



Illinois Fire and Police Commissioners Association  
Commissioners Training Institute



## Commissioner Training Classification Standards

January 2022

### Training Fire and Police Commissioners:

#### Maintaining Commissioners Training Standards;

Our Commissioner Training Committee recommends that Commissioners enroll in Module 1, Module 2, and Module 3 as soon as possible after being appointed to their commission. These Modules are specific to the duties of Commissioners as they begin their service in their communities. Commissioners are encouraged to continue training that will enhance their skills as effective Commissioners by enrolling in Modules 4, 5, and 6. These Modules are specific to the skills needed for Commissioners to effectively perform their duties in their communities. Continuing education provides Commissioners with updated changes related to the responsibilities as a Commissioner. Module 7 is specific to retraining and updating skills and duties for our Commissioners. Retraining is recommended at least every 3 years after completing the first 6 Modules.

#### Module Descriptions:

**Module 1**, Introduction to the duties, responsibilities and accountabilities of Fire and Police Commissioners. Includes entry and promotion processes, annual reports, and the basic concepts of conducting disciplinary hearings

**Module 2**, Entry duties, recruitment, testing responsibilities for Police Commissioners. Promotion processes, testing services are explained in detail. The rolls of the commission members are discussed, Commission Chairman, Secretary and Member duties and responsibilities are discussed.

**Module 3**, Entry duties, recruitment, testing responsibilities for Fire Commissioners. Promotion processes, testing services are explained in detail. The rolls of the commission members are discussed, Commission Chairman, Secretary and Member duties and responsibilities are discussed.

**Module 4**, Commission rules and regulation, home rule vs. state statutes, disciplinary hearing processes and case studies related to commissions,

**Module 5**, Fire and Police candidate selection. Interviewing techniques are presented. Training includes the development and maintaining entry and promotional eligibility lists.

**Module 6**, The operations, and logistics related to the operation of the commission office. Training includes the office responsibility for candidate entry and promotional processes, record keeping and record destruction. Security of the commission office and annual reports and documents from the commission to the municipality.

**Module 7**, Commissioner duties and responsibilities review and update skills as needed to maintain quality commissioner service. Commissioners learn about law updates related to commissions and current case law results are discussed in detail.

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