



ONLINE PART-TIME  
BASIC LAW ENFORCEMENT

**INSTRUCTOR MANUAL**

<http://www.ptbblea.org>

**CAIT Help Desk Support:**

**(866) 250-5494 • [ptpsupport@cait.org](mailto:ptpsupport@cait.org)**

**Monday – Thursday 8:00 a.m. • 8:00 p.m.**

**Friday 8:00 a.m. – 6:00 p.m.**

**Saturday and Sunday 12:00 p.m. – 4:00 p.m.**

# TABLE OF CONTENTS

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<b>Overview</b> .....	<b>2</b>
Technical Support .....	2
<b>Getting Started</b> .....	<b>3</b>
Technical Requirements .....	3
Technical Support.....	3
<b>Login</b> .....	<b>4</b>
Forgotten Password .....	5
<b>List of Classes</b> .....	<b>6</b>
<b>Main Menu</b> .....	<b>7</b>
View/Edit Profile.....	8
Change Password.....	8
<b>Communication - Email</b> .....	<b>9</b>
<b>Communication - View Sent Email</b> .....	<b>10</b>
<b>Communication - Class Calendar</b> .....	<b>11</b>
<b>Communication - Announcements</b> .....	<b>12</b>
<b>Communication - Discussion Board</b> .....	<b>13</b>
<b>Class Tools - Class Roster</b> .....	<b>14</b>
<b>Logout</b> .....	<b>17</b>
<b>Curriculum Outline and Definitions</b> .....	<b>18</b>
<b>Module Navigation</b> .....	<b>19</b>
Lesson Navigation .....	20
Reviews .....	21
Submitted Review .....	21
Multiple Submissions .....	22
<b>Module Consistent Elements</b> .....	<b>23</b>
Animations.....	23
DVD.....	23
Scales of Justice .....	24
Activities .....	24
Exams.....	25
<b>Exams</b> .....	<b>26</b>
Study Guide.....	26
Unit Exams .....	26
<b>Glossary</b> .....	<b>28</b>
<b>Resources</b> .....	<b>29</b>

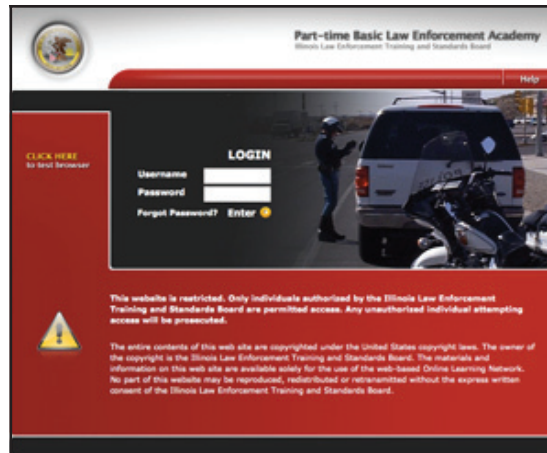
For technical assistance with the Online Part-Time Basic Law Enforcement Program, please contact the Center for the Application of Information Technologies (CAIT) - toll-free (866) 250-5494 or email at [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

# OVERVIEW

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Coordinators and instructors are provided access to this site to administer their courses, track student progress, and communicate with training participants. A username and password is required and must be obtained before entering the site. If you have not received a login and password via email, contact your Provider Coordinator to request access to the site.

The login screen is displayed upon entry to the site. To get to the login, type in [www.ptbblea.org](http://www.ptbblea.org).



## TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250-5494 or email [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

### Help Desk Hours

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)

# GETTING STARTED

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This program requires certain technical requirements to run properly. Because the program is available over the Internet, access to a computer with an Internet connection is mandatory.

The Internet connection speed will impact how long it takes to load screens of information and transmit your responses to questions and activities.

- Optimal: High-speed Internet (ethernet connection, DSL, cable modem, or high-speed wireless connection—typically 256 kbps or greater)
- Minimal: 56K dial-up (will be considerably slow with download times)

## TECHNICAL REQUIREMENTS

You can participate in the Online Part-Time Basic Law Enforcement Academy regardless of your operating system (Mac® or Windows®), but there are some basic system requirements.

The recommended browsers for this system are:

- Internet Explorer 8+
- Firefox 3.6+
- Safari 5+
- Chrome 11+

There are browser plug-in software that must be loaded on your computer for the system to run properly, but are free. Macromedia Flash is part of most browsers, and the Adobe Acrobat Reader download can be downloaded from the Help section.

- Macromedia Flash Player 10
- Adobe Acrobat Reader 9 or higher

Some of the activities do have sound, so speakers or headphones will be needed. Your display (or monitor) will determine how the images are displayed on your screen.

- Optimal: 1024 x 768
- Minimal: 800 x 600

The system is designed for easy use but is ideal for people who have some basic Internet and email experience. As a user, you will need to have a basic understanding of email, be able to connect to the Internet, understand how to use a web browser, and be familiar with a keyboard and its functions.

## TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250-5495 or email [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

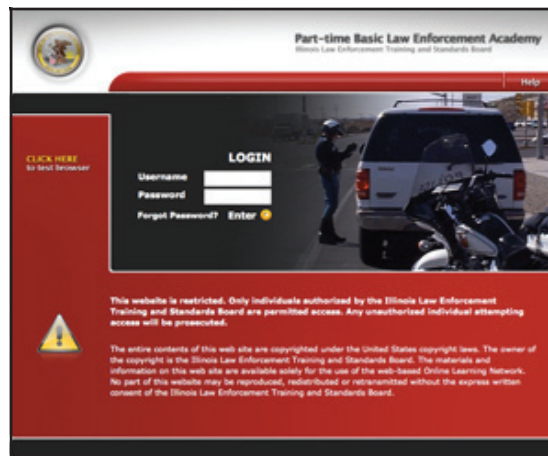
# LOGIN

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Your username and password are provided to you via email from the coordinator. The email will come from *ptpsupport@cait.org* and will contain the information you need to login to the system.

Enter the username and password that you have been provided, and click the **Enter** button to proceed.

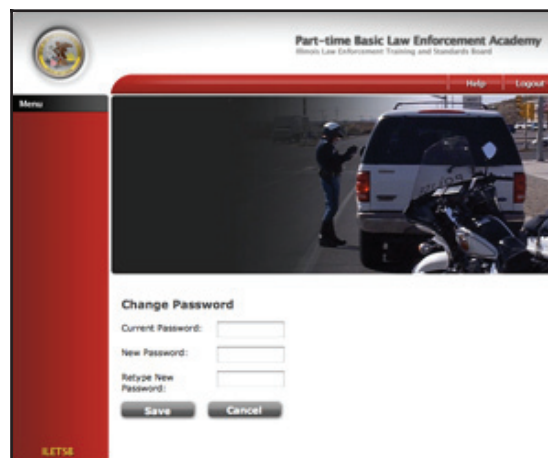
The password provided to you initially can only be used once. You will be presented with a password change screen to enter a new password that will be easy for you to remember.



Enter your temporary password as the current password. Enter a new password of your choosing; then retype the new password and click **Save**.

There are a few rules to follow when creating your password:

- Passwords must be at least 6 characters long and no longer than 12 characters.
- Any combination of letters and numbers can be used, including only letters or only numbers.
- If uppercase letters are used when the password is changed, they must also be entered when the password is used to login.



