

Transition Course Information Packet

Applications and Pre-Registration Due –Friday, August 26, 2022

Class Begins – Monday, September 12, 2022

Dear Deputy or Officer:

You have been accepted into the Southwestern Illinois Police Academy Transition Course.

The Transition Program has recently changed. Please read the following information packet carefully.

There are now two **(2) required components** to the Transition Course:

1. Online Prerequisite Transition Course via the ILETSB Executive Institute’s Online Learning Network. – **THIS COURSE MUST BE COMPLETED BEFORE SEPTEMBER 12, 2022.**
2. Two week in person Transition Course component. Class begins Monday, September 12, 2022.

You must successfully pass both components in order to graduate from the program.

REGISTRATION

There are four (4) steps to register for the course, please complete the following four (4) steps:

Step 1. Call the Police Academy to confirm your attendance and verify instructions. Contact 618-222-5396, ask for Katie Carlton.

Step 2. Create an online account with the ILETSB Executive Institute’s Online Learning Network. (see attached ILETSB TRANSITION COURSE INFORMATION - OLN document).

To access OLN go to: www.ptblearning.org

- (1) Click ***Request Student Account*** to request an account. When you click ***Save*** your application will be sent to the OLN State Administrator.
- (2) Call the Registrar, Emilie Payne-Renner, to confirm that we have a copy of your acceptance letter for the Transition course. Telephone number is 309-298-2646.
- (3) The Registrar will confirm your letter, and she will register you for the Transitions course. If the letter has not yet been received by the Registrar, a delay in enrollment in the class is to be expected. You will receive your username and password via e-mail.
- (4) **Once registered, the Transition course will appear under the “COURSES” tab in your student account. All you need to do is click the course to begin.**

REMEMBER: THIS ONLINE COURSE MUST BE COMPLETED BEFORE SEPTEMBER 12, 2022.

Step 3. Complete the Police Academy **Application for Admission and Indemnification Agreement.**

The Application for Admission and Indemnification Agreement can be found on our website at www.SWIC.edu/PA, click on Section Menu, then click on Transition Course. Make sure the information you enter online (address, e-mail address, phone number, etc.) matches the information on the application forms you mail back to the academy.

- Email: Kathryn.carlton@swic.edu
- Fax: 618-236-1094

Step 4. Complete the online pre-registration procedures. Due Date: 7/22/22

You must complete the Southwestern Illinois College pre-registration process. Instructions for beginning your online registration are below. **Don't look at the long list of instructions and panic! We have made this as simple and quick as possible for you. The entire process will take about 1 hour total computer time.** Please begin as soon as possible. If you run into difficulty at any time, please call (618) 222-5396 and we will assist you. **If you have previously been a student at SWIC, you do not need to register again, but please do follow the instructions in bold print immediately before Step 2.**

Step a. The next step in enrolling is completing a New Student Information Form online.
Due Date: 7/22/22

- To begin go to <https://estorm.swic.edu>.
- Click on the box that says "Apply".
- The next page you see is titled "SOUTHWESTERN ILLINOIS COLLEGE APPLICATION / NEW STUDENT INFORMATION FORM PROCEDURES". Scroll down this page and click in the circle to the left of the words "No - I have not previously completed an Application or New Student Form". Click "Continue to application".
- Fill in all the information on this page. You **MUST** include an e-mail address.
- You will need to fill in the term you are registering for. **The term is FALL 2022.**
- Near the bottom of the page is a box titled "Degree/Certificate Information." In this box, first select the circle to the left of **"Pursue a DEGREE IN APPLIED SCIENCE."** After you select this a pop-up will appear in the upper right corner of the box. It will say "* Select a program". **Type 0029 in this box.**
- Finish the form and click the "Submit" button at the bottom of the page. If any of the required information has not been completed, you will be reminded to complete it at this time. Once you have entered the info, you must click "Submit" again. **Your form does not process until you press Submit.**
- Within the next 24 hours (probably immediately) you should receive an e-mail to the e-mail address you provided on the form from Enrollment Services at Southwestern Illinois College informing you that your form has been received and is being processed. If you do not receive this e-mail, check your junk mail folder. **If you have not received it after 24 hours call Enrollment Services at (618) 222-5455.**
- Within the next five days you will receive another e-mail from Enrollment Services assigning you a student ID number. It may be a long e-mail, but the only thing you need from this e-mail is the student ID number at the top of the page.
- After receiving your student ID # proceed to step 2 in the online enrollment process.

