INSTRUCTIONS FOR COMPLETION OF THE NOTICE OF APPOINTMENT/SEPARATION FORM

The Notice of Appointment/Separation form is to be completed and submitted to the BOARD prior to attendance at any Board Training Academy or MTU sponsored training course. This form must also be filled out if a person laterally enters or changes status within the same agency, or is separated from an agency that participates in the Board program. **If the officer has been trained while employed by another agency, a Request for Waiver of Minimum Training Standards must accompany this form.** The Appointing/Separating agency should retain a copy of the completed form for their records.

The Identification Information section of the form must always be completed, AND either Appointment Information section or Separation Information section as appropriate. PLEASE PRINT LEGIBLY OR TYPE.

Instructions for Completing the Form:

1. Place an X in the appropriate space.

IDENTIFICATION INFORMATION (verifying agency records that this information is correct)

2. NAME: Enter the person's last name, first name and middle name.
3. SOCIAL SECURITY NUMBER: Enter the person's Social Security Number. This information will be used solely as the unique identifier for the person in processing appropriate Board records.
4. DATE OF BIRTH: Enter the person's date of birth (month, day, year) in numerical form (e.g., 07-12-68).
5. PRIOR NAMES USED: Enter any and all names the person has been known as (e.g., maiden or married names, and AKA's). If additional space is needed, list in space 15.
6. SEX: Circle M (male) or F (female).
7. RACE: Circle the person's race or ethnic background. This information will be used by the Board for statistical purposes only. AA= African American, AS= Asian/Oriental American, CA= Caucasian American, HI= Hispanic American, NA= Native American.
8. EDUCATIONAL LEVEL: (please circle completed course work HS= high school, SC= some college, A= Associates, B= Bachelors, M= Masters, PhD/JD= Doctorate).
9. AGENCY: Enter complete name of the appointing/separating agency and phone number of Administration office.
10. RANK/CLASSIFICATION: Enter the person's rank or classification (e.g., police officer, sheriff, sergeant, lieutenant, chief, etc.).
11. DATE OF STATUS CHANGE: Enter the month, day and year of actual appointment or change of peace/correctional officer status (e.g., auxiliary peace officer is appointed as a part time officer). For convenience, this space and space 10 may be used to advise the Board that the person is promoted or demoted (e.g., to the rank of sergeant, lieutenant, captain, etc.) and explain in space 16.
12. Enter the complete name of agency that the person last (previously) served as a peace/correctional officer, and the beginning and ending dates of service with that agency.

APPOINTMENT INFORMATION

13. Place an X in the appropriate space.
13. COMPLETION OF LETSB CERTIFIED LAW ENFORCEMENT BASIC TRAINING COURSE. Place an X here if appointee has successfully completed a Law Enforcement Basic Training Course at one of the Board's authorized academies.
13. COMPLETION OF LETSB CERTIFIED CORRECTIONAL BASIC TRAINING COURSE. Place an X here if appointee has successfully completed a Correctional Basic Training Course at one of the Board's authorized academies.
13. COMPLETION OF LETSB CERTIFIED PART-TIME BASIC TRAINING COURSE. Place an X here if appointee has successfully completed the Board's STTAR or PEP program.
13. COMPLETION OF LETSB CERTIFIED MANDATORY FIREARMS TRAINING COURSE. Place an X here if appointee has successfully completed a Board certified firearms training course.
13. THE ABOVE-NAMED PERSON HAS NOT SATISFIED THE BASIC TRAINING REQUIREMENT. Place an X here if the appointee has not satisfied the basic training requirement; for example, the person is enrolled in a basic academy but has not graduated, or the person has been appointed as a peace officer but has not begun/completed basic training. Explain in space 16.
14. WORK STATUS. Place an X in the appropriate space. Enter the NUMBER OF HOURS WORKED PER WEEK. Enter the HOURLY PAY RATE. **NOTE:** An Auxiliary officer is defined in the Illinois Compiled Statutes (50 ILCS 705).

SEPARATION INFORMATION

15. Place an X in the appropriate space for the reason of separation.
15. LAST DATE OF EMPLOYMENT: Enter the date of separation by month, day, year.

COMMENTS

16. Enter additional useful information that will clarify or supplement information provided in the Identification Information or Appointment Information sections.

ATTESTATION OF REPORTING OFFICIAL

17. The agency administrator must sign, print name and title, and date the Notice of Appointment/Separation form.