

## Illinois State Police Merit Board – State Trooper Application

Thank you for your interest in the Illinois State Police Merit Board. Please read this document carefully, paying particular attention to the instructions and minimum requirements.

**Review the MINIMUM REQUIREMENTS for this position. Make sure you meet each requirement listed before completing an application.**

### **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.** 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**
- **Military DD-214 form (if applicable)**
- **Education Requirement - ONE of the following MUST be completed BEFORE the application is completed:**
  - 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

**OR**

- Any person who has been honorably discharged by the US Armed Forces, or is an active member 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 before your scheduled testing date. All other Merit Board requirements must be met to be considered an eligible candidate.

**Illinois State Police Merit Board – State Trooper Application****ILLINOIS STATE TROOPER  
APPLICATION INSTRUCTIONS**

- 1) Visit [recruitment.iosolutions.org](http://recruitment.iosolutions.org) to complete the online application for the position of State Trooper.**  
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 IOS Recruitment (Attn.: ISP Trooper, 1127 S. Mannheim Rd. Suite 203, Westchester, IL 60154) **WITHIN 30 DAYS OF SUBMITTING AN APPLICATION. Required documents received after 30 days of application submission will be deemed invalid and you will be ineligible to test.** Documents may be delivered by hand (during business hours) or by mail; traceable courier is suggested to ensure timely delivery.**
- 3) ORIGINAL, OFFICIAL TRANSCRIPTS submitted in SEALED envelope indicating completion of education requirements **MUST** be submitted with all other required documentation. Education requirements **MUST** be met before the application is completed. Transcripts cannot be sent to IOS Recruitment directly from your school. Note: if you attended a college/university or its equivalent outside of the United States, you **MUST** have your transcript evaluated. Contact IOS Recruitment with questions.**
- 4) Once you are deemed an acceptable applicant, you will be given instructions (via email) as to the next steps in the process.**

Candidates who submit applications lacking proper documentation as indicated on the checklist will be deemed unacceptable. I/O Solutions, d.b.a. IOS Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application in order to be deemed an acceptable applicant. You may drop your application documents off in person or by mail. IOS Recruitment will NOT confirm receipt of documentation; it is highly suggested that required documents are sent via traceable carrier (i.e. UPS, FedEx, etc.).

**Applicants will receive notification from the Illinois State Police Merit Board (through a self-identified email address) regarding time and exact location for testing.**

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:

[Recruitment.iosolutions.org](http://Recruitment.iosolutions.org)

**If you have any questions, please contact IOS Recruitment  
1-800-343-HIRE ~ e-mail: [recruitment@iosolutions.org](mailto:recruitment@iosolutions.org)**

**9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday  
Closed weekends and holidays**



## CHECK LIST: ILLINOIS STATE POLICE MERIT BOARD

<u>Application:</u> <input type="checkbox"/> Confirmed online	WRITE CONFIRMATION NUMBER HERE: _____ WRITE CONFIRMATION DATE HERE: _____
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### THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITHIN 30 DAYS OF THE CONFIRMATION DATE LISTED ABOVE

If received after 30 days your application will be deemed invalid.

**Please submit the following documentation in the order that it is presented on this check list.**

<b>Release Forms (pages 1-7):</b> <input type="checkbox"/> Entry-Level Trooper Basic Questionnaire* (pg. 1) <input type="checkbox"/> Fitness Test Waiver and Release of Liability* (pg. 2) (witness signature required) <input type="checkbox"/> Authorization for Release of Personal Information* (pg. 3) <input type="checkbox"/> Illinois State Police Merit Board Tactical Skills Inventory* (pgs. 4-5) <input type="checkbox"/> Review of Four-Item Fitness Test - (pgs. 6-7, check box on each page required)	*No photocopies or fax copies will be accepted. You must submit original release forms with original signatures. Acceptable witness signatures include adult family members and friends.
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#### **Other required documents:**

**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 documents. 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 Long Form** (*if applicable*)

**READ CAREFULLY:** DD-214 must specifically denote your discharge status as honorable – if you fail to provide the DD-214 long form containing this status, your military experience will **not** be considered

**COPY of Law Enforcement Officer Certification** issued from the Illinois Local Governmental Law Enforcement Officers Training and Standards Board (*if applicable*)

