



ILLINOIS STATE POLICE MERIT BOARD

2021 Captain Promotional Process

JOB KNOWLEDGE EXAM & ASSESSMENT CENTER

Scheduled for the week of: September 20-24, 2021

Specific information will be e-mailed to each candidate at a later date.

TEST DECLARATION FORM

In order to participate in the 2021 Promotional Process, all candidates must complete a Test Declaration Form and participate in the 2021 Ratings Process.

The Test Declaration Form will be available at www.illinoistrooper.com from **8:00 AM on June 25, 2021 until 4:00 PM on July 30, 2021.**

Go to: www.illinoistrooper.com and select the **Promotional Process** tab, then click the **Test Declaration Form** option. You will be required to login using your Merit Board assigned credentials provided below. Once the Test Declaration Form appears, please follow the instructions provided.

<p>Username: four-digit ISP Star ID#</p> <p>Password: four-digit birth year</p>

Contact Emily Fox at (217) 786-6243 or efox@ispmeritboard.org with any questions regarding the Promotional Test Sign-Up.

PLEASE NOTE: It is a requirement to complete a test declaration form by the stated deadline of July 30, 2021. If you do not complete the online Test Declaration Form by the deadline you will NOT be eligible to participate in the 2021 Promotional Process, therefore, your candidacy will not be considered for the 2021 or 2022 Promotional Certification Lists. Please retain your confirmation sheet as proof of your enrollment by the stated deadline.

There will be NO exceptions made.

EDUCATION REQUIREMENT FOR PARTICIPATION

To be eligible to participate in the 2021 Promotional process, you must have obtained and provided the Merit Board with an official copy of your transcripts showing a bachelor's degree earned by 4:00 PM on July 30, 2021.

In order to verify your education, you must have a sealed official college or university transcripts indicating the degree obtained, and the date the degree was obtained mailed to:

Emily Fox
531 Sangamon Avenue East
Springfield, Illinois 62702

Official electronic transcripts may be submitted to: efox@ispmeritboard.org

Official transcripts must be received by 4:00 PM on July 30, 2021.

Please note: If you have provided transcripts for previous promotional testing cycle (2015, 2017, or 2019) 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.

You may e-mail Emily Fox at efox@ispmeritboard.org to verify the status of your transcripts.

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

READING LIST

The 2021 Promotional Test Reading List has been published on the Merit Board website, illinoistrooper.com. Shift Briefings, Law Bulletins, and Collective Bargaining Agreements are also available to download. Under the Promotional Process tab, select **2021 Promotional Process Information**. You will be required to log-in using your State Police Merit Board assigned username & password (**provided below**).

Username: four-digit ISP Star ID#

Password: four-digit birth year

ORIENTATION

The Illinois State Police Merit Board will provide an **online candidate orientation** for those testing to the rank of Captain. The orientation will be available on the Merit Board website by **June 30, 2021**. The following topics will be covered during the candidate orientation:

1. Overview of the Captain Promotional Process
2. Written Examination
 - Written exam development process
 - Test specifications
 - Item writing style of IO 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

SENIORITY

Seniority (in rank) as of July 1, 2021, 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

Captain candidates will be provided the opportunity to review their respective job knowledge test along with the list of answers on the State Police Merit Board's website. Information regarding the Post-Test Review Process will be provided to candidates at a later date.

PROCESS

The 2021 Captain's 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.