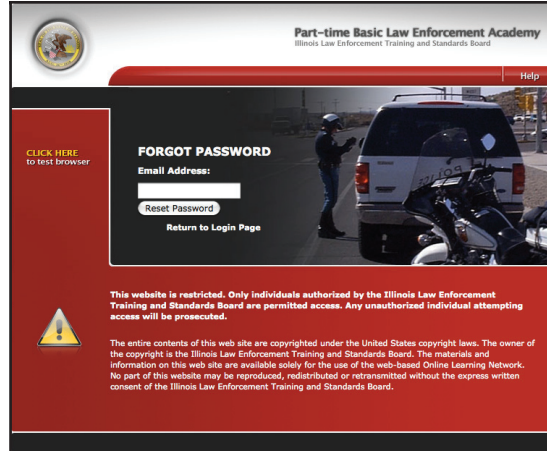
**Note:** Once your password has been reset, it will be the password you use until you choose to change it again. Your username will always remain the same. Write your password down, but keep it in a secure place. Do not share your password.

<b>Login</b> _____
<b>Password</b> _____

# LOGIN

## FORGOTTEN PASSWORD

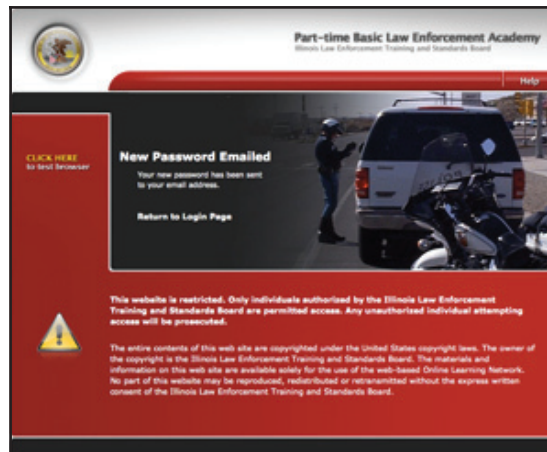
If you forget your password, click on the **Forgot Password** link under login. A screen will be displayed that will allow you to enter your email address and click **Send** to request a new password.



The screenshot shows the 'FORGOT PASSWORD' page. At the top, it says 'Part-time Basic Law Enforcement Academy' and 'Illinois Law Enforcement Training and Standards Board'. There is a 'Help' link. On the left, a red sidebar contains a yellow warning icon and the text 'CLICK HERE to test browser'. The main content area has a background image of a police officer next to a white van. The text 'FORGOT PASSWORD' is centered. Below it, there is a label 'Email Address:' followed by a text input field. A 'Reset Password' button is below the input field. At the bottom of the main area, there is a 'Return to Login Page' link. At the very bottom, there is a red footer with a yellow warning icon and text: '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 owner of the copyright is 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, redistributed or retransmitted without the express written consent of the Illinois Law Enforcement Training and Standards Board.'

The new password will be sent to the email address that is on your profile in the system from [ptpsupport@cait.org](mailto:ptpsupport@cait.org).


You will be required to reset your password.



The screenshot shows the 'New Password Emailed' page. It has the same header and sidebar as the previous page. The main content area has the same background image. The text 'New Password Emailed' is centered. Below it, there is a message: 'Your new password has been sent to your email address.' At the bottom of the main area, there is a 'Return to Login Page' link. The footer is identical to the previous page.

Check your email inbox for a message from the support team.

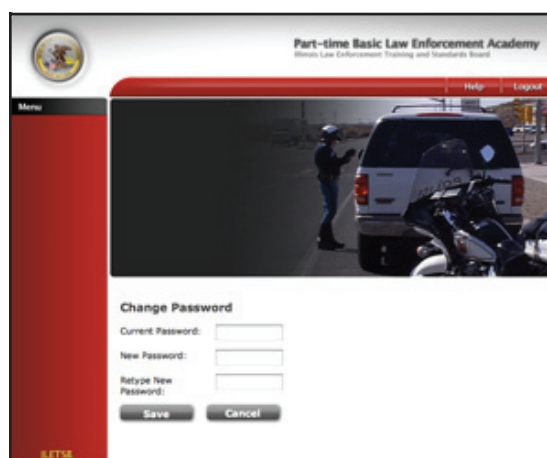
The email will contain a new password. The password can be used one time to enter the system.



The screenshot shows an email message. The header says 'User Account Information' and 'May 24, 2011 10:40 AM'. The 'From:' field is 'ptpsupport@cait.org'. The 'Reply To:' field is 'ptpsupport@cait.org'. The body of the email says: 'Your password has been reset. Use the following password to enter the Part-time Basic Law Enforcement Academy website. Once logged in, you will be asked to change the password to your choosing. Please, do not reply to this email.' The password is masked with 'cjkryt'.

Once you enter the new password into the system, you will be prompted to change the password to one that you can remember again. Follow the same instructions as when you first logged in.

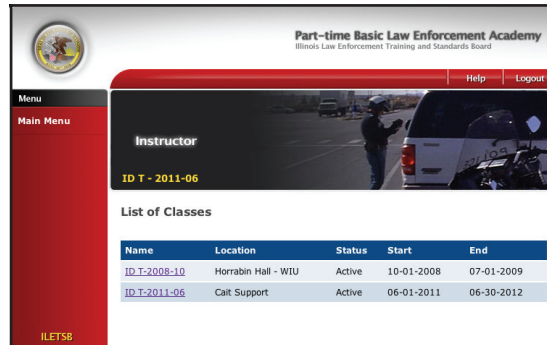
**Note:** Make sure that your email is set up to accept messages from [ptpsupport@cait.org](mailto:ptpsupport@cait.org); if you have trouble receiving them, check your junk mail box.



The screenshot shows the 'Change Password' page. It has the same header and sidebar. The main content area has the same background image. The text 'Change Password' is centered. Below it, there are three text input fields: 'Current Password:', 'New Password:', and 'Retype New Password:'. At the bottom of the main area, there are 'Save' and 'Cancel' buttons. The footer is identical to the previous pages.

# LIST OF CLASSES

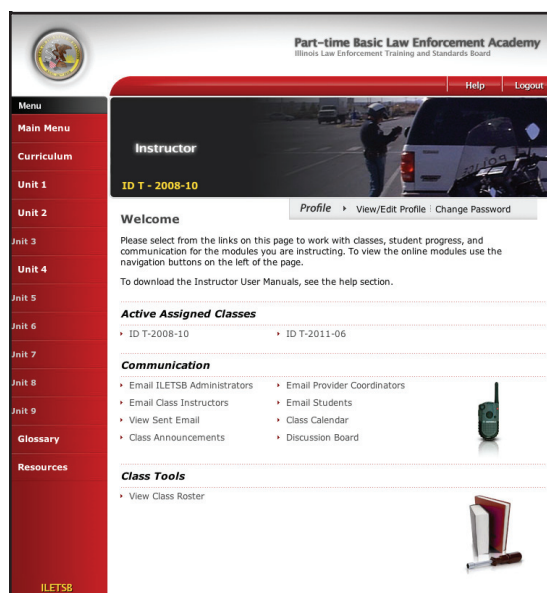
Provider Coordinators may select an instructor for multiple classes. When an instructor first logs into the site and has multiple classes they will see a list of those classes. To enter a class, select from the list by clicking on the class name.



The screenshot shows the instructor interface for the Part-time Basic Law Enforcement Academy. The page title is "Part-time Basic Law Enforcement Academy" with the subtitle "Illinois Law Enforcement Training and Standards Board". The user is logged in as "Instructor" with ID T - 2011-06. A "List of Classes" table is displayed below the instructor information.

Name	Location	Status	Start	End
ID T-2008-10	Horrabin Hall - WIU	Active	10-01-2008	07-01-2009
ID T-2011-06	CAIT Support	Active	06-01-2011	06-30-2012

If you are only assigned to one class, when you login you will go directly to the Class Menu for that class.