Step b. Proof of Residency – Due date 7/22/22

- Provide a clear copy/picture of your proof of residency to the enrollment office via email: EnrollmentServices@swic.edu. Make sure the image is complete and fully legible. Your proof of residency in most cases is a Driver's License, however **the address on your Driver's license must match the address on your application and online registration and must be dated 30 days prior to the start of the class. If your Driver's License does not match the address on your application and online registration please get it updated immediately.**

If your Driver's License is not updated, some alternative proof of residency documents include: lease agreement, bank statement or utility bill. If needed, e-mail EnrollmentServices@swic.edu (or call 618-222-5455) for a full list of other documents which will be acceptable for proof of residency.

Step c. Setting up your eSTORM account. – Due date 7/22/22

- You will receive an email with directions to complete this step (after completing Step a).
- If you have any problems setting up your eSTORM account, please contact our eSTORM helpline at (618) 222-SWIC.

Congratulations – You have completed your online pre-registration! You will finish by enrolling in specific classes during orientation.

LODGING AND MEAL PLAN INFO

Lodging for the Police Academy is at the **Candlewood Suites in O’Fallon, Illinois, 62269**. The basic rate we receive is for double rooms, so in most cases your officer/deputy will have a roommate. If other arrangements are made, the housing cost may not be reimbursed by the Training Board. All rooms will be non-smoking. **No changes can be made to room assignments without the prior approval of the Police Academy.** The academy staff will automatically make the room reservations for officers and deputies enrolled in the 80 Hour Transition Course. Reservations will run from Sunday evening, with check in time 3:00 pm, until Friday morning, with check out time 11:00 am. **Directions to the Candlewood Suites are enclosed.**

The meal plan includes 3 meals a day, **breakfast, lunch, and dinner and DOES NOT include snacks or drinks between meals.** The cost for lodging and meals during the session is included in your billing from the college. The total cost for tuition, lodging, and meals is \$1,190.00 for each officer/deputy.

POLICE ACADEMY DRESS CODE

- Recruits should wear department issued uniform
- Facial hair and hair per department policy
- Rain gear for outside training activities
- Off duty civilian clothes

ITEMS TO BE SUPPLIED BY OFFICERS

- Duty Belt
- Duty Weapon Holster
- Duty Weapon - Optional
- Duty belt magazine case
- Duty belt handcuff case and handcuffs (with key)
- One police style flashlight for night training exercises

COVID PROTOCOLS

- All State of Illinois, ILETSB and CDC protocols will be adhered to. All recruits are required to be fully vaccinated for COVID-19.
- Unvaccinated recruits will follow State of Illinois, ILETSB, CDC, Illinois Community College Board and Southwestern Illinois College protocols. Unvaccinated recruits must get a COVID test within 5 days of the session and submit results to the Academy. Weekly testing and mask mandates may be required.

PARKING

- Recruits will park in the SWIC Police Academy Dormitory parking lot. See attached Map, **Building 16.**
- Recruits shall lock and ensure all items of value are removed from their vehicle.
- Recruit vehicles must meet all Illinois Vehicle Code regulations.

FIRST DAY OF CLASS

- Arrive early, be in the classroom DC001, Dixon Center by 7:45am. See attached Map, **Building 4**.
Class starts at 8:00am on September 12, 2022.

I am looking forward to meeting you. If you have any questions please call the academy office (618) 222-5396.

