



ONLINE PART-TIME BASIC LAW ENFORCEMENT

STUDENT MANUAL

<http://www.ptbblea.org>

CAIT Help Desk Support:

(866) 250-5494 • 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.

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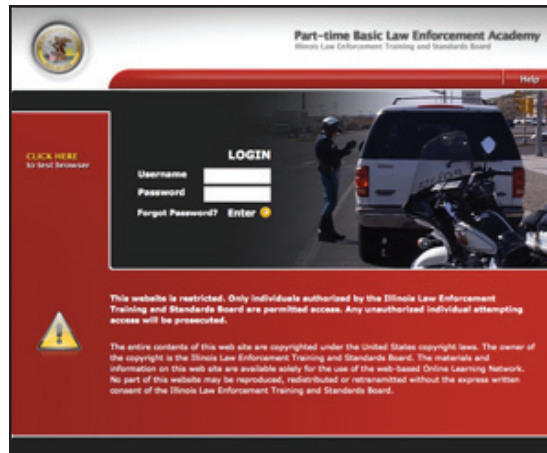
For technical assistance with the Online Part-Time Basic Law Enforcement Program, please contact the Center for the Application of Information Technologies (CAIT) – toll-free (866) 250-5494 or e-mail at ptpsupport@cait.org.

OVERVIEW

Welcome to the Online Part-Time Basic Law Enforcement Academy system. This program is designed to assist users and reinforce the basic principles of law enforcement taught in the classroom. The site is divided into nine units that contain modules and lessons.

This program is offered via the Internet and requires the use of a browser.

The login screen is displayed upon entry to the site. To get to the login, type in 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.

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

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

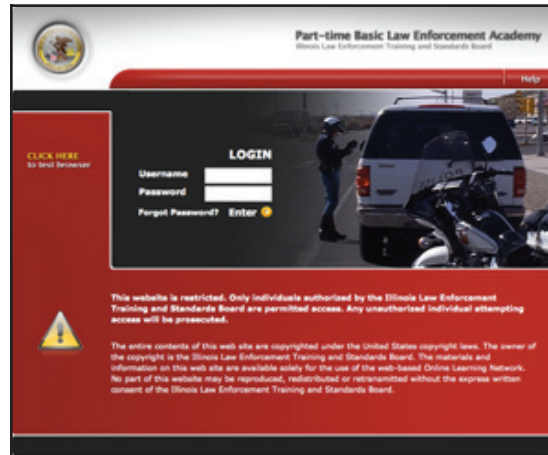
If you need technical assistance, contact the support center toll free at (866) 250-5495 or email ptpsupport@cait.org.

LOGIN

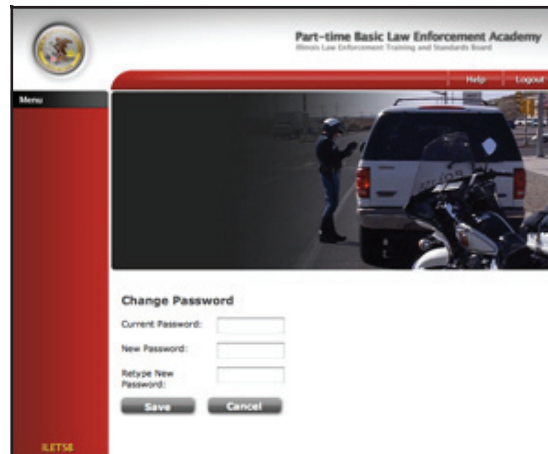
Your username and password are provided to you via email from the Provider coordinator. The email will come from ptpsupport@cait.org and will contain the information you need to login to the system.

Enter the username and password that you have been provided via email, 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 newly assigned 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.

Login _____
Password _____

Note: When you login the first time, the system will request additional information and proceed to the main menu.

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 box contains the text 'CLICK HERE to test browser'. The main content area has a background image of a police officer and a van. It features a 'FORGOT PASSWORD' heading, an 'Email Address:' label, a text input field, a 'Reset Password' button, and a 'Return to Login Page' link. At the bottom, there is a warning icon and a disclaimer: '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.

You will be required to reset your password.

