served, including the total number of counties and law enforcement departments to be served;
 - 5) The population of officers to be served;
 - 6) A Mobile Team's estimated course program schedule, indicating course titles, purposes, and designs;
 - 7) A Mobile Team's description of the need for any program, and the anticipated number of officers who will attend;
 - 8) The availability of training facilities;
 - 9) A description of the Mobile Team's identified need for in-service training, and the Mobile Team's past project accomplishments and successes; and
 - 10) Proof that the Mobile Team's Financial Officer is adequately bonded to receive state funds.
- b) Applicants shall submit all information required by the Board on forms prescribed or provided by the Board.
- c) The Board may waive informational requirements if the Board determines that information would be duplicative of information the Board has already received.

Section 1740.309 Final Board Decision

- a) The Board shall notify the applicant in writing within thirty days after it decides to grant or deny the applicant financial assistance. Application denial letters shall state the reasons for denial to the applicant.
- b) Disbursements to Mobile Team shall be made quarterly.

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SUBPART D: BUDGET

Section 1740.401 Eligibility

- a) The proposed Mobile Team budget must be developed and approved by the Advisory Board and submitted as a part of the application to receive state funds in accordance with Subpart C of this Part.
- b) The Advisory Board shall, pursuant to Section 3(6) of the Act, submit to the Board a copy of the equitable formulae it used to assure that participating units of local government provide their local share of costs to the Mobile Team. The Advisory Board must identify the standards and criteria it used to develop the formulae.

Section 1740.402 Prohibitions

- a) Funds received or generated by Mobile Teams shall be used solely for Board approved Mobile Team activities.
- b) No Mobile Team shall cause or allow the use of its funds except as finally approved by the Board pursuant to Section 1740.409, Final Mobile Team Budget, of this Part.
- c) No Mobile Team shall cause or allow transfers or funds within any budget approved by the Board, except as provided for in Section 1740.410 of this Subpart.

Section 1740.403 State Funding

- a) The amount of the State funds which a Mobile Team receives hereunder shall equal up to 50% of the total approved Mobile Team budget.
- b) The Mobile Team and the participating units of local government are jointly and severally liable for the remainder of the Mobile Team budget.
- c) The Mobile Team budget shall contain funds designated solely for Board approved mobile team training, and must be segregated in a financial account separate from other state or local fiscal accounts.

Section 1740.404 Other Sources of Funding

a) Monies received by Mobile Teams from other sources in addition to local and state matching funds under these rules, including but not limited to tuition and federal grants, shall be segregated into a separate account and shall not be used except as provided for in paragraph (b) of this Section.

b) Monies received by Mobile Teams from other sources may be used for Mobile Team activities after receiving written permission from the Executive Director if the Executive Director finds the Mobile Team's request conforms with the Board's review criteria established in Section 1740.305 of Subpart C. Requests by Mobile Teams shall be in writing to the Executive Director and must specify the intended use of those funds.

c) The Executive Director shall respond to Mobile Teams within 30 days after receipt of the request. The Executive Director shall have the authority to deny requests for spending under this Section and suspend until the following Board meeting any use of those funds.

d) Upon receiving a written request from the applicant, the Board shall review the Executive Director's denial during the Board meeting following his action and decide whether to allow the use of the funds as requested by the applicant.

Section 1740.405 Budget Content

a) The Mobile Team shall provide the Board with any budget information the Board requests, pursuant to Sections 1740.203, 1740.301, 1740.303 and 1740.306 of this Part.

b) The proposed Mobile Team budget must include all the proposed and anticipated operational and non-operational expenditures for the applicable fiscal year beginning on July 1 and terminating June 30.

Section 1740.406 Budget Categories

a) Mobile Team budgets shall be separated into two categories, operational and non-operational.

b) The operational budget category shall be divided into sub-categories including, but not limited to, personal services, automobile and transportation expenses, contractual services, equipment, commodities, and training costs.

c) The non-operational budget category shall include the salaries of full-time law enforcement officers who attend training programs.

Section 1740.407 Operational Budget Requirements

- a) The operational budget shall be separated into sub-categories in order for the Board to determine the necessary funding for each sub-category.
- b) Participating units of local government shall provide at least 10% of the total Mobile Team budget before the Mobile Team's application is finally approved by the Board.
- c) The Board shall approve up to 50% of the total Mobile Team budget for operational costs if the Mobile Team meets all the requirements in the Act and rules adopted pursuant thereto, including paragraph (b) of this Section, providing state funds are available.