Sincerely,



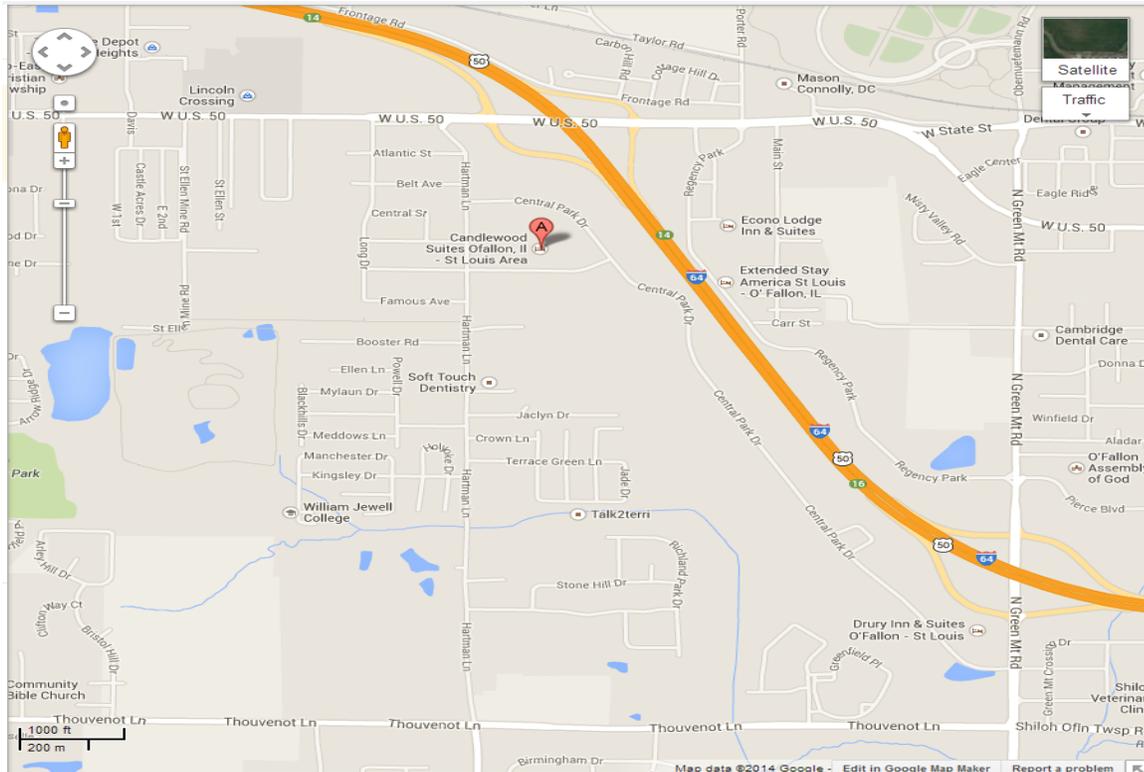
Van Muschler, Director
Southwestern Illinois Police Academy

