

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 <u>MINIMIUM REQUIREMENTS</u> for this position. Make sure you meet each requirement listed as of the application deadline (11/19/12), with the exception of the education requirement. <u>EDUCATION</u> <u>REQUIREMENT</u> must be met <u>BEFORE</u> the January 5, 2013 recruitment test date.

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 <u>ONE</u> of the following <u>MUST</u> be completed <u>BEFORE</u> the recruitment testing date (1/5/2013):
 - Bachelor's degree from a regionally accredited institution*;

OR

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

OR

• Any person who has been honorably discharged by the US Armed Forces, or are active members of the IL National Guard or a reserve component of the US Armed forces, and who has been awarded a Southwest Asia Service Medal, Kosovo Campaign Medal, Korean Defense Service Medal, Afghanistan Campaign Medal, Iraq Campaign Medal, or Global War on Terrorism Expeditionary Medal. You MUST prove you have been awarded a medal by providing a copy of your DD214 by application deadline, Nov. 19, 2012. All other Merit Board requirements must be met to be considered an eligible candidate.

ILLINOIS STATE TROOPER APPLICATION INSTRUCTIONS

- Visit <u>www.publicsafetyrecruitment.com</u> to complete the online application for the position of State Trooper. Online applications must be completed and confirmed by 12 noon on Monday, November 19, 2012. 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 1-7) and other required documents (see checklist) to Public Safety Recruitment (Attn.: ISP Trooper, 1127 S. Mannheim Rd. Suite 203, Westchester, IL 60154) BEFORE 12 noon on Monday, November 19, 2012. Applications and paperwork received after 12 NOON on Monday, November 19, 2012 will <u>NOT</u> be accepted. Faxed or postmarked release forms will <u>NOT</u> be accepted. Documents may be delivered by hand (during business hours) or by mail; traceable courier is suggested to ensure timely delivery.
- 3) <u>ORIGINAL</u>, <u>OFFICIAL</u> <u>TRANSCRIPTS</u> submitted in <u>SEALED</u> envelope indicating completion of education requirements MUST be submitted to Public Safety Recruitment, ATTN: ISP Trooper, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154 by <u>FRIDAY</u>, JANUARY 4, 2013 AT 12 NOON. Education requirements MUST be met <u>BEFORE</u> the recruitment test date (1/5/2013).

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 and Written Exam on the test date indicated in your online application:

Saturday, December 8, 2012

McCormick Place 2301 S. Lake Shore Drive Chicago, IL

Saturday, January 5, 2013

Prairie Capitol Convention Center I Convention Center Plaza Springfield, IL 62701

Applications will be verified <u>AFTER</u> 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 November 19, 2012 in order to be eligible to attend 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 <u>the week of testing</u>. 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: <u>www.publicsafetyrecruitment.com</u>. If you have any questions, please contact Public Safety Recruitment I-800-343-HIRE ~ e-mail: <u>info@publicsafetyrecruitment.com</u> 9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday

CHECK LIST: ILLINOIS STATE POLICE MERIT BOARD

DEADLINE: November 19, 2012
NFIRMATION NUMBER HERE:
DEADLINE: November 19, 2012
*No photocopies or fax copies will be accepted. You must submit the ORIGINAL RELEASE FORMS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include <i>adult</i> family members and
friends.
DEADLINE: November 19, 2012
ı renewal sticker)
S THE BIRTH RECORD: d by a Board of Health or Bureau of Vital statistics <u>NOT accepted</u> .)
m the Illinois Local Governmental Law
LINE: January 4, 2013 at 12 NOON
i pts from a regionally accredited ements.

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 <u>info@publicsafetyrecruitment.com</u>. 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.