The screenshot shows the instructor interface for the Part-time Basic Law Enforcement Academy, specifically for the class "ID T - 2008-10". The user is logged in as "Instructor" with ID T - 2008-10. The interface includes a "Welcome" message, "Active Assigned Classes" (ID T-2008-10 and ID T-2011-06), "Communication" options (Email ILETSB Administrators, Email Class Instructors, View Sent Email, Class Announcements, Email Provider Coordinators, Email Students, Class Calendar, Discussion Board), and "Class Tools" (View Class Roster).

# MAIN MENU

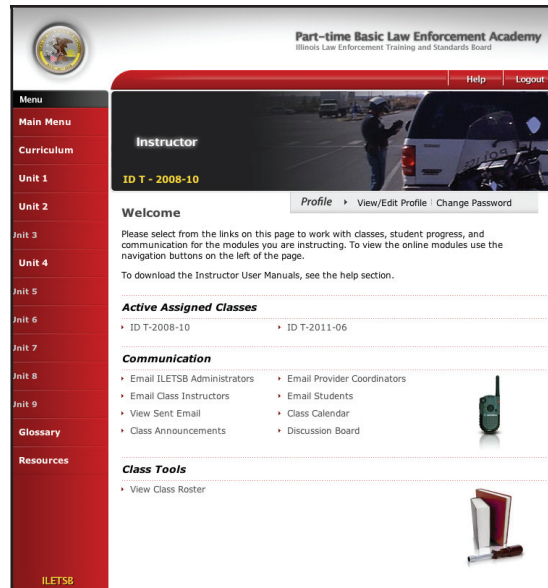
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The Main Menu has a left navigation bar with each of the online units listed. Units/modules that you are able to view are displayed in **boldface** type. The Provider Coordinator will assign you to the modules you can access and facilitate.

Clicking on the unit number will display the information in the system for that unit. Selecting the **Main Menu** from anywhere in the system will return you to this screen. Clicking on **Curriculum Outline** will open a new browser window and display a PDF file listing the units and modules in the program.

The other sections of the main menu screen are as follows:

- **Active Assigned Classes** – This will only appear if you are assigned to more than one active class. The title in the graphic header indicates which class you are currently in.
- **Communication** – This section is used to communicate with the different levels of users through email, view previously sent email, view announcements, participate in class discussions, and view class calendar.
- **Class Tools** – From here you can view the class roster for the class giving you access to students' portfolios and logs.





# MAIN MENU

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## VIEW/EDIT PROFILE

Click on the **View/Edit Profile** link to access your personal information. The profile screen will be displayed.

Any of the information displayed in the entry area can be edited. Make changes as necessary and click on **Save** to store the information and return to the **Main Menu**. To leave the page without saving changes, select the **Main Menu** link from the navigation area on the left.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu  
Main Menu

Instructor  
ID T - 2008-10

Profile

Name (First, MI, Last): Brent Robinson  
Email: brobinson@hotmail.com  
Job Title: Instructor  
Office Address 1: 100 River Road  
Office Address 2:  
Office City: Quincy  
Office State: IL  
Office Zip Code: 78541  
Office Phone: 789-456-1230  
Office Fax: 321-654-9870  
Agency (Select)

Agency Code	999999999
Agency Name	A.B.C.
Agency Address 1	1234 Greenview Dr
Agency Address 2	
Agency City	
Agency Zip	14589
Agency Phone	789-654-1230
Agency Fax	

Save Cancel

ILETSB

## CHANGE PASSWORD

To change your password, click on the **Change Password** link. The change password screen will be displayed.

Enter your newly assigned password as the current password. Enter a new password of your choosing, and then retype the new password and click **Save**.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu  
Main Menu

Instructor  
ID T - 2008-10

Change Password

Current Password:  
New Password:  
Retype New Password:

Save Cancel

ILETSB

# COMMUNICATION - EMAIL

In the Communication area, you have the ability to email ILETSB Administrators, other Provider Coordinators, Class Instructors and Students. All email within this system functions the same.

When you first select a group to email, a list of all individuals in that list is provided. In that list is three email options.

- **To** - Direct email to the individual selected.
- **CC** - A copy of the email is sent to the individual selected, but it is not directed to the individual.
- **BCC** - A copy of the email is sent to the individual, but it is not directed to the individual and no other recipients can see this persons email address.

To select on of those options for everyone in the list, click the underline link of To, CC, or BCC. There is also an option to send a copy of the email to yourself.

Click the **Send Email** button when you have filled out the subject and message, and including any attachments you would like included.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu  
Main Menu

Instructor  
ID T - 2008-10

User Communication

Send a Message

Instructions: Select the checkbox, scroll down to the bottom of the page, type a message into the form and click send. If you would like to email everyone in the list, click on the corresponding To, CC, or BCC underlined headers.

Students

To:	CC:	BCC:	Name	E-mail Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carson, Janice	jcarson02@hotmail.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little, Christopher	chrislittle@yahoo.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nason, Tiffany	tif_nason@gmail.com

Copy My Address

To:	CC:	BCC:	Name	E-mail Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taylor, Samantha	staylor@winnet.com

From: staylor@winnet.com

Subject:

Attachments:  no file selected  
 no file selected  
 no file selected  
 no file selected  
 no file selected

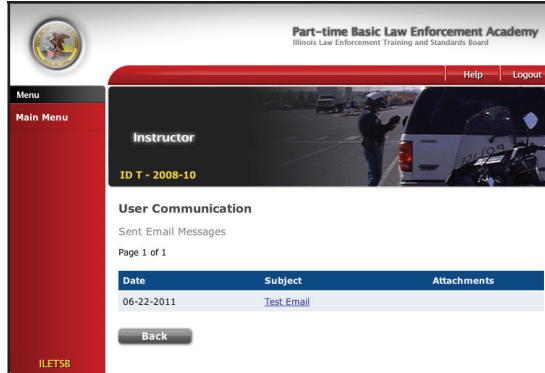
Message:

# COMMUNICATION - VIEW SENT EMAIL

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This feature in the Communication area provides you with a record of the emails you have sent through the system. Click on the **View Sent Email** link in the main menu to access these records.

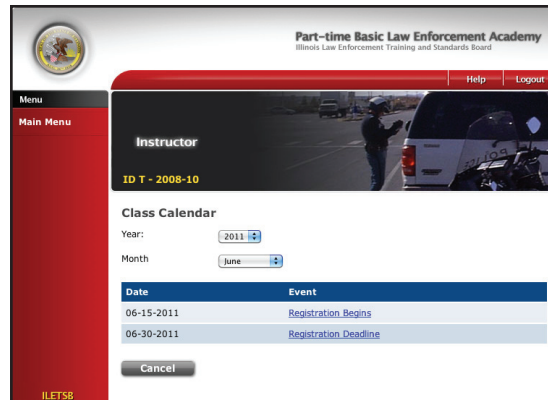
A list of sent emails with date sent, subject, and if there was an attachment is found on this page. Click on the subject from the list to view the full email message.



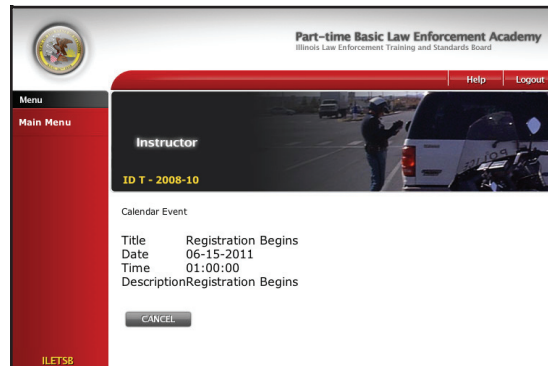
# COMMUNICATION - CLASS CALENDAR

---

Your provider coordinator(s) for this course post events to the class calendar. You have the ability to search events by month and year, with the current month and year always shown as default.



To view an events details, click on the title link. By clicking on the event title link you are provided with details on date, time, and description of the event.

