



# Illinois Law Enforcement Training and Standards Board

STATE OF ILLINOIS

Pat Quinn, Governor  
Kevin T. McClain, Executive Director

Phone: (217) 782-4540  
Fax: (217) 524-5350  
Website: <http://www.ptb.state.il.us>

February 8, 2012

**CHAIRMAN**

SHERIFF BRENT A. FISCHER  
ADAMS COUNTY

**VICE CHAIRMAN**

CHIEF H. RICHARD WATSON, RET.  
CAHOKIA POLICE DEPARTMENT

**MEMBERS**

VALERIE L. SALMONS  
VILLAGE MANAGER, BARTLETT

CHIEF JOHN H. SCHLAF  
KNOX COLLEGE CAMPUS SAFETY  
GALESBURG

TED J. STREET

DWIGHT W. WELCH  
MAYOR, COUNTRY CLUB HILLS

CHIEF ARTIS YANCEY, RET.  
LAUKEGAN POLICE DEPARTMENT

ROLANDO VILLAFUERTE

SHERIFF MEARL J. JUSTUS  
ST. CLAIR COUNTY

THOMAS W. BARWIN  
VILLAGE MANAGER, OAK PARK

LAUREL LUNT PRUSSING  
MAYOR, URBANA

**STATUTORY MEMBERS**

LISA MADIGAN  
ATTORNEY GENERAL  
STATE OF ILLINOIS

DOROTHY BROWN  
CLERK OF THE CIRCUIT COURT  
COOK COUNTY

GARRY MCCARTHY  
SUPERINTENDENT  
CHICAGO POLICE DEPARTMENT

SHERIFF THOMAS DART  
COOK COUNTY

HIRAM GRAU  
DIRECTOR  
DEPARTMENT OF STATE POLICE

SPECIAL AGENT-IN-CHARGE  
FBI, SPRINGFIELD

DIRECTOR  
POLICE TRAINING INSTITUTE,  
CHAMPAIGN

SALVADOR GODINEZ  
DIRECTOR  
ILLINOIS DEPARTMENT OF  
CORRECTIONS

Chief Timothy McCarthy  
Orland Park Police Dept  
15100 Ravinia Ave  
Orland Park, IL 60462

Re: Part-time Ordinance Request

Dear Chief McCarthy:

Agency review indicates that the Orland Park Police Dept employs part-time law enforcement officers. In accordance with the statutes and administrative rules governing the hiring of police officers, part-time officers may only be employed upon consent of the corporate authorities. In such circumstances, the establishing ordinance must be provided to the ILETSB and should contain the following:

- A description of the qualifications one must possess to become a part-time officer. (HIRING STANDARDS) Example: 21 years of age, education requirement, valid driver's license, residency, no prior convictions, etc.
- A statement that these part-time officers must be trained in accordance with ILETSB requirements, and
- A statement that the number of hours a part-time officer may work within a calendar year is restricted.

Additionally, the ordinance must indicate that it was properly executed; therefore, we request all ordinances establishing part-time officers contain the following:

- The name of the municipality
- The date the ordinance was approved
- A reference to the record vote approving the ordinance, and
- The signature of an administrator verifying the entry of the ordinance

Using these elements as guidelines, please prepare an ordinance and direct the executed version to our attention after adoption. **A sample ordinance will be available on our website for your convenience.** Should your agency already have an approved adopted ordinance which meets the above guidelines, please forward a copy of the document to the Board office.

Please be advised that under the Municipal Code, an ordinance must be on file before part-time officers can be hired, entered on a department's roster, or authorized to participate in any training programs. Without a proper ordinance on file, the costs of training these officers will not be reimbursed by the Board and our records will reflect that the department is out of compliance.

Thank you for your assistance in this matter. Should you have additional questions, please feel free to contact me or Jan Allen at your earliest convenience.

Very truly yours,

John R. Keigher  
Board Legal Counsel

cc: MTU #3