**Section 1750.204 School Standards and Requirements**

a) Each academy certified by the board to offer the Correctional Basic Training Course shall have a full-time director.

b) The Director will be responsible for the supervision and administration of the Correctional Basic Training Course, including, but not limited to, the preparation and grading of examinations, rating of classroom notebooks, arranging for qualified instructors, providing for food and lodging for the trainees, arranging for adequate training facilities, such as classrooms, props, and firearms ranges, and the conduct and discipline of the trainees. Any sheriff who sponsors a trainee County Corrections Officer may choose before the course begins which Board-certified jail the trainee attends for on-the-job training. Excepting Cook County, which has its own facility, the Director is responsible for selecting an alternate jail if the jail selected by a sheriff has less than 5 or more than 12 trainees.

c) The Director shall maintain complete records on each trainee. The records shall include, but not be limited to, the attendance and performance ratings of the trainee, including test scores for every written or oral test, during the Correctional Basic Training Course. All records gathered by the academies under this Part shall be maintained in accordance with the State Records Act, (Ill. Rev. Stat. 1985, ch. 116, par. 43.4, et seq.), and amendments thereto.

d) The Director shall be responsible for submitting a class roster to the Executive Director of the Board. Every class roster must be signed by the Academy Director to certify the attendance and final grade of all trainees.

e) The Director shall make final determination as to whether a trainee has satisfactory passed all reasonable standards and requirements of a particular course of training. He shall also have the authority to dismiss from the school of any trainee prior to the completion of the course, if, the Director determines that the trainee is failing to comply with the academy's internal rules to the extent that the trainee cannot meet the minimum training requirements set forth in Subpart B. Upon such dismissal action, the Director shall submit a written report within seven calendar days to the Executive Director and the appointing authority.

f) The Director shall also have the responsibility of fixing reasonable fees to be charged for any training course, including tuition, and room and board where applicable. Reasonable fees will be based on the costs of developing and implementing the course, including but not limited to the cost of instructors, facilities for training, food and lodging, training supplies, and general administrative costs. The Board shall annually review the training fees established by the academies to determine if the fees are reasonable.