#### **College/University Transcripts – **MUST** be submitted along with above documentation:**

**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.

**\*DO NOT SENT TRANSCRIPTS SEPARATE FROM REQUIRED DOCUMENTS\***



# Illinois State Police Merit Board

## Entry-Level Trooper Eligibility Questionnaire

Social Security Number:

Name:

Last

First

Middle

**The following questions must be answered in order to determine your eligibility set forth by the Illinois Compiled Statutes and Merit Board Rules.**

**Yes      No**

- Have you ever been convicted of a felony?
- Are you a citizen of the United States?
- Do you have a valid driver's license?
- Are you willing to accept an assignment anywhere in the state?
- Do you have three (3) years of **continuous, full-time service** as a **police officer** with the **same** police agency?
- Do you have three (3) years of **continuous, full-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 Enforcement/Criminal Justice?

**Indicate the highest level of education you will have earned at the time your application is submitted:**

<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> 60/90 semester hours with NO degree
<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree
<input type="checkbox"/> Doctorate	<input type="checkbox"/> None

**I certify that the facts set forth on this questionnaire and my online application are true and complete. I understand that false statements may be considered sufficient cause for rejection.**

**Candidate Name:** \_\_\_\_\_  
(printed)

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 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 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature

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### \*\*\*\*\*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

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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, driver's license records, internal investigation records, military records, records of educational 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 authorize the Illinois State Police and its agents to provide copies of any records obtained pursuant to this release to any person(s) who are authorized to participate in the vetting of my qualifications and background for employment purposes. 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.

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Signature

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Date

---

Print Name (First, Middle, Last)

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

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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:

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Date of Birth

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Social Security Number

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Contact Phone Number

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Driver's License Number

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Sex/Race

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Email Address

### **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.

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Signature

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Date

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Print Name

### **Employment Credit Report Disclosure Statement**

The Illinois 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.

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Signature

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Date

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Print Name

ISP 4-28 (10/14)

### **2014 Illinois State Police Merit Board**

COPIES OR FAXES NOT ACCEPTED. ORIGINAL INK SIGNATURES REQUIRED. WITNESS SIGNATURE REQUIRED ON PAGE 2. DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S. SEE CHECK LIST FOR LIST OF ALL REQUIRED DOCUMENTS. LEAVE NO BLANKS.  
CALL 800.343.HIRE WITH QUESTIONS BEFORE SUBMITTING AN APPLICATION.

### **Required Document Page 3 Of 7**



## 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.

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Print: Last Name

First Name

Social Security Number

---

Signature

---

Date

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### INSTRUCTIONS

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

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

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

Speak: Check 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			
Chinese			
French			
German			
Hebrew			
Italian			
Korean			
Nigerian			
Polish			
Portuguese			
Russian			
Sign Language			
Spanish			
Vietnamese			

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/Ordnance/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		

## **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**

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

**I acknowledge that I have read the information on this page pertaining to the four-item fitness test for Illinois State Police Officer Applicants.**

# 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 one 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
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

I acknowledge that I have read the information on this page pertaining to preparation for the four-item fitness test for Illinois State Police Officer Applicants.



## **FINAL CHECKS BEFORE SUBMITTING REQUIRED DOCUMENTS**

- I have submitted an online application at [recruitment.iosolutions.org](http://recruitment.iosolutions.org)
- I have received a confirmation number from my application
- My online application has been submitted within the past 30 days
- I have the following included in my submission packet to send to IOS Recruitment, in this **exact order:**
  - Release Forms (pgs. 1-5)
  - Four-Item Fitness Test (pgs. 6-7, checked to acknowledge information)
  - Copy of driver's license
  - Copy of birth record
  - Copy of Military DD-214 **Long Form** (if applicable)
  - Copy of Law Enforcement Officer Certification (if applicable)
  - **Original, Official** (sealed) College Transcripts

**This documentation must be submitted at the same time.** If you are missing any document(s), your application may be deemed invalid. If you submit required documentation more than 30 days after submission of an online application, your application may be deemed invalid.

**Please send your required information packet to:**

**IOS Recruitment  
ATTN: ISP Trooper  
1127 S. Mannheim Rd., Ste. 203  
Westchester, IL 60154**