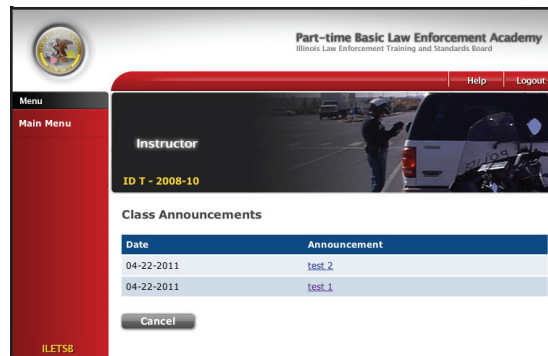


# COMMUNICATION - ANNOUNCEMENTS

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Your provider coordinator(s) for this class post announcements to communicate to the class. A list of announcements with the dates they were posted can be seen when clicking on the ***Class Announcements*** link on the main menu.

When you click on the title link of the announcement in the list, you can view the message of that announcement.

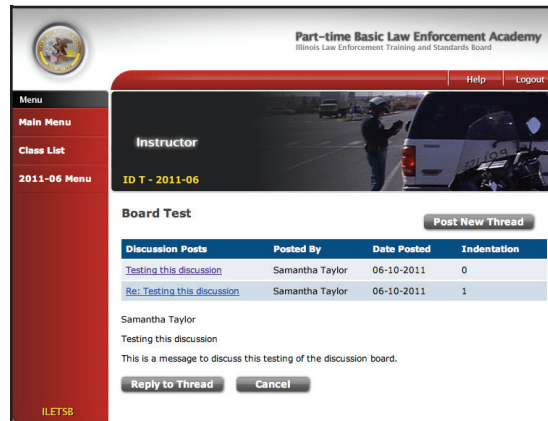


# COMMUNICATION - DISCUSSION BOARD

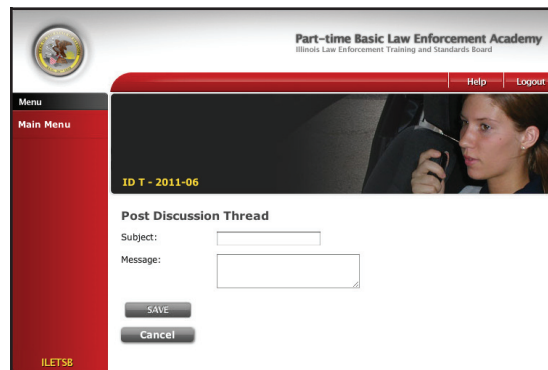
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The discussion boards provide a way to share comments or concerns about various topics in the course.

Select a topic by clicking on the link, which will take you to a screen that displays all of the discussion posts for this topic. Each discussion post has a link you click on to view. To reply to the discussion post, click the **Reply to Thread** button. Click **Post New Thread** to create a new message.



When posting a new message or replying to a posted message, fill in the subject and message, and then select **Save** to post this message. Your new message will be placed at the bottom of the discussion list. Your reply will be placed below the message you are replying to.



# CLASS TOOLS - CLASS ROSTER

---

The Class Roster provides instructors with the ability to review the progress of students in the class and oversee their logs while actively going through the class.

In the list of students you have the ability to email each student individually. To send a group email to all students in the class, it is recommended to use the **Email Students** feature under **Communications** on the Main Menu.

To view a student's portfolio, click on the **Portfolio** icon for that student in the list. The portfolio first lists all of the units in the class, and the units are indicated as complete if they have an exam score and date next to each in the list. To view the results of that exam, click on the **Exam Score** link. If both are not completed the options in the list will be blank.



The screenshot shows the 'Student Portfolio' for Susie Walker in the 'Part-time Basic Law Enforcement Academy'. The interface includes a navigation menu on the left with 'Main Menu' selected. The main content area displays the student's name, a dropdown menu for 'All Modules', and a table of units. The table has three columns: 'Unit', 'Exam', and 'Completed'. Unit 2 is the only one with data, showing a score of 96.18% and a completion date of 06-17-2011. Units 1, 3, 4, 5, 6, 7, 8, and 9 are listed but have blank exam and completion information. A 'CANCEL' button is at the bottom right.

Unit	Exam	Completed
Unit 1		
Unit 2	96.18 %	06-17-2011
Unit 3		
Unit 4		
Unit 5		
Unit 6		
Unit 7		
Unit 8		
Unit 9		

# CLASS TOOLS - CLASS ROSTER

To view the modules and lessons within a unit, click on a **Unit** link. There is a pull down to view a specific module in the unit or all modules in the unit. As seen in the units list, there will be a score and date listed next to each lesson if they are completed. Click on the score to view the results of that lesson exam. The exam for the module is listed at the bottom of the list.

The **Study Guide** link is to download a PDF of the study guide for the module listed.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu  
Main Menu

Instructor  
ID T - 2008-10

Student Portfolio  
Susie Walker

All Modules

Module	Exam	Completed
1		
Laws of Arrest, Search, and Seizure	<a href="#">Study Guide</a>	
Introduction	100.00%	06-16-2011
Terms of Arrest, Search, and Seizure	66.67%	06-16-2011
Arrest of Persons Without a Warrant	40.00%	06-16-2011
Arrest of Persons With a Warrant	0.00%	06-16-2011
Officer Responsibilities After Arrest		
Search and Seizures Without a Warrant		
Searches and Seizures With a Warrant		
Conclusion	N/A	06-16-2011
Module Exam		
2		
Criminal Offenses in Illinois	<a href="#">Study Guide</a>	
Introduction		
Terms and Foundational Elements		
Foundational Elements		
Offenses Against People		
Offenses Against Property		
Interference Against Public Officials		
Alcohol Offenses		
Conclusion		
Module Exam		

CANCEL

ILETSB

A. Module Drop-down Menu  
B. Study Guide Link  
C. Completed Column



# CLASS TOOLS - CLASS ROSTER

The **Logs** feature in the Class Roster provides instructors a list of access dates and times by module and by unit exam. In the logs you can view how much time a student spent in each module or exam.

There is a search feature allowing you to search by start or end date, units, modules, and display either a summary or detailed view. The summary view shows the unit, module or exam, lesson title, and time spent in each section visited. In addition to that information, the detailed view also displays the start and end time for each section visited.

**Part-time Basic Law Enforcement Academy**  
Illinois Law Enforcement Training and Standards Board

Menu Main Menu Help Logout

**Instructor**  
ID T - 2008-10

**Student Access Logs**  
Susie Walker

Start Date:   
End Date:   
Report Type: Summary

All Units All Modules

Search

Unit	Module	Time
Unit 1	Module 1	Laws of Arrest, Search, and Seizure 0:09
Unit 1	Module 2	Criminal Offenses in Illinois
Unit 1	Unit Exam	Unit Exam
Unit 2	Module 1	Supplemental Law Components < 0:01
Unit 2	Module 2	Drug Enforcement
Unit 2	Module 3	Patrol Procedures
Unit 2	Module 4	Case Preparation and Courtroom Testimony 0:01
Unit 2	Unit Exam	Unit Exam
Unit 4	Module 1	Juvenile Law and Processing < 0:01
Unit 4	Module 2	Ethics 0:02
Unit 4	Module 3	Fundamentals of Investigation 0:01
Unit 4	Module 4	Interview and Interrogation 0:14
Unit 4	Unit Exam	Unit Exam

