



## **ILLINOIS STATE POLICE MERIT BOARD**

---

### **2025 PROMOTIONAL PROCESS TEST DECLARATION ANNOUNCEMENT**

#### **TESTING DATES**

The target Lieutenant and Captain Job Knowledge and Assessment Center testing will be conducted during the week of September 15-19, 2025, at the Illinois State Police Merit Board, 531 Sangamon Avenue East, Springfield. The Merit Board will assign individual appointment dates and times. Participants will receive additional information by e-mail at a later date.

If you fail to complete the Job Knowledge Exam and Assessment Center on your assigned date, time, and location, you are voluntarily removing yourself from consideration for the 2025 Promotional Process. Therefore, you will not be considered for the 2025 or 2026 Promotional Certification Lists. There will be no exceptions.

#### **TEST ELIGIBILITY**

To be eligible for participation in the 2025 Promotional Process, all candidates must complete the following:

1. Participate in the 2025 P3 ratings collaboration session.  
(must elect to be considered for promotion in SPEAR)
2. Complete the online Test Declaration form by the stated deadline of June 30, 2025.
3. Have obtained and provide proof of a bachelor's degree earned by June 30, 2025.

#### **TEST DECLARATION**

The online Test Declaration Form will be available from 8:30 AM on Sunday, June 1, 2025, until 4:00 PM on Monday, June 30, 2025. To complete the Test Declaration Form, visit: [www.illinoistrooper.com/login](http://www.illinoistrooper.com/login) and select the Test Declaration menu item. You will be required to log-in using the credentials provided below.

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

**Password: year, month, date of birth (yyyymmdd)**

## 2025 PROMOTIONAL PROCESS TEST DECLARATION ANNOUNCEMENT

It is a requirement to complete the Test Declaration Form by 4:00 PM CST, on Monday, June 30, 2025. If you do not complete the Test Declaration Form by the deadline you will **NOT** be eligible to participate in the 2025 Promotional Process, therefore, your candidacy will not be considered for the 2025 or 2026 Promotional Certification Lists. Please retain your confirmation e-mail as proof of your declaration by the stated deadline.

**There will be no exceptions.**

### EDUCATION

To verify education, candidates must have sealed, official college transcripts indicating the degree obtained and the date obtained mailed to: Illinois State Police Merit Board, 531 Sangamon Avenue East, Springfield, Illinois 62702.

Official transcripts may be provided electronically but must be sent directly from your college or university to [promotions@ispmeritboard.org](mailto:promotions@ispmeritboard.org).

Transcripts must be received by the Merit Board by 4:00 PM CST on June 30, 2025. No exceptions will be made.

**If you have provided transcripts for a previous promotional testing cycle (2015, 2017, 2019, 2021, or 2023) you do not need to provide a new copy. Transcripts provided at the time of application/hire **will not** be used to verify education for the Promotional Process.**

To verify the status of your transcripts you may e-mail the State Police Merit Board at: [promotions@ispmeritboard.org](mailto:promotions@ispmeritboard.org).

### READING LISTS

The 2025 Promotional Test Reading Lists will be published on the Merit Board's website by April 1, 2025.

To view and download the Reading Lists, selected Shift Briefings and Law Bulletins, you will be required to log-in using your State Police Merit Board assigned credentials provided below. Under the Promotional Process tab, select Promotional Process Log-In.

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

**Password: year, month, date of birth (yyyymmdd)**

# 2025 PROMOTIONAL PROCESS TEST DECLARATION ANNOUNCEMENT

## ORIENTATION

An online candidate orientation for those testing to the rank of Lieutenant and Captain will be available on the Merit Board's website from 8:30 AM on July 1, until 3:00 PM on July 18, 2025.

## REMOTE TESTING

Candidates are required to take the Promotional Examination at the designated sites and times determined by the Merit Board except for two deviations: military leave or pre-approved department authorized training. If you qualify for either of these deviations, you may apply for Remote Testing by completing a Remote Testing Request Form.

**Requests must be submitted prior to any test administration and require approval from the Executive Director of the Merit Board. All requests will be reviewed, and each candidate will receive a decision in writing. There will be no exceptions.**

The Remote Test Request form is available at [illinoistrooper.com](http://illinoistrooper.com), under the Promotional Process tab. Completed forms should be e-mailed to [promotions@ispmeritboard.org](mailto:promotions@ispmeritboard.org).

## SENIORITY

Seniority (in rank) as of July 1, 2025, 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

Candidates will be provided the opportunity to review their respective job-knowledge exam, along with the list of answers on the State Police Merit Board's website from Tuesday, September 30, at 8:30 AM, until Thursday, October 2, 2025, at 4:00 PM. Information regarding the Post-Test Review process will be provided to candidates at a later date.

## PROCESS

The 2025 Job Knowledge Exam will be a **CLOSED BOOK EXAM**. The Promotional Process will be conducted in accordance with adopted Illinois State Police Merit Board Rules, Regulations and Procedures: **TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES, SUBTITLE A: MERIT EMPLOYMENT SYSTEMS, CHAPTER IV: DEPARTMENT OF STATE POLICE MERIT BOARD, PART 150 PROCEDURES OF THE DEPARTMENT OF STATE POLICE MERIT BOARD.**