

Illinois State Police Merit Board

Thank you for your interest in the Illinois State Police. Please read this document carefully, paying particular attention to deadlines and required documents:

Review the MINIMUM REQUIREMENTS for this position. Make sure you meet each requirement listed as of the application deadline (4/02/10), with the exception of the education requirement. EDUCATION REQUIREMENT must be met BEFORE the recruitment test date of Saturday, May 15, 2010.

Minimum Requirements for the position of State Trooper:

- **U.S. Citizen**
- **Valid Driver's License**
- **Must be at least 21 years of age at time of application deadline.** There is no maximum age limit; however, the Illinois State Police requires mandatory retirement at 60 years of age.
- **No Felony Convictions**
- **MUST be willing to accept assignment ANYWHERE in the State**
- **Uncorrected visual sharpness, minimum of 20/40; aided vision corrected to 20/20 with both eyes open** (more information regarding visual acuity standards available at end of packet)
- **Military DD-214 form** (if applicable)
- **Education Requirement - ONE of the following MUST be completed BEFORE the recruitment testing date (5/15/2010):**

- Bachelor's degree from a regionally accredited institution*;

OR

- Associate of Arts **OR** Science degree from a regionally accredited Institution* **PLUS** meet **ONE** of the following experience requirements:
 - three (3) consecutive years of full-time law enforcement officer experience within the same police agency **OR**
 - three (3) consecutive years of active military duty;

OR

- Associate of Applied Science degree **ONLY** if degree is in Criminal Justice or Law Enforcement studies from a regionally accredited institution* **PLUS** meet **ONE** of the following experience requirements:
 - three (3) consecutive years of full-time law enforcement officer experience within the same police agency **OR**
 - three (3) consecutive years of active military duty;

OR

- Sixty (60) semester hours from a regionally accredited institution* **PLUS** meet **ONE** of the following experience requirements:
 - three (3) consecutive years of full-time law enforcement officer experience within the same police agency **OR**
 - three (3) consecutive years of active military duty.

NOTE: Semester hours MUST meet ALL of the following criteria:

- 9 semester hours in Communications studies
- 9 semester hours in Social Science studies
- 6 semester hours in Natural Science studies
- 3 semester hours in Math studies
- 9 semester hours in Humanities studies
- 24 semester hours in other electives

*** 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

ILLINOIS STATE TROOPER APPLICATION INSTRUCTIONS

- 1) Visit www.publicsafetyrecruitment.com to complete the online application for the position of State Trooper. Online applications must be completed and confirmed by **12 noon on Friday, April 2, 2010**. You will receive a confirmation number when your online application is complete; save this number for your records.
- 2) Return original, signed release forms (pages 1-5) and other required documents (see checklist) to Public Safety Recruitment (Attn.: ISP, 1127 S. Mannheim Rd. Suite 203, Westchester, IL 60154) **BEFORE 12 noon on Friday, April 2, 2010**. Applications received after **12 NOON on Friday, April 2, 2010** will NOT be accepted. Faxed or postmarked release forms will NOT be accepted. Documents may be delivered by hand (during business hours) or by mail; traceable courier is suggested to ensure timely delivery.
- 3) **SEALED ORIGINAL, OFFICIAL TRANSCRIPTS** indicating completion of education requirements **MUST** be submitted to Public Safety Recruitment, **ATTN: ISP, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154 by WEDNESDAY, JUNE 30, 2010 AT 12 NOON**. Education requirements **MUST** be met **BEFORE** the recruitment test date (05/15/10).
Note: if you attended a college/university or its equivalent outside of the United States, you MUST have your transcript evaluated. Contact Public Safety Recruitment with questions.
- 4) **Attend Orientation, Written Exam, and Fitness Test on Saturday, May 15, 2010 at Triton College**. Time and exact location to be announced at a later date. Candidates must dress appropriately to participate in the Fitness Test on May 15, 2010. Information regarding the Fitness Test is available at the end of this packet.

