



SAUK VALLEY COMMUNITY COLLEGE • POLICE ACADEMY

173 IL Route 2 • Dixon, IL 61021 P 815.835.6481 W svcc.edu

# Reporting Instructions BLE #5

SVCC Police Academy

May 6 – August 22, 2024

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Welcome to Sauc Valley Community College Police Academy. Please adhere to the following reporting instructions carefully.

All forms listed on the website MUST be completed PRIOR to admittance to the Academy. Email all paperwork to [police.academy@svcc.edu](mailto:police.academy@svcc.edu). All paperwork must be turned in prior to the start of the class. Recruits will not be accepted into the Academy without all forms completed.

Illinois Law Enforcement Training and Standards Board requires all recruits to use their PTB ID which is obtained after the Form E is submitted. To find the PTB ID go to <http://www.ptb.state.il.us>.

- **FORM E:** The Illinois Law Enforcement Training and Standards Board (ILETSB), Springfield, Illinois, requires that a Notice of Appointment/Separation form (Form E) be completed and submitted to ILETSB prior to an officer's admittance at any Board Training Academy. This needs to be done electronically and then provided to the SVCC Academy with a photocopy of the EDI transmittal sheet.
- **MEDICAL FORM:** The medical form must be completed and signed by the examining physician no more than 60 days before the class begins.
- **ACADEMY ENTRANCE STANDARD FORM:** The Public Act 87-182 form must be signed by the basic recruit and the appointing agency.
- **IDENTIFICATION REQUIRED:** Department ID and Illinois Driver's License is required for verification upon reporting to the Academy.

Physical Fitness Testing	<b>The POWER Test will be conducted April 9, 2024, at 1:00pm, followed by a pre-orientation meeting.</b> Recruits should report to 1608 Sauc Road, Dixon, IL for testing and MUST have their medical form with them or turned in prior in order to be allowed to test. Recruits that do not pass will be given a second opportunity after 48 hours (Thursday, April 11). Those who fail the second attempt will not be allowed to attend the Academy.
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Arrival	All recruits are to report to 1608 Sauk Rd., Dixon, IL on <b>Sunday, May 5, 2024</b> . Orientation will start promptly at 10:00 a.m. Attendance is <b>mandatory</b> . If there is a problem or emergency, call (815) 973-0315.
Parking	Park in stalls indicated by the Academy Director in the parking lot adjacent to the Police Academy and apartments.
Insurance	Recruits should have in their possession insurance cards and sufficient funds to defray unexpected expenses, including non-emergency medical treatment not covered by Workman's Compensation or health insurance.
Housing	SVCC Police Academy provides furnished apartments which are located at 1610 IL Rt. 2, Dixon, IL 61021. Apartments will also have a smart TV, internet access, an equipped kitchen, K-cup style coffee maker, and cleaning supplies. There is a shared laundry room located in the apartment complex. Recruits will be issued a key fob to lock/unlock their apartment and bedroom doors. There is a \$40 replacement fee if the key fob is lost or damaged.
Dress Code	The Academy's dress code is required. Recruits will wear khaki color pants (5.11 style/type is recommended and must have belt loops), black socks, black shoes or boots, and a black belt. Dress code is required on orientation day to include a collared shirt or polo. Academy shirts (included in the required uniform package) will be issued that day and worn thereafter.
Other Required Clothing	Plain black athletic shorts and/or pants, running shoes, and a mouthguard. Recruits should plan for inclement weather and bring appropriate clothing for training or exercising outside. Wrestling shoes are recommended for mat training. Department uniforms will be worn for certain trainings only. <b>No department uniform or uniform coat shall be worn unless required for specific training.</b>
Classroom Materials	Laptop computers will be provided for recruits to use during the Academy. Recruits will be using the computers for all classroom trainings, etc. and will be emailing assignments to their instructors. A temporary SVCC email address will be provided to the recruits.  Recruits should also bring a copy of their department's Use of Force Policy, book bag, and an ample supply of pens, highlighters, etc.

	<p>Department-issued duty gear will be required for some training so recruits should bring their duty belt with holster, handcuffs (with key), belt keepers, flashlight with charger, and body armor if available.</p>
Weapons	<p>Recruits should bring their duty weapon and required ammunition to the Academy on the first day, orientation, to be turned in for the duration of the Academy. If necessary, recruits can wait and bring their duty weapon and/or ammunition on the Sunday prior to week 5.</p> <p>Recruits will need to bring their Taser and five cartridges (Taser 7 will need cartridges for each distance). These can also be brought on the first day or on the Sunday prior to week 5 to be turned in for the remainder of the Academy.</p> <p>Recruits will not be in possession of weapons during the Academy with the exception of specific training.</p>
Misc. Items to Bring	<p>Recruits will need to supply their own pillow and bedding (twin XL) as well as any and all toiletries needed. Recruits will have their own bedrooms and may want to bring their own smart TV, radio, clock, mattress pad, fan, and/or desk lamp. No form of cable or dish television will be provided.</p>
Meals	<p>SVCC will provide three meals Monday through Thursday as well as breakfast and lunch on Fridays while enrolled at the Academy.</p>
LEADS/NIMS Training	<p>Recruits may participate in LEADS training during the academy on their own time.</p> <p>In order for recruits to access the web-based training, the recruits will need a user ID and password issued by their department.</p> <p>Recruits will complete NIMS training during the academy, also on their own time. Information on how to complete this training will be provided by the Academy.</p>

**\*\*Please call immediately if a change or cancelation is necessary. If you have any questions, please call (815) 835-6481.**