Section 1740.408 Non-Operational Budget Requirements

- a) Non-operational budget costs shall include only the salaries of full-time law enforcement officers who receive training under this Part.
- b) The non-operational budget shall not exceed 40% of the total Mobile Team budget.
- c) Proposed Mobile Team budgets including a non-operational budget category shall detail the number of full-time officers the Mobile Team expects to train, the total number of training hours planned, and the estimated salaries of the participating law enforcement officers.

Section 1740.409 Final Mobile Team Budget

- a) The Board shall approve, deny or conditionally approve the Mobile Team budget in accordance with Sections 1740.306 and 1740.309 of this Part.
- b) The Board shall, on a random basis, investigate the activities of a Mobile Team to ensure the Mobile Team is meeting the requirements of the approved budget.
- c) If the Board determines a Mobile Team is deviating from its budget, the Board may reduce or deny future disbursements. In determining whether there will be a reduction or denial of disbursements, the Board will compare the terms of the approved budget with the actual practices of the Mobile Team, and:
 - 1) Any variance from the approved application that results in the negation of the existence of the factors necessary for approval of disbursements pursuant to Section 1700.305 of these rules shall result in the denial of disbursements; or
 - 2) Any variance that does not negate the reasons for approval pursuant to 1700.305, but results in a requirement of a lesser amount of funds than approved previously, will result in a reduction of disbursements to that level actually required.

Section 1740.410 Budget Transfers

- a) No transfers of money within the budget is permitted, except as is provided for in paragraph (b) of this Section.
- b) A Mobile Team must obtain written authorization from the Executive Director to transfer budget funds from one sub-category to another sub-category. In determining whether there will be a transfer of funds, the Director will compare the terms of the approved budget with the proposed terms of the transfer, and:
 - 1) Any variance from the approved budget that results in the negation of the existence of the facts necessary for approval of disbursement pursuant to Section 1740.305 of Subpart C of this Part shall result in the denial of the request; and
 - 2) The Director must determine if the Mobile Team is complying with the Act and rules adopted pursuant thereto.

Section 1740.411 Returning State Funds

In the event a Mobile Team does not properly expend its funds as approved by the Board, or is in violation of the act or these rules, the mobile team, and the local governmental units creating the Mobile Team, shall be responsible for returning the money as follows:

- a) If the money received by the Mobile Team was appropriated out of the Traffic and Criminal Conviction Surcharge Fund, Ill. Rev. Stat. 1981, ch. 85, par. 509, the money shall be returned to the Board, payable to the Board, for the Board to redeposit the money into the Surcharge Fund pursuant to Section 10.14 of the State Comptroller's Act, (Ill. Rev. Stat. 1981, ch. 15, par. 210.14); or
- b) If the money received by the Mobile Team was appropriated out of the General Revenue Fund, the money shall be returned to the Board, payable to the Board, for the Board to redeposit the money into the proper General Revenue Fund appropriation category, pursuant to Section 10.14 of the State Comptroller's Act.

Appendix C

Condition of Award

**INTERGOVERNMENTAL LAW ENFORCEMENT OFFICERS
IN-SERVICE TRAINING ACT**

CONDITIONS OF AWARD

Fiscal Year 1998

Hereinafter, the word Board, as used, is synonymous with the Illinois Law Enforcement Training and Standards Board; the word Grantee, as used, is synonymous with Mobile Team Unit.

1. The Grantee agrees to submit Quarterly Training Schedules (on forms provided by the Board) to the Board Office as follows (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
July - September, 1997	June 15, 1997
October - December, 1997	September 15, 1997
January - March, 1998	December 15, 1997
April - June, 1998	March 15, 1998

2. The Grantee agrees to submit Quarterly Fiscal Reports (on forms provided by the Board) to the Board Office according to the following schedule, (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
First Quarter	October 15, 1997
Second Quarter	January 15, 1998
Third Quarter	April 15, 1998
Fourth Quarter	July 15, 1998
Final Quarter	September 15, 1998

3. The Grantee agrees to submit Quarterly Training Activity Reports (on forms provided by the Board) to the Board Office according to the following schedule, (unless written approval by the Executive Director has been granted for a time extension):

<u>Training Period</u>	<u>Due Dates</u>
July - September, 1997	October 15, 1997
October - December, 1997	January 15, 1998
January - March, 1998	April 15, 1998
April - June, 1998	July 15, 1998

4. The Grantee agrees to submit a Narrative Description and Statistical Summary of all "Training Need Assessments/Analysis" that occur during the fiscal year. At least one such analysis must be conducted and submitted prior to March 1, 1998.