Applications will be verified AFTER the deadline has passed. Candidates who submit applications lacking proper documentation as indicated on the checklist will not be admitted to testing and will be eliminated from the current application process. I/O Solutions, d.b.a. Public Safety Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully **CONFIRMED** your online application by the April 2, 2010 in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated. Public Safety Recruitment will **NOT** confirm receipt of documentation; it is highly suggested that required documents are sent via traceable carrier (i.e. UPS, FedEx, etc.).

Candidates will receive notification regarding time and exact location for testing from Public Safety Recruitment via email the week of testing. Eligibility notification emails will be emailed **AFTER** every applicant's documents have been verified.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from the current application process.

Please visit our website to complete the online application:

www.publicsafetyrecruitment.com.

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday

CHECK LIST: ILLINOIS STATE POLICE MERIT BOARD

Application:

DEADLINE: April 2, 2010

- Confirmed online

WRITE CONFIRMATION NUMBER HERE: _____

(The confirmation page immediately follows the references section of the online application)

Release Forms: (pages 1-5)

DEADLINE: April 2, 2010

- Fitness Test Waiver and Release of Liability* (pg. 1)
- Authorization for Release of Personal Information* (pg. 2)
(witness signature required)
- Authorization for Background Check* (pg. 3)
- Illinois State Police Merit Board Tactical Skills Inventory* (pgs. 4-5)

***No photocopies or fax copies will be accepted. You must submit the ORIGINAL RELEASE FORMS WITH ORIGINAL SIGNATURES.**

Acceptable witness signatures include *adult* family members and friends.

Other required documents:

DEADLINE: April 2, 2010

- COPY valid Driver's License** (copy of front and back if you received a renewal sticker)
- COPY Birth Record**
READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.
ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED AS THE BIRTH RECORD:
- Copy of U.S. Birth Certificate** (Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories **Hospital copy NOT accepted.**)
- OR**
- Copy of Valid U.S. Passport**
- OR**
- Copy of Naturalization Papers**
- COPY of Military DD-214 Form** (if applicable)
- COPY of Law Enforcement Officer Certification** issued from the Illinois Local Governmental Law Enforcement Officers Training and Standards Board (if applicable)

College/University Transcripts:

DEADLINE: JUNE 30, 2010 at 12 NOON

- SEALED Original, Official College/University Transcripts** from a regionally accredited institution confirming successful completion of education requirements.
READ CAREFULLY: If you have a degree, transcripts MUST indicate date the degree was conferred. If you do NOT have a degree, transcripts MUST provide proof that semester hours meet the specified criteria listed on the minimum requirements page. College/University must be regionally accredited by one of the acceptable associations listed on the minimum requirements page.

Applications will be verified after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to testing and will be eliminated from the current application process. I/O Solutions, d.b.a. Public Safety Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

Call 1.800.343.HIRE with questions or email info@publicsafetyrecruitment.com.

PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

PUBLIC SAFETY RECRUITMENT

ATTN: ISP Trooper

1127 S. MANNHEIM RD., SUITE 203

WESTCHESTER, IL 60154

DO NOT CONTACT OR SUBMIT REQUIRED DOCUMENTS TO THE ILLINOIS STATE POLICE MERIT BOARD.



FITNESS TEST WAIVER AND RELEASE OF LIABILITY

IN CONSIDERATION of the granting of my request to be permitted to take the Illinois State Police Merit Board Examinations and particularly that portion thereof known as the Fitness Test, I hereby waive any claim for injuries to my person that may arise out of my taking, and participating in, the Fitness Test as administered by Illinois State Police sworn personnel. As such applicant, I undertake to assume the risk of all dangerous conditions which may exist on the premises where the tests are administered or the equipment and/or facilities used, and waive notice of the existence of such conditions and rely on my inspection of the same.

IN FURTHER CONSIDERATION of my being permitted to take the Fitness Test, I hereby release the State of Illinois, all of its employees and agents, and the institution where the tests are given, its officers and employees from any claim which I may have of any nature whatsoever and for any injuries to my person or damage to my property while taking said Fitness Test.

I have read the foregoing and understand every word of this Release and Waiver.

AGREED TO AND ACCEPTED this _____ day of _____, 2010.