The screenshot shows the 'New Password Emailed' page. It has the same header as the previous page. On the left, a red box contains the text 'CLICK HERE to test browser'. The main content area has a background image of a police officer and a van. It features a 'New Password Emailed' heading, a message: 'Your new password has been sent to your email address.', and a 'Return to Login Page' link. At the bottom, there is a warning icon and the same disclaimer as 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 includes 'User Account Information' and the date 'May 21, 2011 10:40 AM'. The sender is 'Frank' with the email address 'ptpsupport@cait.org'. The recipient is 'JLETSB' with the email address 'ptpsupport@cait.org'. The body of the email reads: '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 'cjkry8' is visible.

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; if you have trouble receiving them, check your junk mail box.

The screenshot shows the 'Change Password' page. It has the same header as the previous pages. On the left, a red box contains the text 'CLICK HERE to test browser'. The main content area has a background image of a police officer and a van. It features a 'Change Password' heading, three input fields for 'Current Password:', 'New Password:', and 'Retype New Password:', and 'Save' and 'Cancel' buttons. At the bottom, there is a warning icon and the same disclaimer as the previous pages.

MAIN MENU

The main screen of the course provides you with navigation for your course, communication tools to use in the course, and access to your portfolio to track your overall course progress.

Here is a list of all the options available on the main menu screen:

- **Curriculum Outline** – This displays a PDF file of the modules in the program.
- **Unit Numbers** – These are the individual units in the program. Units that you are able to view are displayed in bold face type. Clicking on the unit number will open the modules that are available for study.
- **Glossary** – This is a collection of all the terms and definitions found throughout the course.
- **Resources** – This is a collection of links to resources used within the course content.
- **View/Edit Profile** – This section is used to edit and maintain personal information such as name, email address, and phone numbers or password changes.
- **Change Password** – This screen gives you the ability to change your password anytime.
- **Portfolio** – As you complete modules, your results are stored in your portfolio. Click on this button to check your progress.
- **Communications** – This section provides email, calendar, announcements, and discussion board tools for communication within the course.



PROFILE

The profile section provides links to **View/Edit Profile**, **Change Password** and **Portfolio**.

Profile ▸ View / Edit Profile | Change Password | Portfolio

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.

Note: The coordinator will need to change information such as Department Code and email.

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

Help | Logout

Menu
Main Menu

ID T - 2011-06

View / Edit Profile

Name: Landon Jones
Email: landonj@yahoo.org
Last 4 of SSN: 0147
Dept. Code:
Dept. Name:
Chief Administrator: Stan Robertson
Chief Administrator Email: stanrobertson@gmail.org
Dept. Address 1:
Dept. Address 2:
Dept. City:
Dept. Zip:
Dept. Phone:
Address 1: 158 Main
Address 2:
City: Macomb
State:
Zip Code: 65478
Gender:
Female
Male
Race: Caucasian
Birth Date: 01-02-1970
Other Work Phone: 321-654-9870
Home Phone: 654-321-0978
Mobile Phone: 741-852-9630

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**.



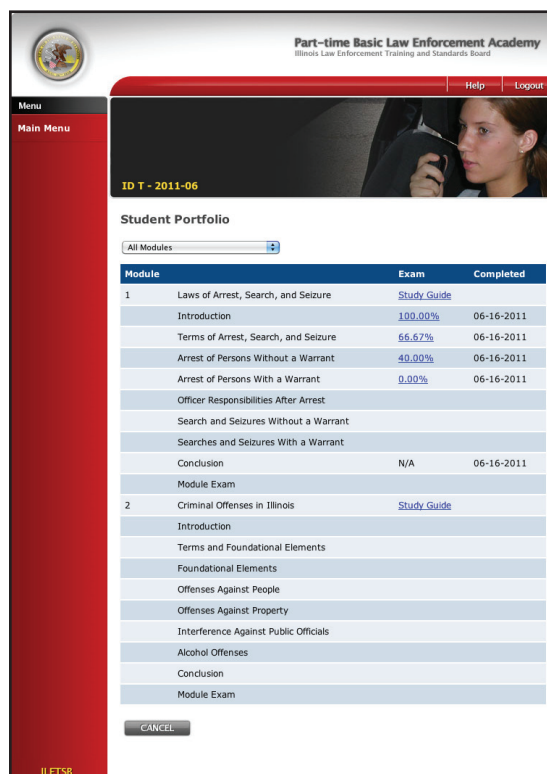
The screenshot shows a web interface for the "Part-time Basic Law Enforcement Academy" (Illinois Law Enforcement Training and Standards Board). The page features a red header with a "Menu" button on the left and "Help" and "Logout" links on the right. A large image of a police officer next to a patrol car is visible in the background. The "Change Password" form is located in the lower right area and includes three input fields: "Current Password:", "New Password:", and "Retype New Password:". Below these fields are "Save" and "Cancel" buttons. A "SUTSE" logo is visible in the bottom left corner of the page.