5. The Grantee agrees to maintain records of all evaluations for all training courses. Such evaluations should include, but not be limited to, evaluation of instruction, evaluation of course organization, evaluation of course relevancy, evaluation of course materials, evaluation of training environment, a cost/benefit evaluation, and evaluation of student performance (when applicable). Evaluation results

should be maintained at the Mobile Team Office and made available to the Board and Board staff upon request.

6. Obligations of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or other funding source such as the Traffic and Criminal Conviction Surcharge Fund, fails to appropriate or otherwise generate sufficient funds for this grant award.
7. The Grantee agrees to comply with the Illinois Purchasing Act "Bribery" and "Conflict of Interest" sections (30 ILCS 505/10.1 and 11.1 through 11.5, inclusive), which are by reference made as part of this grant award, and all the terms, conditions, are made a part of the award the same as though they were incorporated herein.

The Grantee certifies that no Grantee, authorized officer, employee, consultant, or other personnel has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois.

The Grantee agrees that in the event that the "Conflict of Interest" or "Bribery" sections mentioned above have not been complied with, this award shall be declared void and of no effect, pursuant to the Illinois Purchasing Act, Section 10, (30 ILCS 505/1 et al), and the Grantee shall forfeit all money due and payable to the Grantee under this award and the Grantee shall refund to the Board all money paid to the Grantee pursuant to this grant award.

8. The Grantee agrees that the Board may, upon appropriate investigation and finding of any irregularity, suspend the grant, in whole or part, for cause at any time if the Grantee fails to comply with the In-Service Training Act, the rules adopted by the Board, or these grant conditions. Upon such finding, the Mobile Team agrees to reimburse the Board for all costs incurred by the Board to conduct the investigation; including, but not limited to, costs of audit, staff time and travel. The Grantee also agrees to reimburse the Board for all funds that were not properly expended as determined by the Board.
9. The Grantee agrees to maintain accurate and complete time distribution and attendance records for all grant-funded personnel.
10. The Grantee agrees to submit an inventory of all equipment purchased wholly or partially with grant funds. The inventory must be submitted to the Board office prior to September 15, 1997.
11. The Grantee agrees to submit an annual, independent audit of financial operations, consistent with Board audit guidelines, within 120 days from the close of the grant period.
12. The Grantee agrees to maintain accurate and complete records of training for all participating departments and officers.
13. The Grantee agrees to cooperate with the Board and Board staff in providing technical assistance to local government administrators, and police and sheriff personnel on matters related to law enforcement training and the administrative and operational procedures of the Board. Such obligation will include keeping the Board informed of law enforcement related news occurring within their region. The Grantee agrees to comply with all Board policies and directives, and accept and implement the Board's interpretation of its administrative rules, grant conditions and applicable statutes.
14. The Grantee agrees to direct its administrator, or training coordinator, to participate in all Board sponsored activities and meetings that the Executive Director of the Board deems important to the overall coordination and administration of the ASSIST program.
15. The Grantee agrees to gather and supply instructor and training course information and reports upon

request by the Board, or Board staff.