Signed: _____

Print Name: _____

Address: _____

Witness: _____
Signature

*******APPLIES ONLY TO FEMALE APPLICANTS WHO ARE EXPECTING*******

I, _____, do hereby attest to the fact of being aware of my pregnancy and still choose to participate in this Fitness Test. I release the State of Illinois, all of its employees and agents, and the institution where the tests are given, its officers and employees from any claim which I may have of any nature whatsoever and for any injuries to my person or to my unborn child.

Witness: _____
Signature

Executive Director
Illinois State Police Merit Board

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

For a period of one year from the execution of this form, I _____ authorize the State of Illinois, Illinois State Police to conduct an investigation into all aspects of my qualifications and background. I also authorize any individual, organization, or agency which maintains records relating to me to provide these records on request to any agency of the Illinois State Police conducting such an investigation. This authorization includes, but is not limited to, employment records, credit records, and criminal history records. The intent of this authorization is to give my consent to full and complete disclosure of criminal records, internal investigation records, military records, records of educations and financial institutions, employment and pre-employment records, background reports, efficiency ratings, and complaints. I specifically waive my rights to written notice of release of information relating to prior disciplinary actions, as provided by the Illinois Personnel Record Review Act.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information whether from record or recollection. I further release the Illinois State Police, its agents and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

Signature

Date

Print Name

Maiden Last Name, former Married name(s) or Other names used

Current Address

Previous Address

City / State / Zip

City / State / Zip

To process this form, the following information has been requested by the Illinois State Police:

Date of Birth

Social Security Number

Driver's License Number

Gender / Race

Authorization for Appointment/Employment Credit Report

I authorize the Illinois State Police to obtain a credit report on myself through the credit reporting agency of its choice.

Signature

Date

Print Name

Employment Credit Report Disclosure Statement

The Illinois State Police will procure a credit report concerning my employment. If an adverse employment decision is made due totally or partially to the information on the credit report, the Illinois State Police will provide me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

Signature

Date

Print Name



**AUTHORIZATION
FOR BACKGROUND CHECK**

**ILLINOIS DEPARTMENT OF CHILDREN &
FAMILY SERVICES**

CHILD ABUSE AND NEGLECT TRACKING SYSTEM (CANTS)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of a child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signature

Date

Print Name

Social Security Number

ILLINOIS STATE POLICE
DIVISION OF INTERNAL INVESTIGATION
RHONDA JONES
801 SOUTH 7TH STREET
SPRINGFIELD, IL 62794-9461



ILLINOIS STATE POLICE MERIT BOARD TACTICAL SKILLS INVENTORY

This document contains a list of special skills as identified by the Illinois State Police. Your task will be to identify the skills which you feel you are qualified and could perform in a competent manner. Keep in mind that all answers you give will be verified at a later date.

I hereby certify that the facts set forth in this tactical skills inventory are true. I understand that false statements may be considered sufficient cause for rejection.

Print: Last Name

First Name

Social Security Number

Signature

Date

INSTRUCTIONS

Circle the appropriate response for each language that pertains to you. Consider each language carefully.

Read: Circle if you can read a letter or newspaper in the language.

Write: Circle if you can write a letter in the language.

Speak: Circle if you can conduct an in-depth interview in the language.

If you have no proficiency in a language, leave the row blank and move on to the next language.

If you have proficiency in a language **not** listed, please indicate language and proficiency at the bottom of this page.

LANGUAGE	READ	WRITE	SPEAK
Arabic	Read	Write	Speak
Chinese	Read	Write	Speak
French	Read	Write	Speak
German	Read	Write	Speak
Hebrew	Read	Write	Speak
Italian	Read	Write	Speak
Korean	Read	Write	Speak
Nigerian	Read	Write	Speak
Polish	Read	Write	Speak
Portuguese	Read	Write	Speak
Russian	Read	Write	Speak
Sign Language	Read	Write	Speak
Spanish	Read	Write	Speak
Vietnamese	Read	Write	Speak

Other language(s) and proficiency: _____

SKILLS

INSTRUCTIONS

There are two (2) steps to complete the following section.