Cancel

ILETSB

**Part-time Basic Law Enforcement Academy**  
Illinois Law Enforcement Training and Standards Board

Menu Main Menu Help Logout

**Instructor**  
ID T - 2008-10

**Student Access Logs**  
Susie Walker

Start Date:   
Report Type: Detailed

Page: 1 of 2

All Units All Modules

Search

Unit	Module	Date	Start	End	Time
Unit 4	Module 4	11-03-2008	02:42 PM	02:55 PM	0:12
Unit 4	Module 1	11-03-2008	02:42 PM	02:42 PM	< 0:01
Unit 4	Module 3	11-03-2008	02:03 PM	02:03 PM	< 0:01
Unit 4	Module 1	11-03-2008	02:03 PM	02:03 PM	< 0:01
Unit 4	Module 3	10-28-2008	02:03 PM	02:03 PM	< 0:01
Unit 4	Module 2	10-28-2008	02:02 PM	02:03 PM	< 0:01
Unit 4	Module 4	10-28-2008	02:02 PM	02:02 PM	< 0:01
Unit 4	Module 3	10-28-2008	02:02 PM	02:02 PM	< 0:01
Unit 4	Module 2	10-28-2008	02:01 PM	02:02 PM	< 0:01
Unit 4	Module 1	10-28-2008	02:01 PM	02:01 PM	< 0:01
Unit 4	Module 4	10-28-2008	09:16 AM	09:16 AM	< 0:01
Unit 4	Module 3	10-28-2008	09:16 AM	09:16 AM	< 0:01
Unit 4	Module 2	10-28-2008	09:16 AM	09:16 AM	< 0:01

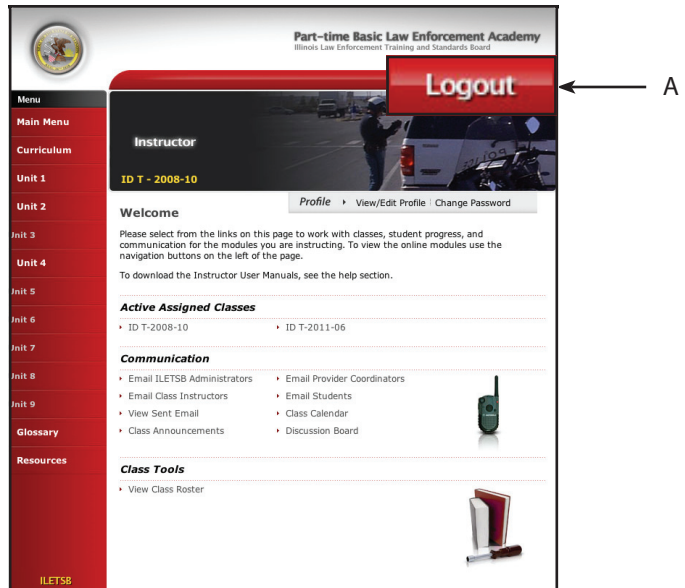
Cancel

ILETSB

# LOGOUT

---

When you are ready to exit the system, click the **Logout** button found in the upper right corner of the screen. You will be logged out of the system and taken back to the **Login** screen. You can then close your browser window and exit the system.



A. Logout Button

# CURRICULUM OUTLINE AND DEFINITIONS

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**Note:** The remaining pages are from the student manual and are being provided for you to reference.

There are nine units and 32 modules in this system. Some of the materials will be presented online through this system, and some materials will be delivered in the classroom. Below is the list of units and corresponding modules. For Saturday classroom schedule and curriculum, see your Provider coordinator.

## Unit One

- Module 1: Laws of Arrest, Search, and Seizure
- Module 2: Criminal Offenses in Illinois

## Unit Two

- Module 1: Supplemental Law Components
- Module 2: Drug Enforcement
- Module 3: Patrol Procedures
- Module 4: Case Preparation and Courtroom Testimony

## Unit Three

- Module 1: Crimes in Progress
- Module 2: Fundamentals of Report Writing
- Module 3: Vehicle Stops and Occupant Control
- Module 4: Police/Citizens Relations

## Unit Four

- Module 1: Juvenile Law and Processing
- Module 2: Ethics
- Module 3: Fundamentals of Investigation
- Module 4: Interview and Interrogation

## Unit Five

- Module 1: Motor Vehicle Theft
- Module 2: Crimes Against Persons and Property
- Module 3: Crime Scene Identification
- Module 4: Booking Process and Procedures
- Module 5: Service Calls

## Unit Six

- Module 1: Communication in the Police Environment
- Module 2: Domestic Violence
- Module 3: Child Abuse
- Module 4: Crisis Intervention/ Disturbance Calls
- Module 5: Dealing with Variant Behavior

## Unit Seven

- Module 1: Illinois Vehicle Code
- Module 2: Traffic Crash Investigation

## Unit Eight

- Module 1: Initial Medical Response
- Module 2: Crowd Behavior

## Unit Nine

- Module 1: Law Enforcement Driving
- Module 2: Tactical Communication Exercise
- Module 3: Gangs
- Module 4: Homeland Security Orientation

## DEFINITIONS

The materials for this program have been divided into units. Each of the units is made up of modules. The modules contain lessons and activities. Your Provider will assign the modules you are to complete.

Remember, the units in **bold** type are the ones that are available to you. The same thing applies to the modules; the ones in **bold** are the ones that you must complete. Modules are considered completed when all of the lessons and activities in them have been completed.

Some lessons will have a review or quiz; some will not. The same is true for modules and units. When reviews are included, they must be completed before a unit or module is completed.

# MODULE NAVIGATION

When users click on the **Curriculum Outline**, all of the units for the course are displayed in a pop-up window as a PDF file.

Clicking on a specific **Unit** number will display the first module available on the screen. In the example to the right, Module 1 is not available, so Module 2 is the first one to display. Other modules in the unit are displayed on the left side of the screen. Only the modules available per your Provider will be highlighted in **bold**.

The Menu located on the left of the screen will be visible throughout the course. This allows you to select available modules at all times. You also have the option to leave a module and return to it in the same place. (A link to resume training at the last module will be presented to you on the main screen.)

The first screen of each module provides an overview of the topic and an outline for lessons and activities that are assigned.

The module overview will generally include the following:

- Module description – explains what the module will cover and what exercises will be included
- Module goals – explains the learning goals of the module
- Module objectives – lists the objectives for the module
- Module topics, lengths, and methods – lists the topics by lesson and includes the estimated time it will take to complete it
- Module content origin – lists the reference materials that were used to develop the module and the author

The screenshot displays the interface of the Part-time Basic Law Enforcement Academy. On the left is a red navigation menu with the following items: Menu, Main Menu, Curriculum, Unit 2 (highlighted in bold), Module 1, Module 2 (highlighted in bold), Lesson 1, Lesson 2 (highlighted in bold), Lesson 3, Lesson 4, Lesson 5, Lesson 6, Module 3, Module 4, Glossary, and Resources. The main content area shows 'UNIT 2 MODULE 2 Drug Enforcement' with a 'Page 3 of 8' indicator. The lesson title is 'Lesson 2: Common Drugs, Signs of Use, and Overdose' under the category 'Central Nervous System Depressants'. It lists 'Specific Drugs' including Rohypnol (Flunitrazepam) and BlueKaine (Gamma Hydroxy Butyrate). It also mentions 'Over-the-Counter CNS Depressants' like Ethyl Alcohol and 'Prescription' drugs like anti-anxiety, anti-depressants, and muscle relaxants. Images of pills and a syringe are included.