PORTFOLIO

As you progress through the program, the results of your lessons and modules are stored in your portfolio. To check your progress in your portfolio, click on the link found in the main menu.

The portfolio first lists all of the units in the course with a link to the exam results if it has been completed, and a date the unit was completed. If both are not completed the options in the list will be blank. Click on a unit link to view the progress of the modules and lessons for that unit.

There is a pull down to view a specific module in the unit or all modules in the unit. There is a completed area in the lists that is filled with a date once each lesson and module is complete. The **Study Guide** link is to download a PDF of the study guide for the module listed.



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

COMMUNICATION - EMAIL

In the Communication area, you have the ability to email your course provider coordinator(s) or instructor(s) by clicking on the **Email Course Staff** link. A list of those individuals is provided with three email options.

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 person's email address.

To select one 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 include any attachments you would like included.

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

Help Logout

Menu
Main Menu

PTP Coordinator
ID T

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.

Please Note: If you spend more than 30 minutes preparing your email response within the system, you will be automatically logged out and your email will not be saved. To avoid this, it is recommended you prepare your response using notepad or other word processing software. You may then copy and paste your email into the system or save it and send as an attachment.

Instructors

To:	CC:	BCC:	Name	E-mail Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wilson, Betsy	betsywilson@aol.com

Coordinators

To:	CC:	BCC:	Name	E-mail Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hall, Liz	elizabethhall@comcast.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, Madison	M-Nelson@cmg.aol
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reynolds, Mike	reynolds11@hotmail.net

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

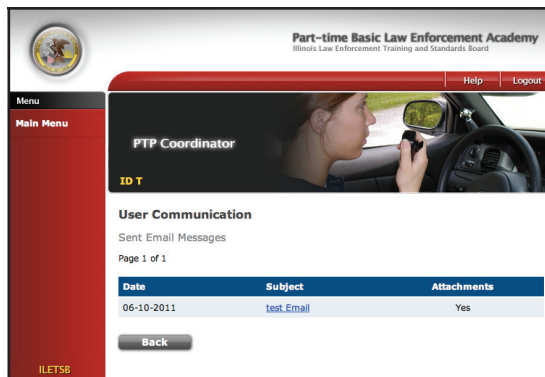
Message:

ILETSB

COMMUNICATION - VIEW SENT EMAIL

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.

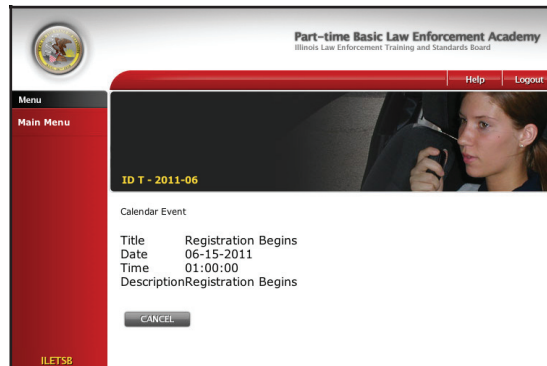


COMMUNICATION - CLASS CALENDAR

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

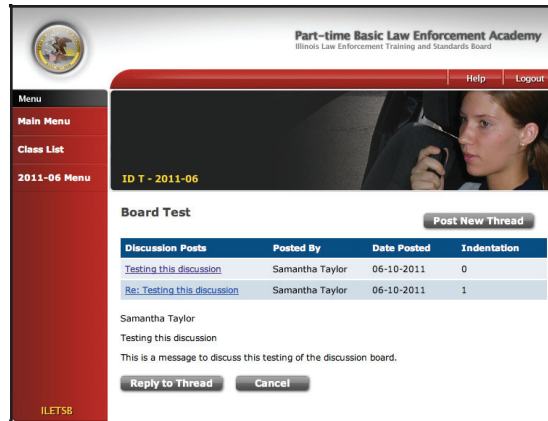
Your provider coordinator(s) for this course post announcements to communicate to the class. A list of announcements with the dates they were posted can be seen when clicking on the ***Class Announcements*** link on the main menu.