Step #1: Read the following list of skills. If you meet the required criteria for a particular area of expertise, make a check in the **expert knowledge** box. You must meet the required qualifications (degree, certification, license) as listed for each area as of today.

Step #2: If you have teaching experience in any of the following areas of expertise (in addition to the required qualifications), make a check in the **teaching expertise** box.

If you do not possess a skill, leave the row blank and move on to the next skill.

SKILLS	REQUIRED CERTIFICATIONS	EXPERT KNOWLEDGE	TEACHING EXPERIENCE
Accident Reconstruction	Certification		
Accounting/Financial Planning/Auditing	4-year Degree/Certification		
Artist/Police Artist	International Association of Identification		
Bombs/Ordinance/Explosives	EOD/NRNS License		
Chemist	4-year Degree		
Commercial Vehicle Operator	CDL License		
Counseling	Degree/License		
Electrical Engineer/Electrician/Electronics	4-year Degree/License		
Electronic Surveillance	ET Degree or Military Experience		
Emergency Vehicle Operator	ISP Academy Certification		
Firearms Examiner	AFTE or Proof of Court Acceptance as Expert		
Firearms Instructor	ISP Academy Certification		
Gunsmith/Armorer	Certification		
Handwriting Analysis/Document Examiner	Certification		
Hostage Negotiator	Certification		
Intelligence Networking	ANACAPA/FLETC Certification (Crim. Intel. Anal.)		
Investigator/Interviewer	Reid School/Nat'l Crime Preven. Ins./Train. Board		
K-9 Handler	Certification		
Lawyer	J.D. Degree		
Locksmith	License		
Mathematics/Statistics	4-year Degree		
Motor Carrier Safety	State Certification		
Nursing	RN-Degree/License		
Paramedic	License		
Pharmacist	Degree/License		
Pilot-Fixed Wing	License		
Pilot-Helicopter	License		
Polygraph Operation	State License		
Scuba Diver	Certification/PADI		
Systems Analyst/Computer Operations/MIS	4-year Degree		
Tactical Response Team (SWAT)	Certification/Training from Certified Instructor		
Teaching	4-Year degree		



SYNOPSIS OF VISUAL STANDARDS FOR ENTRANCE INTO ILLINOIS STATE POLICE ACADEMY

The following standards are provided to the doctors who administer the vision tests. If you have any questions or concerns with your vision, or suspect color blindness, we suggest you discuss these concerns with your personal doctor as the vision screening is one of the last steps in the selection process.

You cannot be offered employment if you have certain forms and/or severity of color blindness or depth perception. A doctor's certification is required for corneal surgeries to certify there are no appreciable problems with glare six months after the surgery was performed.

VISUAL ACUITY:

Uncorrected visual sharpness, minimum of 20/40 with both eyes open using a typical Snellen opticon.
Aided vision corrected to 20/20 with both eyes open.

REFRACTIVE ERROR:

Limitations on higher hyperopic corrections (farsighted).

PERIPHERAL VISION:

Normal horizontal field, each eye.

COLOR VISION:

Normal or mild anomalous trichromat (red - green deficiency) as defined by specific pseudoisochromatic plates.

STEREOACUITY:

50 seconds of arc or less on specific targets.

FUSION/MOTILITY:

Prism dissociation and its recovery time.

GLARE SENSITIVITY:

Reduction of corrected binocular vision to no less than 20/70.

EYE HEALTH & HISTORY:

No pathology or condition which would impair performance or increase risk on the job, e.g. repair of detached retina; signs and symptoms of glaucoma; and lack of certification of specific months of stabilization following Radial Keratotomy, Laser PRK or ALK.

REFRACTIVE SURGERY:

Radial Keratotomy

Photorefractive Keratectomy: Prior to application, recipients of the surgery are required to obtain from the surgeon or co-management professional evidence of stable non-fluctuating vision and no appreciable problem with glare at the six month period.

Lasik Surgery: Prior to application, recipients of the surgery are required to obtain from the surgeon or co-management professional evidence of stable non-fluctuating vision and no appreciable problem with glare at the five month period. If an enhancement procedure has or is to be performed, then the certification is to be extended an additional three months. The interval would begin the date of the last corneal procedure or enhancement.