# MODULE NAVIGATION

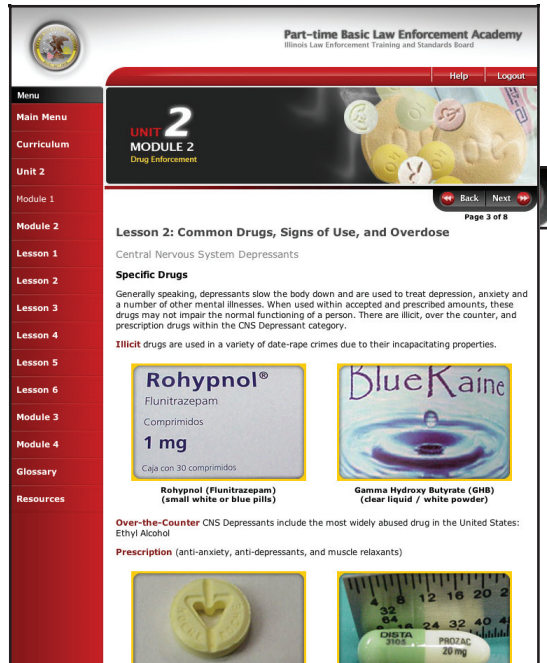
Scroll down the page and review the reference materials. When you are finished, click on the link provided to start the lessons.



This screenshot shows a document page with a red vertical bar on the left containing the text "ILETSB". The main content area includes the following text: "Module Content Origin", "Subject Matter Expert" (Don Hays, Senior Staff Counsel, Office of the State's Attorneys Appellate Prosecutor), "References" (Illinois General Assembly Website, U.S. National Archives and Records Administration (2006), U.S. Constitution, Bill of Rights, Retrieved on May 24, 2006, from www.archives.gov/national-archives-experience/constitution/bill-of-rights-transcript.html), and "Author" (Rodney J. Merkle). In the bottom right corner, there is a "Next" button with a right-pointing arrow.

## LESSON NAVIGATION

There are buttons at the top right corner and bottom right corner of each screen that allow you to proceed (**Next**) in the lesson as well as to return to a previous page (**Back**). The lessons have also been numbered so that you will always know where you are within a lesson. You are required to complete each lesson in sequence in a module, completing all activities and assessments as you go.



This screenshot shows a lesson page from the "Part-time Basic Law Enforcement Academy". The page title is "Lesson 2: Common Drugs, Signs of Use, and Overdose". The content includes "Central Nervous System Depressants", "Specific Drugs" (Rohypnol and Blue Kaine), and "Over-the-Counter CNS Depressants". The page number "Page 3 of 8" is visible. In the top right corner, there are "Back" and "Next" buttons with arrows. An arrow labeled "A" points to these buttons. A red vertical bar on the left contains a navigation menu with options like "Main Menu", "Curriculum", "Unit 2", "Module 1", "Module 2", "Lesson 1", "Lesson 2", "Lesson 3", "Lesson 4", "Lesson 5", "Lesson 6", "Module 3", "Module 4", "Glossary", and "Resources".

A. Back and Next Arrows

# MODULE NAVIGATION

## REVIEWS

In all modules, when the instruction is completed for each lesson, you will be given a lesson review. To the right is a sample of a Lesson Review. Keep in mind that some Lessons may not have reviews. You will select the best answer by clicking on the bubble associated with your choice and then click the **Submit** button located at the bottom of the review.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Help | Logout

Menu  
Main Menu  
Curriculum  
Unit 3  
Module 1  
- Lesson 1  
- Lesson 2  
- Lesson 3  
- Lesson 4  
- Lesson 5  
- Lesson 6  
- Lesson 7  
Module 2  
Module 3  
Module 4  
Glossary  
Resources  
ILETSB

UNIT 3  
MODULE 1  
Crimes in Progress

Lesson Review

1. One of the differences between a crime in progress and a crime that has already occurred is the suspect \_\_\_\_\_.

- may run
- may fight the officer
- may continue to assault the victim
- all of the above

Submit

## Submitted Review

Once the **Submit** button has been clicked, a summary of your responses will be displayed.

The score is displayed, and comments are included for your review. If your answer was correct on a question, you will see a reference to the material. If you did not select the correct answer, you will be referred to a location within the site to find the correct answer. The results are stored in your Portfolio.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Help | Logout

Menu  
Main Menu  
Curriculum  
Unit 3  
Module 1  
- Lesson 1  
- Lesson 2  
- Lesson 3  
- Lesson 4  
- Lesson 5  
- Lesson 6  
- Lesson 7  
Module 2  
Module 3  
Module 4  
Glossary  
Resources  
ILETSB

UNIT 3  
MODULE 1  
Crimes in Progress

Lesson Review Completed

Score: 1/1

1. One of the differences between a crime in progress and a crime that has already occurred is the suspect \_\_\_\_\_.

- may run
- may fight the officer
- may continue to assault the victim
- **all of the above**

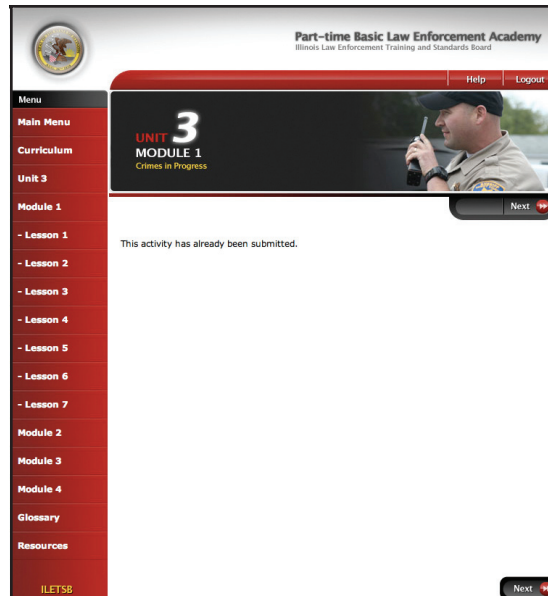
Next

# MODULE NAVIGATION

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## Multiple Submissions

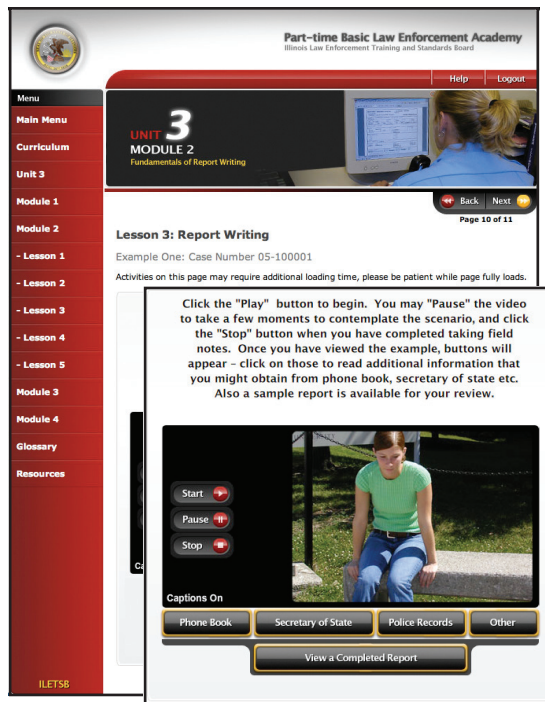
Once the lesson review has been submitted and graded by the system, you cannot retake the same lesson review again. You will receive a message indicating that an additional attempt to submit a review is not allowed.



# MODULE CONSISTENT ELEMENTS

## ANIMATIONS

Throughout each module, interactive activities or animations are provided to assist learners in better understanding the materials. These consist of drag and drops, definitions, videos, audio, and match. *Flash*, a free software used to run these animations, is required. (See hardware and software requirements).



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The page is titled "UNIT 3 MODULE 2 Fundamentals of Report Writing" and "Lesson 3: Report Writing". It includes a navigation menu on the left with options like "Main Menu", "Curriculum", "Unit 3", "Module 1", "Module 2", "Lesson 1-5", "Module 3", "Module 4", "Glossary", and "Resources". The main content area features a video player with a "Start" button, "Pause" button, and "Stop" button. Below the video player are buttons for "Phone Book", "Secretary of State", "Police Records", and "Other", along with a "View a Completed Report" button. A text box above the video player provides instructions: "Click the 'Play' button to begin. You may 'Pause' the video to take a few moments to contemplate the scenario, and click the 'Stop' button when you have completed taking field notes. Once you have viewed the example, buttons will appear - click on those to read additional information that you might obtain from phone book, secretary of state etc. Also a sample report is available for your review." An arrow labeled "A" points to this text box.