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

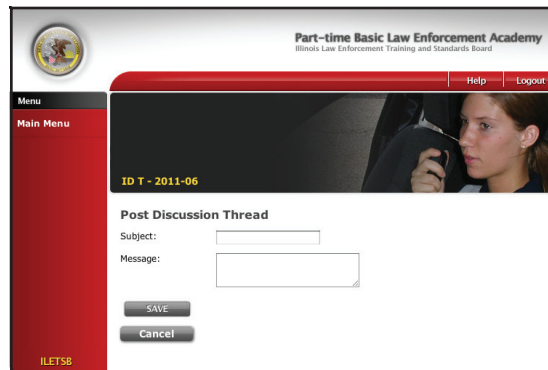


COMMUNICATION - DISCUSSION BOARD

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.



CURRICULUM OUTLINE AND DEFINITIONS

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 shows a web interface for 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 (bolded), Module 1, Module 2 (bolded), Lesson 1, Lesson 2 (bolded), Lesson 3, Lesson 4, Lesson 5, Lesson 6, Module 3, Module 4, Glossary, and Resources. The main content area displays 'UNIT 2 MODULE 2 Drug Enforcement' with a large number '2'. Below this is 'Lesson 2: Common Drugs, Signs of Use, and Overdose' under the heading 'Central Nervous System Depressants'. The text describes 'Specific Drugs' and lists '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.

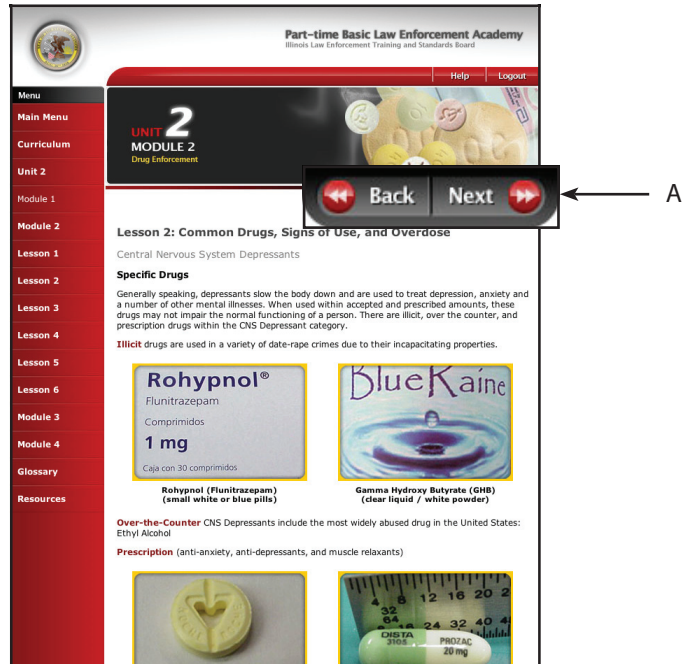
MODULE NAVIGATION

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



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.