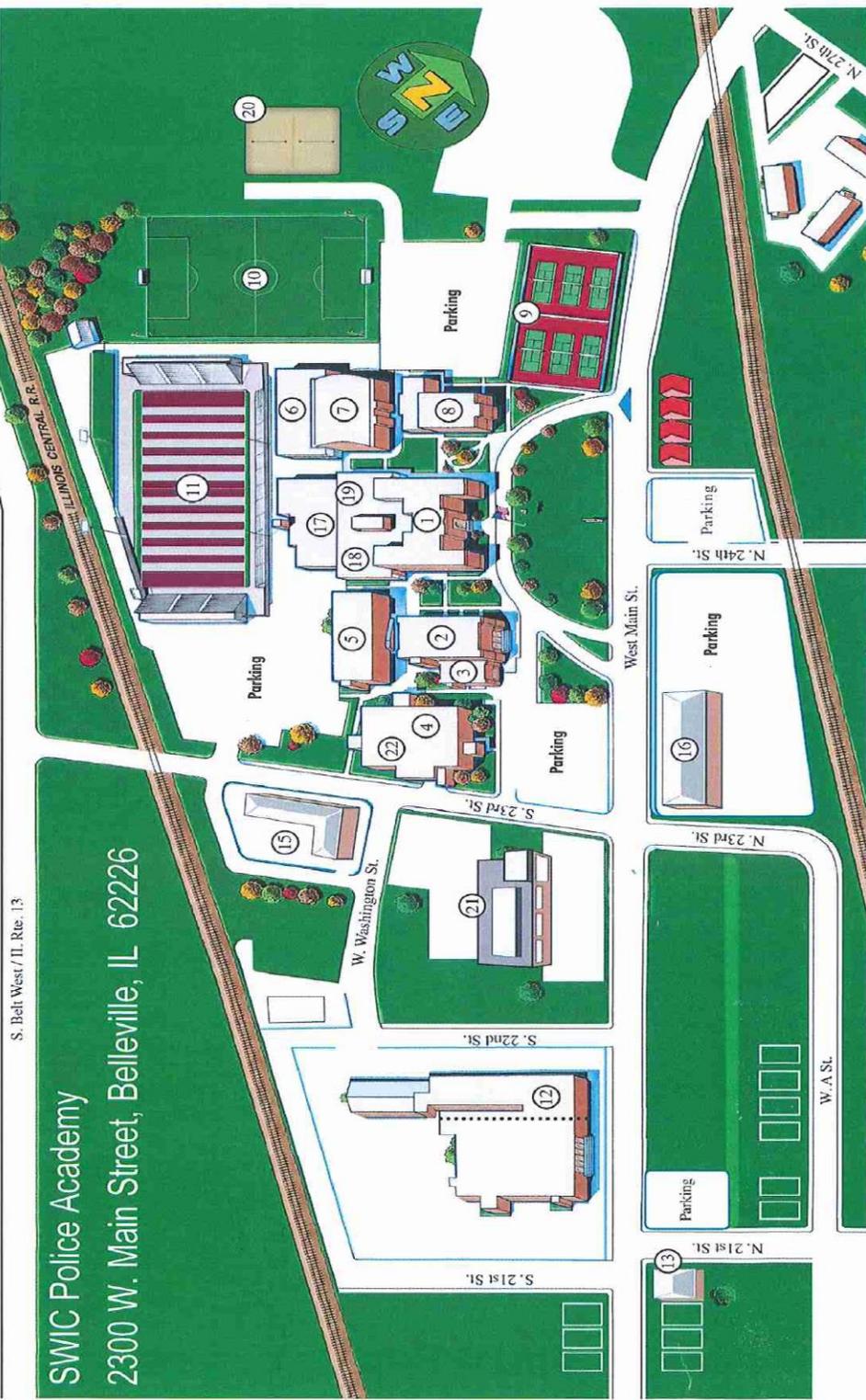
Candlewood Suites in O'Fallon, Illinois

1332 Park Plaza Dr
O'Fallon, IL, 62269
Phone: (618) 622-9555

www.candlewoodsuites.com/Ofallon

Easily accessed from I 64 using exit 14 (US 50) or Exit 16 (Green Mount Road)





S. Belt West / IL. Res. 13

SWIC Police Academy
 2300 W. Main Street, Belleville, IL 62226

- 1. Main Hall Classrooms
- 2. Auditorium
- 3. Welcome Center
- 4. SWIC Police Academy
- 5. Classroom Hall

- 8. Fitness And Training Center
- 9. Tennis Complex
- 10. Athletic Field
- 11. Stadium
- 15. Residence Hall #2

- 16. Residence Hall #1
- 20. Sand Volleyball Courts
- 21. Illinois State Police Metro-East Forensic Science Laboratory
- 22. SILEC

For more information, contact:
 Director Van Muschler
 SWIC Police Academy
 618.222.5653
 Van.Muschler@SWIC.edu

ILETSB TRANSITION COURSE INFORMATION AND REGISTRATION PACKET- OLN

Welcome to the Illinois Law Enforcement Training and Standards Board Online Learning Network. This is a centralized location for all online courses within the Illinois Law Enforcement Training and Standards Board.

This site is for authorized users.
Registration is required for all courses.

OLN is located at:

<http://www.ptblearning.org>



The Online Learning Network requires certain software and hardware setups to run properly. Because the program is available over the Internet, access to a computer with an Internet connection is mandatory. The hardware and software needed is listed below. A browser test is provided to check your system.

HARDWARE AND SOFTWARE

The Online Learning Network requires the newest versions of a web browser (Google Chrome is recommended), Adobe *Acrobat Reader*, and an internet connection.

TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250- 5494 or e-mail olnsupport@cait.org.

