



SWIC Police Academy Transition Course Information Packet

Important dates:

Applications and Pre-Registration Due	Friday, May 17, 2024
Online Course Deadline	Monday, May 27, 2024
Dorm Check in	Sunday, June 2, 2024 (between 1-3 pm)
In-Person Class Begins	Monday, June 3, 2024 (8:00 am)

Dear Deputy or Officer:

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

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

1. 40 Hour Online Prerequisite Transition Course via the ILETSB Executive Institute's Online Learning Network – must be completed before the in-person class.
2. 2 week in-person Transition Course component.

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

Please read the following information packet carefully →

REGISTRATION

THE ONLINE COURSE MUST BE COMPLETED BEFORE THE IN-PERSON CLASS BEGINS.

Step 1.

ONLINE LEARNING NETWORK REGISTRATION

Create an online account with the ILETSB Executive Institute's Online Learning Network. (See ILETSB TRANSITION COURSE INFORMATION - OLN document for more information).

To access OLN go to: www.ptblearning.org

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

**Any questions regarding the online training should be directed to
OLN – Emilie Payne-Renner 309-298-2646**

Step 2.

SOUTHWESTERN ILLINOIS COLLEGE (SWIC) REGISTRATION

You will need a SWIC account to attend the session. If you have previously been a student at SWIC, you can disregard this step.

- Go to <https://estorm.swic.edu>
- Click on “Apply”.
- Next page- Click on “No - I have not previously completed an Application or New Student Form”.
- Enter your personal email address for verification.
- Enter the verification code you will receive in your email and click “Continue to Application”
- Complete the entire New Student Information Form. Important information to complete:
 - Enter the address as it appears on your Driver’s License
 - Term: SUMMER 2024
 - Under Education Plans:
 - “Education Plans” - Select “Take CLASSES ONLY – Class Category.”
 - “Select a program” - Type 0101 in this box.
- Click ‘Submit’
- Within the next five days you will receive another e-mail from Enrollment Services assigning you a student ID number.
- After receiving your student ID #, log into your estorm account to be sure everything is ready for class. Bring your student ID and password with you to class.
- Send a picture of your Driver’s License to the Police Academy to verify your proof of residency – Kathryn.Carlton@SWIC.edu.

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

Any questions regarding the SWIC Student Log in should be directed to Tech Assistance (618) 222-SWIC.

DORMITORY INFORMATION

On-Location lodging for the SWIC Police Academy - Check in at Residence Hall # 2 located at 100 S. 23rd St., Belleville, Illinois 62226.

Cost for lodging and meals is included in the tuition. The dormitory style rooms are furnished with two twin beds, two desks and two closets with gun lockers. The Academy is currently housing two recruits per room, so in most cases you will have an assigned roommate. **No changes can be made to room assignments without the prior approval of the Police Academy.** All rooms will be non-smoking.

All recruits will check into the dormitory on Sunday before the first day of class- between 1:00-3:00 pm.

During a normal academy week recruits will occupy dorm rooms from Sunday evening, with **check in time after 3:00 pm**, until after class Friday afternoon. Recruits will not stay in the SWIC Police Academy Dormitory over the weekends. Check with academy staff for weekend lodging options.

DORMITORY ACCOMMODATIONS

PLEASE NOTE: The Police Academy Dormitory is student housing and is not a hotel.

DORMITORY AMENITIES:

- Two twin beds
- Two desks and chairs
- Two closets with gun lockers
- XL twin fitted sheets, flat sheets and pillow case
- Communal restrooms and showers in each wing of the dormitory
- Washers and Dryers

REQUIRED DORMITORY ARTICLES - RECRUIT'S RESPONSIBILITY TO PROVIDE:

- Pillow
- Blanket/Comforter
- Hand towels, bath towels and washcloth
- Soap and soap container
- Shampoo/conditioner
- Shower shoes

OPTIONAL DORMITORY ARTICLES:

- Desk lamp
- Extra pillows
- Extra XL Twin sheets and blankets
- Laundry detergent
- Alarm clock
- Shower caddy

PROHIBITED ITEMS IN DORMITORY ROOMS:

- Posters, photographs, etc. attached to walls
- Mini refrigerators
- TV, Game Consoles (Xbox, PlayStation, etc.)
- Alcohol, Food

MEALS

The meal plan includes three meals a day, breakfast, lunch, and dinner, but DOES NOT include snacks or drinks between meals.

POLICE ACADEMY DRESS CODE

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

ITEMS TO BE SUPPLIED BY OFFICERS

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

COVID PROTOCOLS

- All State of Illinois, ILETSB and CDC protocols will be adhered to. COVID-19 vaccine is currently recommended, but not required.
- We strongly encourage all recruits to continue to self-monitor and be diligent in practicing the proper COVID-19 safety precautions. If experiencing COVID-19-like symptoms, do not come on campus until COVID-19 can be ruled out by a COVID-19 test.

PARKING

- Recruits will park in the SWIC Police Academy Dormitory parking lot once dorm is assigned.
- Recruits shall lock and ensure all items of value are removed from their vehicle.
- Recruit vehicles must meet all Illinois Vehicle Code regulations.

FIRST DAY OF CLASS

- Arrive early, be in the classroom DC103, Dixon Center by 7:45am. See attached Map, **Building 4**. Class starts at 8:00am.

I am looking forward to meeting you. If you have any questions please call the academy office (618) 222-5506 or (618) 222-5396.

Sincerely,



Eric Danford, Director
Southwestern Illinois Police Academy



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

S. Belt West/IL Rte. 13

- | | | |
|-------------------------|--------------------------------|---|
| 1. Main Hall Classrooms | 8. Fitness And Training Center | 16. Residence Hall #1 |
| 2. Auditorium | 9. Tennis Complex | 20. Sand Volleyball Courts |
| 3. Welcome Center | 10. Athletic Field | 21. Illinois State Police Metro-East
Forensic Science Laboratory |
| 4. SWIC Police Academy | 11. Stadium | 22. SILEC |
| 5. Classroom Hall | 15. Residence Hall #2 | |