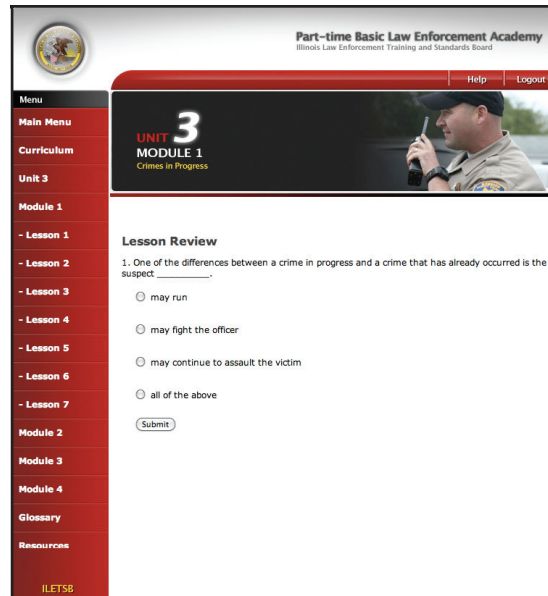


A. Back and Next Arrows

MODULE NAVIGATION

REVIEWS

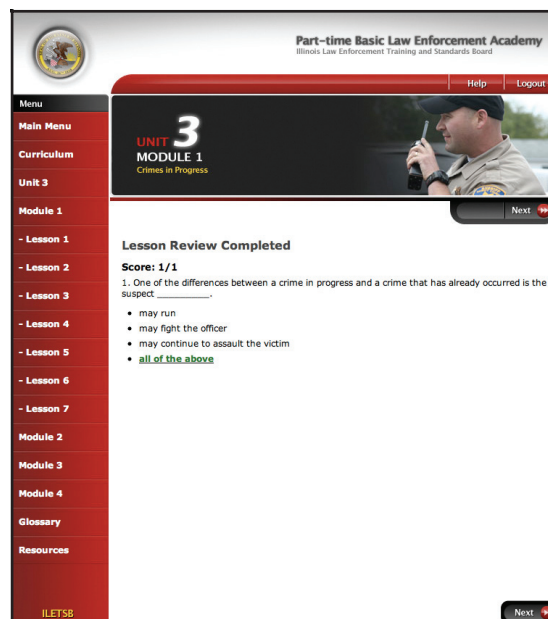
In all modules, when the instruction is completed for each lesson, you will be given a lesson review. To the right is a sample of a Lesson Review. Keep in mind that some Lessons may not have reviews. You will select the best answer by clicking on the bubble associated with your choice and then click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



Submitted Review

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

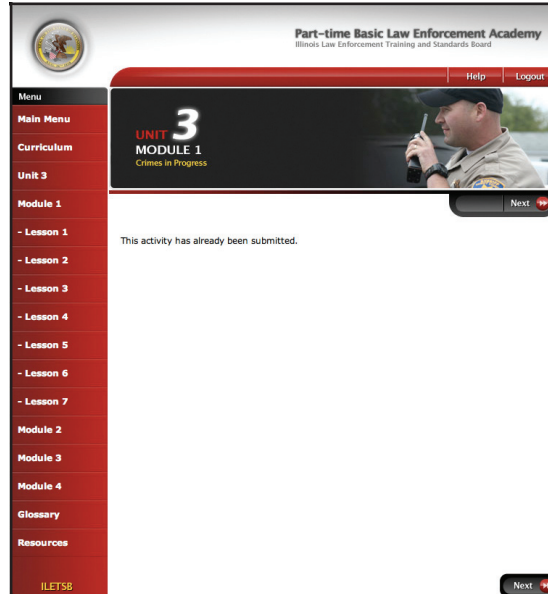
The score is displayed, and comments are included for your review. If your answer was correct on a question, you will see a reference to the material. If you did not select the correct answer, you will be referred to a location within the site to find the correct answer. The results are stored in your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



MODULE NAVIGATION

Multiple Submissions

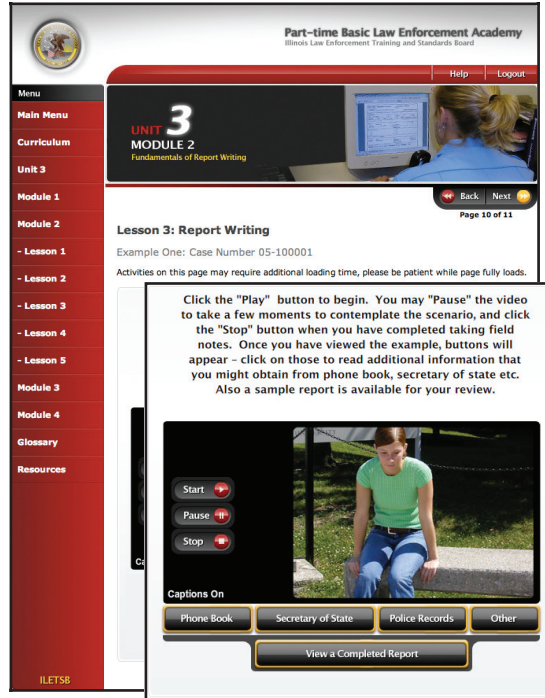
Once the lesson review has been submitted and graded by the system, you cannot retake the same lesson review again. You will receive a message indicating that an additional attempt to submit a review is not allowed.



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).



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.