Support hours are:

Monday - Thursday: 8:00 am to 8:00 pm

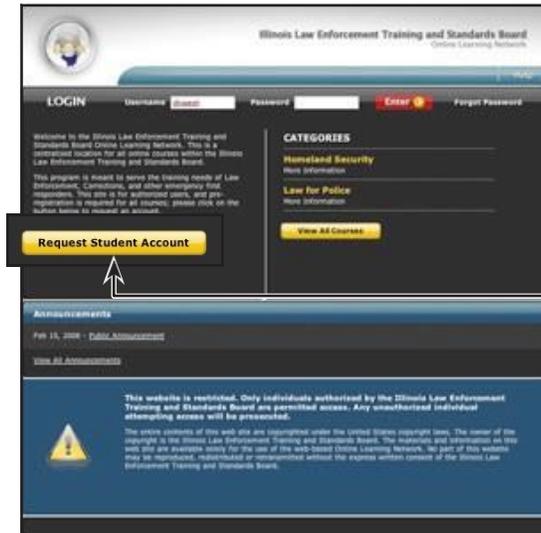
Friday: 8:00 am to 6:00 pm

Saturday and Sunday: 12:00 pm to 4:00 pm



REQUEST STUDENT ACCOUNT

- (5) To access OLN go to:
www.ptblearning.org
- (6) Click **Request Student Account** to request an account. When you click **Save** your application will be sent to the OLN State Administrator.
- (7) Call the Registrar, Emilie Payne-Renner, to confirm that we have a copy of your acceptance letter for the Transition course. Telephone number is 309-298-2646.
- (8) The Registrar will confirm your letter, and she will register you for the Transitions course. If the letter has not yet been received by the Registrar, a delay in enrollment in the class is to be expected. You will receive your username and password via e-mail.
- (9) **Once registered, the Transition course will appear under the "COURSES" tab in your student account. All you need to do is click the course to begin.**



A. Request Student Account Button

LOGGING IN

Your username and password are provided to you via email from the Online Learning Network. It will contain the information you need to log in to the system. Enter your username and password and click the **Enter** button to proceed.

After you log in with the password supplied to you by the Online Learning Network system, you have the option to change your password to one that is easier to remember. To change your password, enter a new password of your choosing, then retype the new password and click **Save**. Passwords must be at least 6 characters long and no longer than 12 characters. Any combination of letters and numbers can be used. Passwords are case-sensitive.

Note: *Once your password has been reset, it will be the password you use until you choose to change it again. Your username will always remain the same. Keep your password in a secure place, and do not share your password.*

Ilinois Law Enforcement Training and Standards Board
Public Access & Support

LOGIN Username Password Enter Forgot Password

Welcome to the Illinois Law Enforcement Training and Standards Board Online Learning Network. This is a restricted location for all online courses within the Illinois Law Enforcement Training and Standards Board.

This program is meant to serve the training needs of Law Enforcement, Corrections, and other emergency first responders. This site is for authorized users, and registration is required for all students. Please click on the button below to request an account.

Request Student Account

CATEGORIES

Homeland Security
View Information

Law for Police
View Information

View All Courses

Announcements

Feb 11, 2008 - Public Announcement

View All Announcements

This website is restricted. Only individuals authorized by the Illinois Law Enforcement Training and Standards Board are permitted access. Any unauthorized individual attempting access will be prosecuted.

The entire contents of this web site are copyrighted under the United States copyright laws. The content of the materials in the Illinois Law Enforcement Training and Standards Board. The materials and information on this web site are available solely for the use of the web-based Online Learning Network. No part of this website may be reproduced, republished or transmitted in any form without the express written consent of the Illinois Law Enforcement Training and Standards Board.

B. Username Field
C. Password Field

FORGOT PASSWORD

If you forget your password, enter your username in the proper field and click the **Forgot Password** button to the right of the **Enter** button. The system will reset your password and send a new password to your e-mail address. You will see a verification message on the screen indicating your password has been reset.

Check your email inbox for a message from the system. The e-mail will contain a new password. To log in, follow the same instructions as when you first logged in. If you have trouble receiving the email, check your Junk folder.



- D. Username Field
- E. Forgot Password Link

E
F

The Main Menu is the first screen you will see when you log in. This page includes Welcome, Profile, Classes, Announcements, and Communications sections.