16. The Grantee agrees to select training sites and facilities so that law enforcement personnel participation is maximized by means of convenience of access.
17. The Board neither commits itself nor implies a commitment for funding beyond the term of this grant.
18. The Grantee agrees to select sites for meetings/conferences on a reasonable cost/benefit basis.
19. The Grantee agrees to abide by the State of Illinois Travel Regulations and apply said regulations to Mobile Team Unit employees, advisory board members and independent contractors. In the event that a Mobile Team Unit officer, employee or independent contractor may exceed established guidelines for travel or lodging the Executive Director of the Board shall review and approve/disapprove these requests on a case by case basis before expenditures are authorized. All out-of-state travel requests must be submitted to the Executive Director for review and approval/disapproval prior to the scheduled event. These requests will be reviewed on a case by case basis before expenditures are authorized.
20. This grant is subject to all provisions contained in the Illinois Grant Funds Recovery Act (30 ILCS 705/1 et al).
21. The Grantee agrees to notify the Board office in writing before signing any contract for services with vendors whose main office is located outside the state of Illinois. The Executive Director of the Board shall review and may approve any such contract.
22. The Grantee understands that the financial terms and obligations agreed to under this Grant award may be monitored by the Board, Board auditors and/or the Illinois Auditor General at any time, so that the Board may establish that the Grantee is in continuing compliance.
23. The Grantee will report all other sources of collected funds, as specified under Subpart D, Section 1740-404 of the In-Service Rules, on a quarterly basis, in addition to completing the Board's quarterly fiscal report.
24. The Grantee agrees to accept responsibility for and to meet all obligations and responsibilities related to the payment of applicable state and federal tax laws.
25. The budget as outlined and approved on the "Statement of Award" letter must be adhered to by the Grantee. The Board will limit the transfer of funds within the operational budget to an amount equal to 2% of the total approved operational budget in Fiscal Year 1998. Requests for budget transfers in excess of the 2% limit will be reviewed on an "exception to the rule" basis by the Executive Director. Such requests must be submitted in writing by the Chairman and Financial Officer of the Mobile Team Unit and must include a complete justification.
26. The Grantee agrees to establish and to maintain its Incorporation as a General Not-For-Profit Corporation or other appropriate structure under Illinois law. This condition requires that the Mobile Team Unit register on an annual basis with the Office of the Secretary of State. Incorporation required under the ASSIST act grants no independent authority or immunity to grantees with respect to Board rules, policy, procedures and grant conditions.
27. The Grantee will maintain written staff policy guidelines, by-laws, procedures and provide Board staff with updates and revisions as they occur.
28. The Grantee will utilize written contracts with vendors outlining all expenditures such as fees, travel expenses and other provisions and obligations.

29. The Grantee will maintain financial expenditure ledgers and/or a computerized financial system, including monthly expenditures.
30. The Grantee will maintain and complete course outlines, schedules, instructor lesson plans, handouts, tests and course evaluations and instructor background data. The grantee must ensure that an approved Board instructor form is on file at the Board office for every out of state instructor employed by the Mobile Team Unit.
31. The Grantee understands that compliance with the conditions outlined herein is their sole responsibility, and that the Board accepts no responsibility for their failure to comply with any of the Grant conditions.
32. The Grantee must receive prior written permission from the Executive Director before applying for (or participating in) financial grants not managed or provided by the Board.
33. The Grantee will not require or allow contractual instructors to sign an exclusivity agreement disallowing them from providing instruction or services to other Board approved training facilities and Mobile Team Units. No Mobile Team shall charge or assess a surcharge to any other Mobile Team, governmental unit or agency or unit of local government.
34. The Grantee agrees to credit the Illinois Law Enforcement Training and Standards Board for providing project funding on all Mobile Team Unit official stationary, fliers, catalogs, course announcements, etc. Any reports, materials, books, articles, news release or presentations which result from this grant funding must indicate the Board's funding support of the program.
35. All Mobile Team Unit courses that establish a member and/or non-member tuition must have prior Board Executive Director written approval. Member tuition shall not include costs or expenses, direct or indirect, that are already contained in the Board approved budget.
36. The Grantee will submit course application materials and budgetary information for costs and charges for review and approval to the Curriculum and School Standards Committee on all training programs offered by the Mobile Team Unit that exceeds forty (40) hours.
37. The Grantee shall annually report to its mobile team members and the Board, the amount of membership fees assessed, transferred or collected as local surplus funds. (These are fees collected, but not made part of the mobile team budget.
38. The full local advisory board will be required to meet at least quarterly each calendar year and shall review and authorize the approval/disapproval of all expenses, program development, course deliveries, and administrative and operational duties and functions of the Mobile Team Unit within the confines of the Board approved budget and in conformity with Board rules and procedures.
39. Grantee will report the results of all audits, including non-compliance findings to the full local advisory board. The advisory board shall take steps to remedy all non-compliance findings and submit periodic progress reports to the Executive Director of the Illinois Law Enforcement Training and Standards Board.