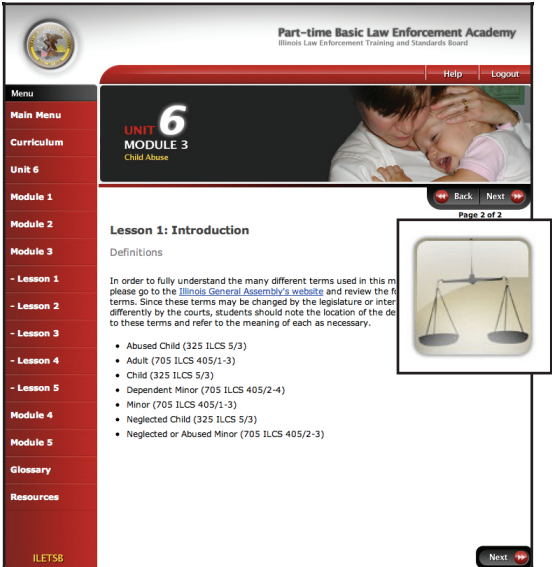


B. DVD Icon

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 header includes the academy name and navigation links for Help and Logout. A left sidebar menu lists various sections: Menu, Main Menu, Curriculum, Unit 6, Module 1 through 5, Glossary, and Resources. The main content area displays 'UNIT 6 MODULE 3 Child Abuse' and 'Lesson 1: Introduction'. Under 'Definitions', it lists terms like Abused Child, Adult, Child, Dependent Minor, Minor, Neglected Child, and Neglected or Abused Minor, each with a corresponding Illinois Code of Criminal Justice (ILCS) reference. A callout box labeled 'C' points to a scales of justice icon.

C. Scales of Justice

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 activity. Assignments should be emailed to your course facilitator once they are completed.



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The header includes the academy name and navigation links for Help and Logout. A left sidebar menu lists various sections: Menu, Main Menu, Curriculum, Unit 3, Module 1 through 4, Glossary, and Resources. The main content area displays 'UNIT 3 MODULE 1 Crimes in Progress' and 'Lesson 3: Robbery in Progress Calls'. Under 'Case Example', it describes a robbery scenario and provides a list of readings, including 'Police response to anonymous...' and 'False reports: When things aren't what they seem'. A callout box labeled 'D' points to an activity icon.

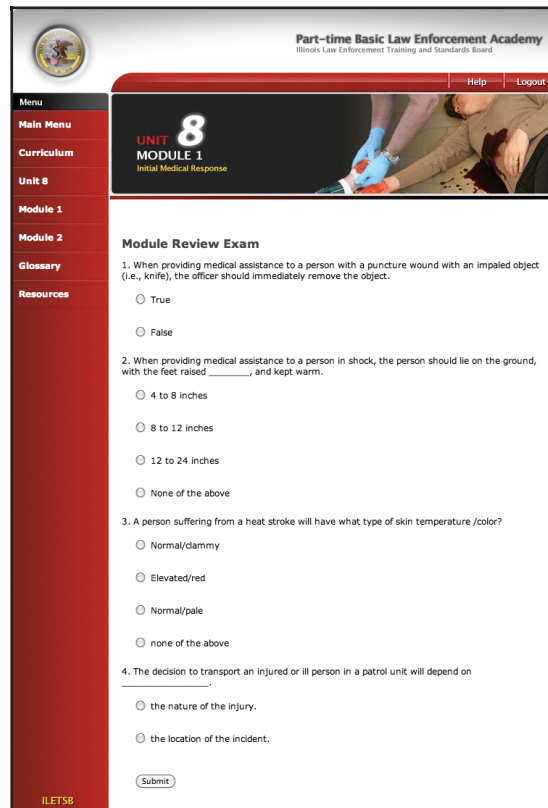
D. Activity Icon

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. At the top, it says "Part-time Basic Law Enforcement Academy" and "Illinois Law Enforcement Training and Standards Board". There are "Help" and "Logout" links. A navigation menu on the left includes "Menu", "Main Menu", "Curriculum", "Unit 8", "Module 1", "Module 2", "Glossary", and "Resources". The main content area shows "UNIT 8" and "MODULE 1 Initial Medical Response" with a background image of a person receiving medical aid. Below this is a "Module Review Exam" section with four multiple-choice questions:

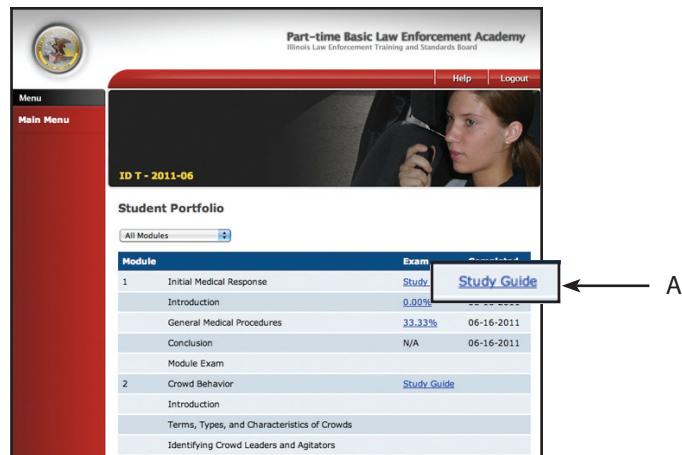
1. When providing medical assistance to a person with a puncture wound with an impaled object (i.e., knife), the officer should immediately remove the object.
 True
 False
2. When providing medical assistance to a person in shock, the person should lie on the ground, with the feet raised _____, and kept 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.