PROFILE

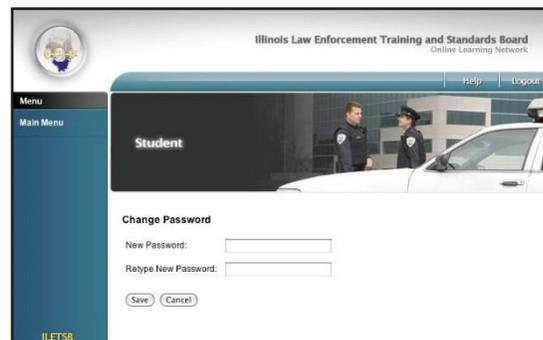
View/Edit Profile

Click the **View/Edit Profile** link to access your personal information. Any of the information displayed in the entry text area can be edited. Make changes as necessary. Click **Save** to store the information and return to the Main Menu. To leave the page without saving changes, click **Cancel**.



Change Password

To change your password, click the **Change Password** link on the Main Menu. Enter a new password of your choosing, then retype the new password. Click the **Save** button.



Portfolio

From the Main Menu you can access your Portfolio. To view a class, use the pull-down list to select the class you want to display, and click **Select Class**. Click on a class name to see a detailed portfolio for that class containing exam scores, study guides and the Certificate of Completion. Click **Main Menu** on the left to return to the Main Menu.

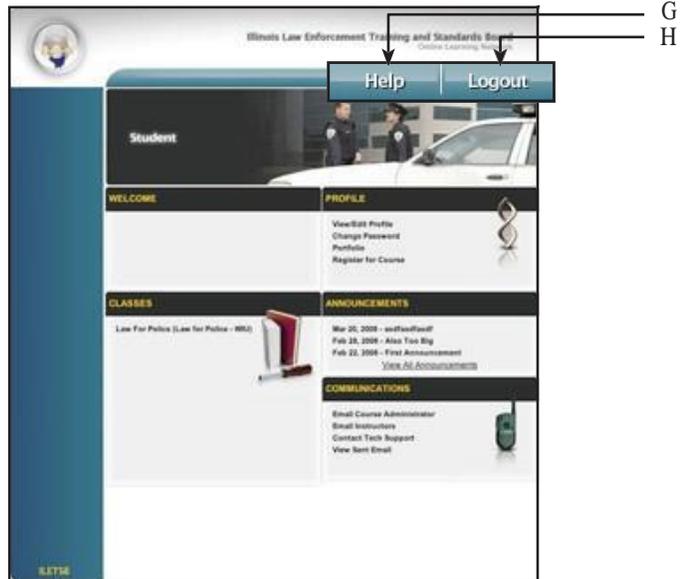


HELP

From anywhere in the Online Learning Network system, you can click the **Help** button in the upper right corner of your screen. Here you will find the phone number and email address of CAIT Support and the hours of Support operation.

LOGOUT

From both the Main Menu and from within a Class you can click the **Logout** button in the upper right corner of your screen. This will end your session and log you out of the system.



F. Help Button

G. Logout Button

NAVIGATION

Within a lesson are buttons at the top right corner and bottom right corner of each screen which allow you to proceed (**Next**) in the lesson as well as to return to a previous page (**Back**). The pages have also been numbered so you will always know where you are within a lesson. You are required to complete each Lesson, activity, and assessment in each Module.



I. Back Button

J. Next Button

MODULE CONSISTENT ELEMENTS

Animations

Throughout each module, interactive activities or animations are provided to assist learners in better understanding the material. These consist of drag and drops, definitions, videos, audio, and match.



The screenshot displays the ILETS website interface. At the top, it reads "Illinois Law Enforcement Training and Standards Board" and "Online Learning Network". The main header area shows "MODULE 1" and "Laws of Arrest, Search, and Seizure". A navigation menu on the left lists "Module 1" with sub-items: Overview, Lesson 1, Lesson 2, Lesson 3, Lesson 4 (highlighted), Lesson 5, Lesson 6, Lesson 7, Lesson 8, and Module 1 Exam. Below the menu are sections for "Module 2", "Module 3", "Module 4", "Module 5", "Portfolio", and "Communication".

The main content area is titled "Lesson 4: Arrest of Persons with a Warrant" and "Executing an Arrest Warrant". It includes a "Page 6 of 8" indicator and "Back" and "Next" buttons. The text explains that in Illinois, an arrest warrant is executed by the actual restraint of the suspect or by his submission to custody. It notes that officers may execute an arrest warrant at any day/time or location within the jurisdiction of the state, with circumstances depending on the nature of the offense (violent or property crime), the history of the suspect (first time offender or known violent criminal), and location (residence, business, or in public). Officer safety is the main priority.