Appendix D

Map and Directory of the Mobile Team Units

Appendix E

**ASSIST State Cash Awards
Fiscal Year 1986 - 1997**

Appendix F

**Summary of Expenditures, Training
Accomplishments
and Cost Effectiveness
Fiscal Year 1993 - 1997**

Intergovernmental Law Enforcement Officers In-Service Training Act
 Summary of Expenditures, Training Accomplishments and Cost Effectiveness
 Fiscal Year 1993 through Fiscal Year 1997

Annual State Awards		Training Accomplishments			Cost Effectiveness		
Fiscal Year	Total State Cash Award	Hours of Instruction	Local Officers Trained	Training Man-Hours	Cost Per Hour of Instruction	Cost Per Trainee	Cost Per Training Man-Hour
1993	\$2,395,479.18	29,976.4	45,986	417,656.00	\$79.91	\$52.09	\$5.74
1994	\$2,471,276.34	32,970.9	45,958	489,554.58	\$74.95	\$53.77	\$5.05
1995	\$2,779,878.92	37,496.3	55,273	563,703.71	\$74.14	\$50.29	\$4.93
1996	\$2,956,195.96	31,721.5	45,924	502,320.60	\$93.19	\$64.37	\$5.89
1997	\$3,046,011.20	36,785.5	52,240	585,596.35	\$82.80	\$58.31	\$5.20
TOTAL	\$13,648,841.60	168,950.6	245,381	2,558,831.24	\$80.79	\$55.62	\$5.33

Appendix G

**Selected Course Topics
Offered by the
Mobile Team Units**

Selected Course Topics

Acting Patrol Officer-in-Charge
Arrest Search & Seizure Update for Sergeants and Lieutenants
ASP Tactical Baton Basic Certification
At-Scene Accident Investigation (Accident Investigation I)
Bomb and Physical Security Planning
Breath Alcohol Analysis
Building Credibility Through Report Writing and Testimony
Career Development: 40-Hour Basic Investigative Specialist Training Program
Career Survival and Officer Integrity for Patrol Officers
Career Survival for Women Officers
Chapter 705: Act 405: Juvenile Court Act and Law Enforcement Custody of Juveniles
Chapter 720: Illinois Criminal Code Review
Child Abuse Investigations (Advanced)
Classroom Strategies that Add Power to Police Learning
Command Course for Hostage/Barricade Incidents
Communicating with Older Persons
Computerized Traffic Accident Reconstruction: Intro to EDCRASH
Concealment Areas Within a Vehicle: Searching Techniques
Confidence Crime Investigation (Advanced)
Constitutional Criminal Procedure Update
Coupling Suburban Enforcement Tactics with C.O.P. Strategies
Crack Cocaine Awareness for Police Officers
Crime Prevention Officer (40-hour)
Crime Prevention: Theory and Application for the Street Officer
Crime Scene Investigation
Crime Scene Photography (Advanced)
Crimes Against the Elderly
Criminal History Records and Information Update
Criminal Investigative Analysis on Sex Crimes
Criminal Sexual Assault Profiling
Crisis Management and Critical Incidents
Death Investigation Seminar
Death Notification Procedures
Defensive Tactics for Women Officers and Women Community Service Officers
Defensive Tactics: Use of Force vs. Resistance Encountered
Developing Policy and Procedures Regarding the Freedom of Information Act
Directing Traffic
Domestic Violence/Crisis Intervention
Drug Enforcement (Advanced)
Drugged Driver Detection for Patrol Officers
EDGE (Education for Gang Evasion) 40-Hour Instructors' Training Program
Elderly Services Officer
Emergency Medical Training for the Police Officer (First Responder)
Emergency Vehicle Operator's Course (40-hour Train the Trainer)
Emergency Vehicle Operator's Course (EVOC)
Essential Spanish for Police
Ethnic and Cultural Awareness for Juvenile Officers
Ethnic and Cultural Awareness for Patrol
Ethnic and Cultural Awareness for Sergeants and Supervisors
Evidence Technician Program (40-hour Basic)
Evidence Technician: Serious/Fatal Vehicle Collisions (Adv.)
Felony Vehicle Stops
Field Sobriety Testing: Horizontal Gaze Nystagmus