Illinois State Police Merit Board Entry-Level Trooper Eligibility Questionnaire

Social Security Number:							
Name: Last	First	Middle					
Indicate which recruitment tes McCormick Place, Chicago The following questions must	– Dec. 8, 2012	to: (Choose 1 only) Prairie Capitol Convention Center, Springfield – Jan. 5, 2013 mine your eligibility set forth by					
the Illinois Compiled Statutes		nine your engining ser form by					
<u>Yes</u> <u>No</u>							
Have you ever b	een convicted of a felony?						
Are you a citizen	of the United States?						
Do you have a vo	alid driver's license?						
Are you willing to	o accept an assignment anywhe	ere in the state?					
	Do you have three (3) years of <u>continuous, full-time service</u> as a police officer with the <u>same</u> police agency?						
Do you have thre	e (3) years of <u>continuous, full</u>	l -time military duty?					
-	Have you been honorably discharged from the armed or naval services of the United States AND been awarded an Afghan or Iraqi Campaign Medal?						
While in college,	was your major in Law Enforce	ement/Criminal Justice?					
Indicate the highest level of e	ducation you will have earned	d by the January 5, 2013					
Recruitment Test Date.							
Associate's Degree	└── 60/90 └──) semester hours with NO degree					
Bachelor's Degree	chelor's Degree Master's Degree						
Doctorate None							
		y online application is true and dered sufficient cause for rejection.					
Candidate Name:							
Candidate Signature:							
Date:							
llinois State Police Merit Board OR FAXES <u>NOT</u> ACCEPTED. ORIGINAL.	INK SIGNATURES REQUIRED. WITNE	Required Document Page 1 OF SS SIGNATURE REQUIRED ON PAGE 3. DO NOT SU					

2012 Illinois State Police Merit Board COPIES OR FAXES <u>NOT</u> ACCEPTED. ORIGINAL. <u>INK</u> SIGNATURES REQUIRED. WITNESS SIGNATURE REQUIRED ON PAGE 3. DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S. <u>SEE CHECK LIST</u> FOR LIST OF ALL REQUIRED DOCUMENTS **DUE 11/19/2012 AT NOON**. LEAVE NO BLANKS. CALL 800.343.HIRE WITH QUESTIONS BEFORE THE DEADLINE.



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 c	lay of, 2012.
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

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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 proc	cess this form, the following information has b	requested by the Illinois State Police:
	Date of Birth	Social Security Number
	Driver's License Number	Gender / Race
l authoi		ntment/Employment Credit Report port on myself through the credit reporting agency of its choice
	Signature	Date
	Print Name	
made a the crea	nois State Police will procure a credit report due totally or partially to the information on	Report Disclosure Statement ncerning my employment. If an adverse employment decision e credit report, the Illinois State Police will provide me a copy r Credit Reporting Act, and the source of the credit report so t
	Signature	Date
	Print Name	

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State of Illinois Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK

Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name:				
Last		Fir	st	Middle
Date of Birth:	Gender (circle): N	Male Fem	ale Race: —	
Current Address:				
		Street/Ap	t II	
City		<u> </u>	-	Zin Code
City		Sta	ate	Zip Code
If you currently reside in Illinois, p OR	-			
If you currently reside out-of-state	, please provide ALL III	inois addresses	s in which you d	lid reside while living in Illinois. Dates
(Street/Apt#/City/County/State/Z	Zip Code)			From/To
List maiden name and/or all othe	er names by which you	have been kn	own: (last, firs	t, middle)
Tracking system (CANTS) to det	ermine whether I have	been a perpet	rator of an ind	search of the Child Abuse and Neglect icated incident of child abuse and/or
neglect or involved in a pending in	vestigation. I further con	sent to the rele	ease of this infor	mation to the agency listed below.
Signed	Date			
Please type, use bold letters or label:				
		(Agency N	ame)	
		(Contact P (Address)	erson)	DCFSED
		(City/State	Zip)	
		-	-	mber),
		(Submittin	g Email Address) <u>,</u>	
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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: _

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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 Cert. Instructor			
Teaching	4-Year degree			

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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. <u>SIT AND REACH TEST</u> 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.
- 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. <u>ONE REPETITION MAXIMUM BENCH PRESS</u> 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. <u>I.5 MILE RUN</u> 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.

<u>TEST</u>	MALE				<u>FEM</u>	ALE		
Age	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
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
I.5 Mile Run	12:51	13:36	14:29	15:26	15:26	15:57	16:58	17:55

ILLINOIS STATE POLICE MERIT BOARD FITNESS STANDARDS

HOW TO PREPARE FOR THE FITNESS TEST

I. Preparing for the sit and reach test.

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



<u>Sit And Reach.</u> 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.



<u>*Towel Stretch.*</u> 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 ¹/₂ 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
\mathcal{O}	1	Walk	1 mile	20 minutes – 17 minutes	5 times weekly
$\left \right\rangle$	2	Walk	1.5 miles	29 minutes – 25 minutes	5 times weekly
1	3	Walk	2 miles	35 minutes – 32 minutes	5 times weekly
$\langle \langle \rangle$	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



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.