



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

## **JOB KNOWLEDGE EXAM AND ASSESMENT CENTER INFORMATION**

**Scheduled for the week of: September 23-27, 2019**

(Specific day and time will be released at a later date)

### **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](http://www.illinoistrooper.com/promotionalpolicy.htm).

### **ORIENTATION**

I/O Solutions, our testing vendor, has provided a candidate orientation for the rank to Captain which has been posted on the Merit Board website. The following topics will be covered during the candidate orientation:

1. Overview of the Lieutenant and Captain promotional processes
2. Written Examination
  - Written exam development process
  - Test specifications
  - Item writing style of I/O Solutions
  - Tips for written examination preparation
3. Assessment Center
  - Assessment center exercise development process
  - Types of exercises that may be included in the assessment centers
  - Rating criteria and scales that are used by assessors
  - Dimensions and criteria that candidates may be rated on for the assessment centers
  - Role of the assessors and candidates in the assessment centers
  - Preparation and recommendations for the assessment centers
  - Rules governing the process of the assessment centers
  - Scoring of the assessment centers
  - Maintaining security of the process

## **REQUIREMENTS FOR PARTICIPATION**

To be eligible to participate in the 2019 Promotional process, you must have participated in the 2019 rating session as well as have obtained a bachelor's degree by July 26, 2019.

In order to verify your education, you must have a sealed official college/university transcript indicating the degree obtained and the date obtained mailed to: Emily Fox, 531 Sangamon Avenue East, Springfield, Illinois 62702, no later than July 26, 2019.

**Please note: If you have provided transcripts for previous promotional testing do not need to provide a new copy.**

**The college or university must be accredited by one of the following associations:**

•Middle States Association of Colleges and Schools •North Central Association of Colleges and Schools •New England Association of Schools and Colleges •Northwest Association of Schools and Colleges •Southern Association of Colleges and Schools •Western Association of Schools and Colleges

## **TEST DECLARATION FORM**

**In order to participate in the 2019 Promotional Process you must complete a Test Declaration Form.**

The Test Declaration sign up will be available at [www.illinoistrooper.com](http://www.illinoistrooper.com) from **June 28, 2019 until July 26, 2019.**

Go to: [www.illinoistrooper.com](http://www.illinoistrooper.com) and select the Promotion tab, then click the Promotional Test Sign Up option.

**Username:** four digit ISP Star ID#

**Password:** four digit birth year

Once the Test Declaration form appears on your screen please follow the instructions provided. Please contact Emily Fox at (217) 786-6243 with any questions.

**PLEASE NOTE:** It is a requirement to complete a test declaration form by July 26, 2019. If you do not complete the Test Declaration Form online by the deadline you will NOT be able to participate in the 2019 Promotional Process, therefore, your candidacy will not be considered for the 2019 or 2020 Promotional Certification List. Please remember to retain your confirmation sheet and confirm your enrollment by the stated deadline. **There will be NO exceptions made.**

## **READING LIST**

The Reading List material has been posted on the Merit Board Website, [www.illinoistrooper.com](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. You must have adobe reader to download the Reading List.

## **SENIORITY**

Seniority (in rank) as of July 1, 2019, 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**

Lieutenant 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 to be determined later.

This is a **CLOSED BOOK EXAM.**