At the bottom of the exam section is a "Submit" button. The ILETSB logo is visible in the bottom left corner of the interface.

EXAMS

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.



A. Study Guide Link

UNIT EXAMS

You will be prompted to take the online 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 exam questions will be randomized so that no two student tests are alike. The number of questions on a Unit Exam will vary, but the amount of questions listed on each page will be limited to ten.

You will be allowed to navigate back and forth within the unit exam if you would like to change a previous answer.

Once in a unit exam, you are locked into that exam until it is finished. You will be taken right back to the section in the Unit Exam if you decide to leave and come back.

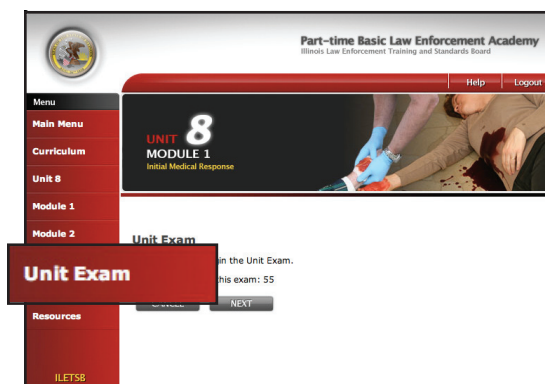
EXAMS

If you do not achieve 70% or higher, your coordinator will be notified, and you will be required to retake the unit exam online.

If you fail the retake exam you could be dropped from the program.

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 available (or activated) once all module exams for that unit have been completed.

Note: Your Provider Coordinator will notify you when unit exams are available to take. To access the unit exams all modules within that unit must be completed.



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 user interface for the Part-time Basic Law Enforcement Academy glossary. At the top, there is a header with the academy's name and logo. Below the header is a navigation menu with options like 'Menu', 'Main Menu', 'Curriculum', and 'Unit 1' through 'Unit 9'. A 'Glossary' button is highlighted in the menu. The main content area displays the 'Glossary of Terms' for the letter 'A'. It includes a search bar with a 'Search' button and a 'Next Letter' button. The glossary entries listed are: 'Accepting', 'Acquisitive Mob', 'Act of Terrorism', 'Admission', and 'Adverse Witness'. Each entry has a brief definition. The interface is clean and professional, with a red and white color scheme.

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 a header for 'FTP Coordinator' with a photo of a woman in a car. Below this, there are sections for 'Unit Two' and 'Unit Three', each containing a list of resources with titles and links. 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](#)

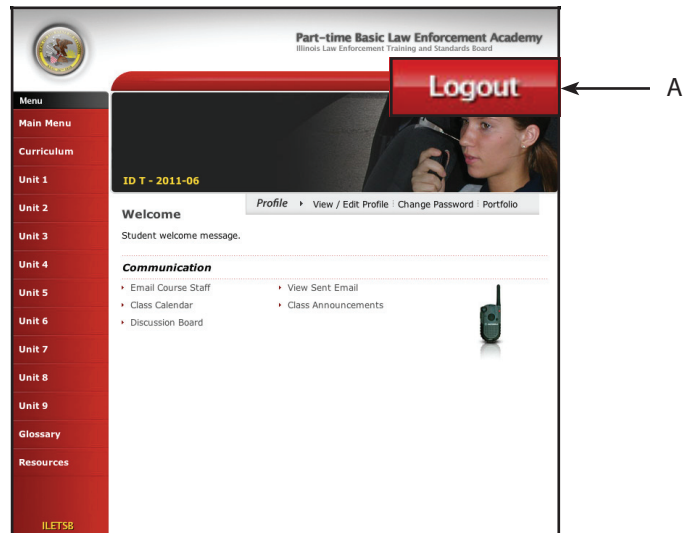
Police Citizen Relations

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

[Return to Top](#)

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