Field Training Officer for Corrections (40-hour)
Field Training Officer's Program (40-hour)
Financial Crime Investigation
Financial Investigations/White Collar Crimes
Fingerprints (Taking Classifiable)
Firearms Instructor Course (40-hour Train the Trainer)
Firearms Instructor School (FBI)
Firearms Instructors: Liability Issues
Firearms Training (40-hour Mandatory)
First Line Supervisory Specialist Program (40-hour)
First Responder Awareness Level Training (Hazardous Materials Overview)
First Responder Awareness Refresher
First Responder: Emergency Medical Training for the Police Officer
Force Issues for Supervisors (Legal/Tactical Workshop)
Forensic Dental Evidence for Investigators/Evidence Technician
Gang Enforcement Specialist Program (40-hour)
Handling Death Notification
Handling Death Notification (Train the Trainer)
Handling Hate Crimes for Supervisors, Policies and Procedures
Hazardous Materials Overview: First Responder Awareness Level Training
Hazardous Materials Refresher: First Responder Awareness Refresher Training
Homicide/Crime Scene Investigations (Basic)
Hostage/Barricade Incidents (Command Course)
Identi-Kit Training
Illinois Criminal Code Review (Chapter 720)
Illinois Peace Officers Law Review
Illinois Snowmobile Registration and Safety Act Review
Illinois Wildlife Code Update and Review: ICS 520
Implementing SHOCAP (Serious Habitual Offender Comprehension Action Plan)
Improving Courtroom Testimony
Improving Supervision Through Total Quality Management (TQM)
Instructor Training for Oleoresin Capsicum (Pepper Sprays)
Interpersonal Communications for the Police
Interviewing Juvenile Victims/Perpetrators in Child Sex Abuse Cases
Interviews and Interrogations
Investigative Specialist Training Program (40-hour Basic)
Investigative Specialist Training Program (Career Development 40-hour Basic)
Issues for Handling Crisis Drug/Alcohol Calls (Advanced)
Juvenile Court Act and Law Enforcement Custody of Juveniles
Juvenile Law and Procedure for Patrol Officers
Juvenile Offenders and Victims (Interviewing)
Juvenile Specialist (40-hour)
Language of Leadership for Staff and Command Officers
Laws of Arrest, Search and Seizure
Learning Without Lecture: Classroom Strategies that Add Power to Police Learning
Legal/Tactical Workshop on Force Issue for Supervisors
Liability Issues Affecting Police Executives and Risk Managers
Liquor Control, Licenses and Laws
Managing Police Traffic Services
Managing the Marginal Employee
Memory and Listening Skills for Patrol
Motorcycle Rider Refresher Course for Police
Night Scene Photography
Officer Integrity/Career Survival for Patrol Officers
Officer Refresher (40-hour)
Patrol Officer-in-Charge (Acting)

performance Evaluations and Subordinate Counseling Techniques
Physical Fitness, Conditioning and Diet
Police Executives and Risk Managers (Liability Issues)
Police Photography (Basic)
Police Staff and Command School (10 week)
Police Surveillance Photography
PPCT Defensive Tactics Instructor Course (40-hour)
Preparing Yourself for Making Great Community Presentations
Preventing and Resolving Sexual Harassment Complaints in the Workplace for Supervisors
Preventing Crime/Making Arrests on Foot Patrol
Recognizing Potential Suicidal Arrestees for Patrol Officers
Report Writing for Police Officers
Robbery and Property Crime Investigations
Room Clearing and Building Searches
Searching Techniques: Concealment Areas Within a Vehicle
Sex Crimes (Criminal Investigative Analysis)
Sexual Harassment Complaints/Supervisors: Preventing/Resolving
Sexual Harassment: Train the Trainer
Sniper (Basic)
Spanish for Police
Spanish Refresher for Police
Street Drugs
Street Gang Identification and Activities Overview
Street Gangs and Drugs
Street Guns/Street Gangs
Stress Management for Supervisors
Subordinate Counseling Techniques/Performance Evaluations
Supervisory Refresher (36 hour)
Suppressing Gang and Drug Activities
Surveillance Techniques
SWAT School (Basic)
Taking Classifiable Fingerprints
Technical Accident Investigation
Testifying in a D.U.I. Trial
Traffic Accident Investigators Course (40 hour)
Traffic Accident Records and Analysis Workshop
Truck Weight Enforcement (40 hour Basic)
Use of Force Workshop for Patrol Officers
Use of Force Workshop for Sergeants and Lieutenants
Vehicle Dynamics
Videotaping Crime Scenes and Illegal Activities
White Collar Crimes/Financial Investigations