A. Animation

## DVD

In some modules, **Recommended Videos** are suggested to expand on and/or reinforce the module material. To check out a video, learners can contact the Illinois Law Enforcement Media Resource Center at (800) 843-2690.



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The page is titled "UNIT 2 MODULE 2 Drug Enforcement" and "Lesson 5: Drug Enforcement Investigations - Procedures/Tactics". It includes a navigation menu on the left with options like "Main Menu", "Curriculum", "Unit 2", "Module 1", "Module 2", "Lesson 1-6", "Module 3", "Module 4", "Glossary", and "Resources". The main content area features a text box with the following text: "The video below has been reviewed and recommended to expand and/or reinforce the module material. While this video is not required for successful completion of the module, it is highly recommended. To check out a video, please contact Illinois Law Enforcement Media Resource Center at 1-800-2690." Below this text is a yellow DVD icon. An arrow labeled "B" points to this DVD icon.

B. DVD Icon



# MODULE CONSISTENT ELEMENTS

## SCALES OF JUSTICE

Throughout the modules, Illinois laws are referenced. Learners are instructed to go the Illinois General Assembly website and read the definition for each term being discussed.



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The page is titled "UNIT 6 MODULE 3 Child Abuse" and "Lesson 1: Introduction". A sidebar on the left contains a menu with options like "Main Menu", "Curriculum", "Unit 6", "Module 1", "Module 2", "Module 3", "Lesson 1", "Lesson 2", "Lesson 3", "Lesson 4", "Lesson 5", "Module 4", "Module 5", "Glossary", and "Resources". The main content area includes a "Definitions" section with a list of terms such as "Abused Child (325 ILCS 5/3)", "Adult (705 ILCS 405/1-3)", "Child (325 ILCS 5/3)", "Dependent Minor (705 ILCS 405/2-4)", "Minor (705 ILCS 405/1-3)", "Neglected Child (325 ILCS 5/3)", and "Neglected or Abused Minor (705 ILCS 405/2-3)". A callout box labeled 'C' points to a small icon of a pair of scales of justice.

C. Scales of Justice

## ACTIVITIES

Throughout the modules, activities are required. These activities involve downloading a *Word* document in which you will be instructed to read an article or complete a real-world activity. Any worksheets provided should be sent to your course facilitator once they are completed.



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The page is titled "UNIT 3 MODULE 1 Crime in Progress" and "Lesson 3: Robbery in Progress Calls". A sidebar on the left contains a menu with options like "Main Menu", "Curriculum", "Unit 3", "Module 1", "Lesson 1", "Lesson 2", "Lesson 3", "Lesson 4", "Lesson 5", "Lesson 6", "Lesson 7", "Module 2", "Module 3", "Module 4", "Glossary", and "Resources". The main content area includes a "Case Example" section with a text box describing a robbery scenario. Below the text box, there are several paragraphs of text and a list of references including "Ciminelli, M.L. (2003). Police response to anonymous..." and "Cox, B.D. (2000). False reports: When things aren't w...". A callout box labeled 'D' points to a small icon of a blue octagon with the word "ACTIVITY" written on it.

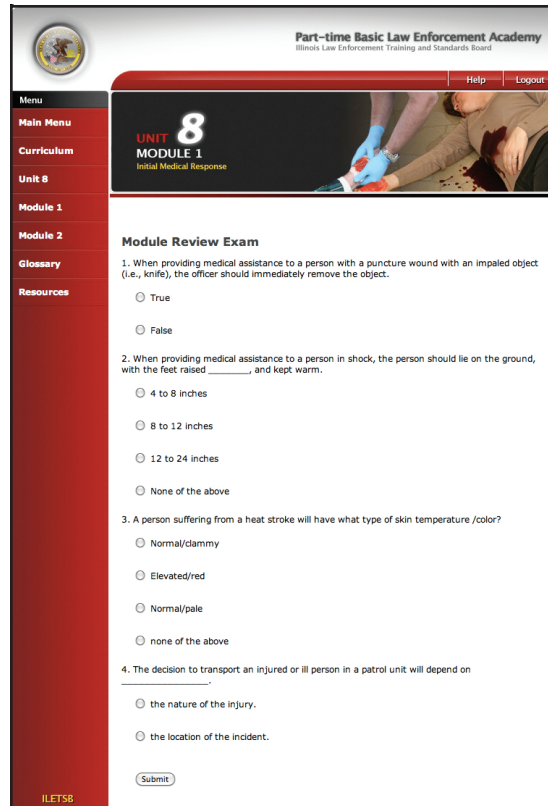
D. Activity Icon

# MODULE CONSISTENT ELEMENTS

## EXAMS

Exams are also a critical part of this online curriculum for review and practice. Mini quizzes are given after each lesson within the module, and module reviews are given at the end of each module. Upon submitting your answers, immediate feedback is given on whether your answer is correct or incorrect and where you can find the information. Each exam/review must be completed before the user can proceed.

**Note:** All tests are randomized; therefore, no two tests are alike.



The screenshot displays the interface for the Part-time Basic Law Enforcement Academy. The header includes the academy's name and the Illinois Law Enforcement Training and Standards Board logo. A navigation menu on the left lists options: Menu, Main Menu, Curriculum, Unit 8, Module 1, Module 2, Glossary, and Resources. The main content area shows a banner for 'UNIT 8 MODULE 1 Initial Medical Response' with a background image of a person receiving medical aid. Below the banner is a 'Module Review Exam' section with four multiple-choice questions:

1. When providing medical assistance to a person with a puncture wound with an impaled object (i.e., knife), the officer should immediately remove the object.  
 True  
 False
2. When providing medical assistance to a person in shock, the person should lie on the ground, with the feet raised \_\_\_\_\_, and kept warm.  
 4 to 8 inches  
 8 to 12 inches  
 12 to 24 inches  
 None of the above
3. A person suffering from a heat stroke will have what type of skin temperature /color?  
 Normal/clammy  
 Elevated/red  
 Normal/pale  
 none of the above
4. The decision to transport an injured or ill person in a patrol unit will depend on \_\_\_\_\_.  
 the nature of the injury.  
 the location of the incident.

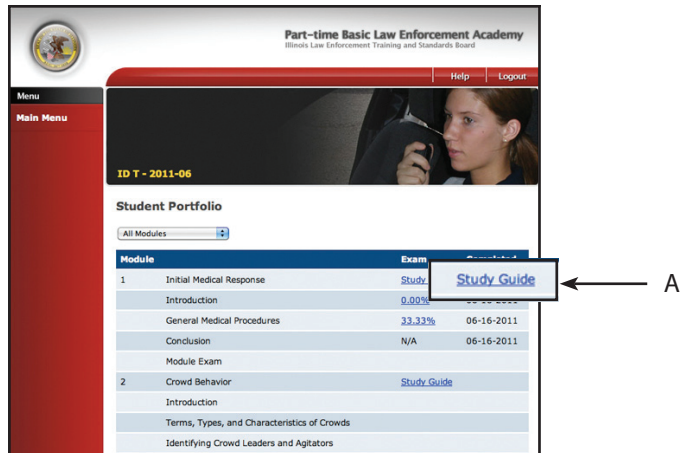
A 'Submit' button is located at the bottom of the exam section. The footer of the page contains the text 'ILETSB'.

# EXAMS

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## STUDY GUIDE

The study guide will be available in PDF format for you to download in your portfolio. There is a link for each study guide found with each module listing in the portfolio.