After officer safety has been addressed, officers should develop a plan and/or consider the following issues:

Click on each step for additional information in executing an arrest warrant.

The central graphic shows a man standing next to a set of six blue steps labeled "STEP 1" through "STEP 6".

Below the steps, a list of issues to consider is provided:

- § Assess the risk – consider the following:
 - a. Is the warrant for a violent crime against a person?
 - b. Is the suspect known for violence, especially against law enforcement?
 - c. How many people, in addition to the suspect, are at the location and are these people a threat?
 - d. Location and number of exits
 - e. The amount of back up and assistance will be dependent on these and many other factors.

The ILETS logo is in the bottom left corner, and "Next" and "Back" buttons are in the bottom right corner.

Scales of Justice

Throughout the Modules, Illinois laws are referenced. Learners are instructed to go the Illinois General Assembly website, <http://www.ilga.gov>, and read the definition for each term being discussed.



The screenshot displays the Illinois Law Enforcement Training and Standards Board website. The header includes the board's name and logo. A navigation menu on the left lists 'Main Menu', 'Module 1' (with sub-items Overview, Lesson 1-5, Module 1 Exam), 'Module 2', 'Module 3', 'Module 4', 'Module 5', 'Portfolio', and 'Communication'. The main content area is titled 'MODULE 1 Laws of Arrest, Search, and Seizure'. Below this, it shows 'Lesson 5: Officer Responsibilities after an Arrest' with a 'Page 2 of 8' indicator. The text discusses 'Applicable ILCS Statutes' and lists several specific requirements for officers regarding suspects in custody, such as treatment while in custody, right to communicate with attorney and family, right to consult with attorney, mandatory duties of officers, persons arrested, and preliminary examination. A small icon of scales of justice is visible next to the text.

Activities

Throughout the Modules, Activities are required. These Activities involve downloading a document in which you will be instructed to read an article or complete a real-world assignment.



The screenshot displays the Illinois Law Enforcement Training and Standards Board website. The header includes the board's name and logo. A navigation menu on the left lists 'Main Menu', 'Module 1' (with sub-items Overview, Lesson 1-5, Module 1 Exam), 'Module 2', 'Module 3', 'Module 4', 'Module 5', 'Portfolio', and 'Communication'. The main content area is titled 'MODULE 1 Laws of Arrest, Search, and Seizure'. Below this, it shows 'Lesson 7: Searches and Seizures with a Warrant' with a 'Page 8 of 8' indicator. A prominent orange 'ACTIVITY' icon is displayed, followed by the instruction: 'Please download and review Search Warrant Inventory Example'.

PORTFOLIO

You can access your *Portfolio* for this course by clicking the Portfolio button in the menu on the left side of your screen. Your Portfolio shows your scores for the exams you have completed and calculates your average exam score. You must have a cumulative exam score of 70% to pass the course.

MODULE EXAMS

You will be able to take the Module Exam upon completing all lessons within a Module. Module Exam questions are randomized so that no two student tests are alike. The number of questions on an exam will vary, but the number of questions listed on each page is limited. You will not be allowed to navigate back and forth within the exams.

COURSE COMPLETION

After you complete the last Module Exam, you will be given a Course Evaluation. After you submit the evaluation you will receive a Certificate of Completion which you can print.

After you have completed the course the link to it will disappear from the Classes section of your Main Menu.

Your scores and certificate will still be available in your Portfolio.



The screenshot shows the 'Student' view of the 'Class Progress Portfolio' on the Illinois Law Enforcement Training and Standards Board Online Learning Network. The page displays a table of exam results for five modules. The overall average exam score is 72.8%, which is below the required average of 70%.

	Score	Percent	Date	Study Guide
Completed Exams: 4				
Total Exams: 5				
Average Exam Score: 72.8%				
Required Average: 70.0%				
Module 1 Exam	90/165	52.3%	03/05/2008	Study Guide
Module 2 Exam	105/105	100.0%	03/07/2008	Study Guide
Module 3 Exam	110/125	88.0%	03/07/2008	Study Guide
Module 4 Exam	70/75	93.3%	03/07/2008	Study Guide
Module 5 Exam				Study Guide