



SUBURBAN LAW ENFORCEMENT ACADEMY

College of DuPage



CLASS BA 21-02
September 14 - December 18, 2020

REPORTING INSTRUCTIONS

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

REPORTING: Recruits are to report to the **Homeland Security Education Center (HEC building), Room 1005, College of DuPage, at 5:30 am, Monday, September 14, 2020. The HEC building is located west of the intersection of Fawell Boulevard (22nd Street) and Lambert Road, Glen Ellyn, Illinois.**

CLASS INFORMATION: This class will be held in the Range/HTC building, normal hours are 0700 to 1600 daily.

DAY ONE DRESS CODE: As stated in the Recruit Guide, recruits are to arrive wearing the following:
A plain white long sleeve button down shirt with collar “**neatly pressed**”, Black or navy slacks “**neatly pressed**”, Plain black belt, Black shoes or boots with a polished shine, Plain white T-shirt, Black or navy socks, Black wrist watch.

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

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

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

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

CLASSROOM MATERIALS: All materials except writing instruments and notepaper will be furnished to the recruits. For Report Writing class, a dictionary is required. A paper map of recruit’s town/jurisdiction is required.

MEALS: **Recruits must bring lunches**, unless otherwise directed by Academy Staff. It is recommended that small coolers be utilized to store perishable items.

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

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

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



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(continued)

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

BODY ARMOR: *The wearing of body armor is mandatory during firearms training.* Aside from the issue of safety, the Academy wishes to indoctrinate the recruit to the realism of the daily work environment. Body armor is to be worn under the academy shirt, no vest covers. (See Appendix C: Recruit Guide.)

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

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

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

REQUIRED EQUIPMENT: All recruits must bring their own belt, handcuffs, handcuff case, handcuff key, and belt keepers. Practice Baton, Red Gun practice firearm, Wrestling Shoes, Strike Glove and *SOFTT* or *CAT* Tourniquet. When recruits are required to bring their weapons, they **must** furnish a holster and appropriate ammunition pouches. Recruits are encouraged to train with the weapon they will use on-duty. The Academy will **not** furnish or store weapons and ammunition. (See Appendix C: Recruit Guide.)

NOTICE OF APPOINTMENT: (FORM E) must be on file with the **Illinois Law Enforcement Training and Standards Board** **PRIOR TO** the recruit reporting to the training facility.

ELECTRONICALLY TRANSMIT THE ORIGINAL FORM E DIRECTLY TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD immediately following the appointment of all full-time law enforcement officers. Department **must** include a **COPY** of the **Form E** with the Recruit Packet and return it to the Academy (**stamped COPY**).