



The Illinois State Police Merit Board hereby announces the Promotional Processes for the rank to Sergeant to be conducted as follows:

TEST DATES & INFORMATION

Tuesday, September 13, 2016, 9:00 a.m.

SCHEDULE FOR SERGEANT EXAM	
Check-In	8:30 AM
Instructions	8:45 AM
Examination	9:00 AM – 11:00 AM

PROCESSES

The Promotional Process will be conducted in accordance with adopted Illinois State Police Merit Board Rules, Regulations and Procedures. A copy of Merit Board Rules, Regulations and Procedures are listed on the Merit Board's website, www.illinoistrooper.com/promotionalpolicy.htm.

ORIENTATION

I/O Solutions, our testing vendor, will conduct a candidate orientation for the rank to Sergeant on Tuesday, June 14, 2016 from 9:00 am to 12:00 noon. The orientation will be presented live at the Joliet location and simulcast to the other five orientation locations. On May 2, 2016, enrollment will open for this event. To select one of these sessions, go to illinoistrooper.com for more information. For those who are unable to attend the live simulcast, the orientation will be placed on the ISP Merit Board website for viewing. Attendance for this candidate orientation is voluntary. The following topics will be covered during the candidate orientation:

1. Overview of the Sergeant promotional process
2. Written Examination
 - Written exam development process
 - Test specifications
 - Item writing style of I/O Solutions
 - Tips for written examination preparation

TEST DECLARATION FORM

In order to participate in the 2016 Promotional Process you must complete a Test Declaration Form and have participated in the 2016 Part III ratings process. To sign up for the test, you must have access to the Internet. Go to <http://www.illinoistrooper.com> and on the main page, select the Promotion link, then click the Promotional Test Sign Up option. Type your four digit ISP ID# as your ID and your home address' five digit zip code as your password. Once the Test Declaration form appears on your screen please follow the instructions provided. Please contact Mr. Eric Garvue at 217/786-6242 with website questions. All other questions should be directed to Julie Webster at 217/786-0185. **The test sign up will be between June 3, 2016 until July 29, 2016.**

PLEASE NOTE: It is a requirement to complete a test declaration form by the stated deadline which is July 29, 2016. If you do not complete the Test Declaration Form online by the deadline you will NOT be able to participate in the Job Knowledge Exam, therefore, your candidacy will not be considered for the 2016 or 2017 Promotional Certification List. **Please remember to retain your confirmation sheet and confirm your enrollment by the stated deadline. There will be NO exceptions made.**

REMOTE TESTING

You must take the examination at the designated sites and times determined by the Merit Board, except for two deviations - military leave and job related business. If you qualify for either of these deviations you can apply for Remote Testing by printing out the form from our website. Go to <http://www.illinoistrooper.com> and on the main page select the Promotional Process, then select Request for Remote Testing Form. You will need to print out the form, complete, sign and date and mail to the Illinois State Police Merit Board, 531 Sangamon Avenue East, Springfield, IL, 62702 or fax to the attention of Ms. Julie Webster at 217/786-0181. This information will be reviewed and a decision made on whether or not you qualify for Remote Testing. You will receive our decision in writing.

READING LIST

The Reading List material has been posted on the Merit Board Website, <http://www.illinoistrooper.com>. From the main page select the Promotion tab. Once you select the Promotion tab, you will see a drop down list of items. The Reading List is the third item listed. You must have adobe reader to download the Reading List.

SENIORITY

Seniority (in rank) as of July 1, 2016, shall consist of the time accumulated (as an Illinois State Police Officer) in your permanently assigned rank with .2 points earned per month up to a maximum of 5 points (.2 points x 25 months = 5 points).

POST-TEST REVIEW

Sergeant Candidates will be given the opportunity to review their respective job knowledge tests along with the list of answers, on the Merit Board's website <http://www.illinoistrooper.com> on a date that will be determined later.

REMINDER

This is a **CLOSED BOOK EXAM**. Unlike past years, you will only be allowed to use the common source materials, listed on your 2016 Reading List, during the post-test review.