The screenshot displays the 'Student Portfolio' page for the 'Part-time Basic Law Enforcement Academy'. The page features a table with columns for 'Module' and 'Exam'. A callout box labeled 'A' points to a 'Study Guide' link in the 'Exam' column for the 'Initial Medical Response' module.

Module	Exam
1	Study
Initial Medical Response	Study Guide
Introduction	0.00%
General Medical Procedures	33.33% 06-16-2011
Conclusion	N/A 06-16-2011
Module Exam	
2	Study Guide
Crowd Behavior	
Introduction	
Terms, Types, and Characteristics of Crowds	
Identifying Crowd Leaders and Agitators	

A. Study Guide Link

## UNIT EXAMS

You will be prompted to take the online unit exam upon completing all modules within a unit. These will appear on the left navigation menu when all modules are completed and your Provider Coordinator has turned them on. Unit exams will use randomized questions from a test question bank and each test will be different. The number of questions on a unit exam will vary, but the amount of questions listed on each page will be limited to ten.

Students will be allowed to navigate back and forth within the unit exam if they would like to change an answer on a previous page.

Once a student begins a unit exam, they are locked into that exam until it is finished. Students leaving and coming back will be taken right back to the section in the Unit Exam they left. Students will not be able to go to a previous content page or navigate from a bookmarked page, each time they will be taken back to the unit exam.

# EXAMS

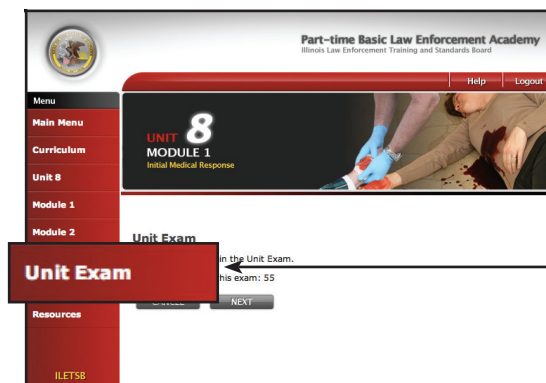
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If you do not achieve 70% or higher, your coordinator will be notified, and you will be required to retake the unit exam online. Provider coordinators will be alerted via email when any students fail unit exams. Coordinators should also check student portfolios for all exam scores.

If the students fail the retake, the coordinator must notify the State Board.

**Note:** If you leave the system and return prior to starting the unit exam, there will be a button in the navigation below the list of modules for each unit titled "Unit Exam" to return to the unit exam screen. This button will only be lit up (or activated) once all module exams for that unit have been completed.

**Note:** Your Provider Coordinator will notify students when unit exams are available to take. Unit Exams will be available in the left navigation when they are enabled by the coordinator. Remember students will not be able to access any unit exams until they complete all modules in that unit.



B. Unit Exam Button

# GLOSSARY

Below the course menu on the left side of the screen is a button for the course glossary. Like the course content, you can access this feature anytime.

The default display of the glossary starts with all words that begin with 'A'. The glossary allows you to select any letter of the alphabet to view the collection of terms for that letter.

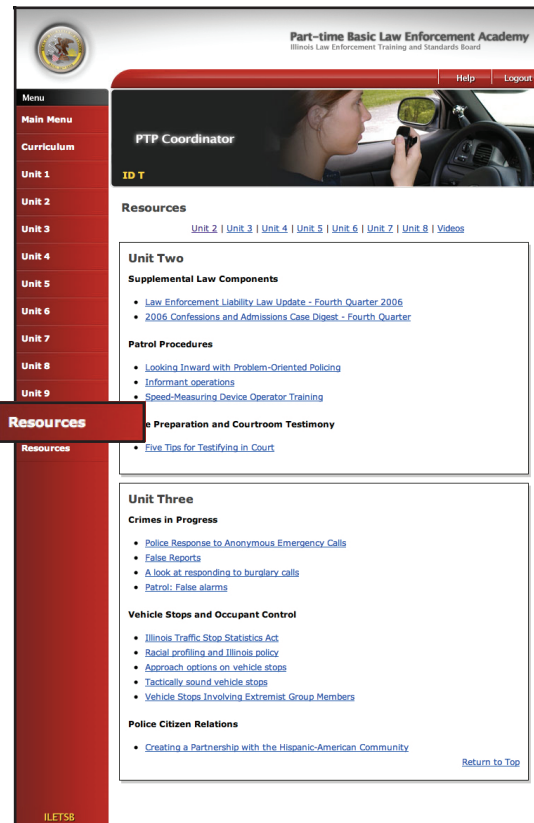
There is also a keyword search that allows you to not only search the different terms in the glossary, but search keywords within the definitions.

The screenshot shows the 'Part-time Basic Law Enforcement Academy' website. The header includes the Illinois Law Enforcement Training and Standards Board logo and 'Help' and 'Logout' links. A navigation menu on the left lists 'Main Menu', 'Curriculum', and 'Unit 1' through 'Unit 9'. The 'Glossary' link is highlighted in red. The main content area features a 'FTP Coordinator' banner image, a 'Glossary of Terms' section with an alphabetical index (A-Z) and a search box, and a list of terms under the letter 'A': 'Accepting', 'Acquisitive Mob', 'Act of Terrorism', 'Admission', and 'Adverse Witness'. Each term has a brief definition. A 'Next Letter' button is visible at the bottom right of the list.

# RESOURCES

The Resource section of this course is located on the left side navigation below the glossary, and can be accessed at any time. This page is a collection of all the PDF resources used throughout the course content. The resources are organized by units, and can be downloaded by clicking the resource title.

At the bottom of the list of resources is contact information for the Illinois Law Enforcement Media Center if you wish to view one of the videos mentioned in the course.



The screenshot displays the website for the Part-time Basic Law Enforcement Academy, Illinois Law Enforcement Training and Standards Board. The page features a navigation menu on the left with options for Main Menu, Curriculum, and Units 1 through 9. The Resources section is highlighted in red. The main content area shows the FTP Coordinator ID T and a list of resources for Unit Two, including Supplemental Law Components, Patrol Procedures, and Preparation and Courtroom Testimony. Unit Three resources include Crimes in Progress, Vehicle Stops and Occupant Control, and Police Citizen Relations. A Return to Top link is located at the bottom right of the resource list.

**Part-time Basic Law Enforcement Academy**  
Illinois Law Enforcement Training and Standards Board

Help | Logout

Menu

Main Menu

Curriculum

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

Unit 6

Unit 7

Unit 8

Unit 9

**Resources**

Resources

ILETSB

FTP Coordinator  
ID T

Resources

Unit 2 | Unit 3 | Unit 4 | Unit 5 | Unit 6 | Unit 7 | Unit 8 | Videos

**Unit Two**

**Supplemental Law Components**

- [Law Enforcement Liability Law Update - Fourth Quarter 2006](#)
- [2006 Confessions and Admissions Case Digest - Fourth Quarter](#)

**Patrol Procedures**

- [Looking Inward with Problem-Oriented Policing](#)
- [Informant operations](#)
- [Speed-Measuring Device Operator Training](#)

**Preparation and Courtroom Testimony**

- [Five Tips for Testifying in Court](#)

**Unit Three**

**Crimes in Progress**

- [Police Response to Anonymous Emergency Calls](#)
- [False Reports](#)
- [A look at responding to burglary calls](#)
- [Patrol: False alarms](#)

**Vehicle Stops and Occupant Control**

- [Illinois Traffic Stop Statistics Act](#)
- [Racial profiling and Illinois policy](#)
- [Approach options on vehicle stops](#)
- [Tactically sound vehicle stops](#)
- [Vehicle Stops Involving Extremist Group Members](#)

**Police Citizen Relations**

- [Creating a Partnership with the Hispanic-American Community](#)

[Return to Top](#)