FOUR-ITEM FITNESS TEST FOR ILLINOIS STATE POLICE OFFICER APPLICANTS

Practical exercise performance requirements are fitness activities related to law enforcement tasks. The following practical exercise performance requirements have been identified and must be satisfactorily performed for successful completion of the Merit Board's Fitness requirement.

As with any new physical regimen, please consult your physician before beginning.

1. **SIT AND REACH TEST** - This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. **The score is the distance, in inches, reached on a yardstick.**

2. **ONE MINUTE SIT-UP TEST** - This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force. It is also important for maintaining good posture and minimizing lower back problems. **The score is the number of correct sit-ups completed in one minute.**

3. **ONE REPETITION MAXIMUM BENCH PRESS** - This is a maximum weight pushed from the bench press position, measuring the amount of upper body force that can be generated. It is an important area for performing police tasks requiring upper body strength. The test will be conducted on a Universal DVR-Chest Press. **The score is a ratio of weight pushed divided by body weight.**

4. **1.5 MILE RUN** - This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. **The score is in minutes and seconds.**

ILLINOIS STATE POLICE MERIT BOARD FITNESS STANDARDS

<u>TEST</u>	<u>MALE</u>				<u>FEMALE</u>			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Age								
Sit & Reach (measured in inches)	16.5	15.5	14.25	13.25	19.25	18.25	17.25	16.75
Per Minute Sit-Up	38	35	29	24	32	25	20	14
Maximum Bench Press Ratio (% of total weight)	0.99	0.88	0.80	0.71	0.59	0.53	0.50	0.44
1.5 Mile Run	12:51	13:36	14:29	15:26	15:26	15:57	16:58	17:55

HOW TO PREPARE FOR THE FITNESS TEST

1. Preparing for the sit and reach test.

Perform sitting types of stretching exercises daily to increase this area.



Sit And Reach. Sit on the floor with legs straight. Slowly bend forward at the waist and extend fingertips toward the toes (keep legs straight). Hold for 10 seconds. Repeat 5 times.



Towel Stretch. Sit on the floor with legs straight. Wrap a towel around feet, holding each end of the towel with one hand. Lean forward and pull gently on the towel, extending the torso toward toes. Hold for 10 seconds. Repeat 5 times.

2. Preparing for the sit-up test.

Do as many bent leg sit-ups (hands behind the head) as possible in one minute. This is the set number.



Do 3 sets at a time, at least 3 times a week.

3. Preparing for the 1 repetition maximum bench press.

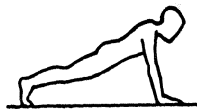
If weights are available, determine the maximum weight that can be bench pressed at one time.

Calculate 60% of that weight to determine training weight. A set is 8 – 10 repetitions of that weight.



Do 3 sets weekly, adding 2 ½ to 5 pounds every week.

If weights are not available, push-up exercises can be utilized. Determine how many push-ups can be done in one minute. This is the set number.



Do 3 sets at a time, at least 3 times a week.

4. Preparing for the 1.5 mile run.

Below is a gradual schedule that will enable a maximum effort for the 1.5 mile run. If possible, advance the schedule on a weekly basis, proceeding to the next level. If the distance can be covered in less time, that should be encouraged.



Week	Activity	Distance	Time	Frequency
1	Walk	1 mile	20 minutes – 17 minutes	5 times weekly
2	Walk	1.5 miles	29 minutes – 25 minutes	5 times weekly
3	Walk	2 miles	35 minutes – 32 minutes	5 times weekly
4	Walk	2 miles	30 minutes – 28 minutes	5 times weekly
5	Walk/Jog	2 miles	27 minutes	5 times weekly
6	Walk/Jog	2 miles	26 minutes	5 times weekly
7	Walk/Jog	2 miles	25 minutes	5 times weekly
8	Walk/Jog	2 miles	24 minutes	4 times weekly
9	Jog	2 miles	23 minutes	4 times weekly
10	Jog	2 miles	22 minutes	4 times weekly
11	Jog	2 miles	21 minutes	4 times weekly
12	Jog	2 miles	20 minutes	4 times weekly