**Section 150.430 Procedures**

a) The Board will provide each officer with official notification announcing the examination and requesting a written response respecting the officer's intention to participate.

b) Candidates for promotion must complete examinations at the time designated by the Board in the official notification. No exceptions will be allowed.

c) Candidates must have taken the most recent examination offered by the Board to be eligible for certification for promotion. All candidates taking the examination for each rank will be advised of their total promotional score and standing.

d) Promotional Process Components

The total promotional score will consist of combined standardized scores or respective percentage weights of the components designated for each rank:

|  |
| --- |
| Components |
|  |  |
| Sergeant, Master Sergeant, Lieutenant and Captain: |  |
| Job Knowledge Test, PerformanceAppraisal and Assessment | 95% |
| Exercise, combined |  |
| Seniority in Rank | Up to 5 points |

e) Candidates for the ranks of Sergeant, Master Sergeant, Lieutenant and Captain will participate in a written examination and an assessment exercise, as well as receive a performance appraisal and a seniority score. The combined score will be standardized to a 100 point scale. The top 65% of all Sergeants, Master Sergeants and Lieutenants participating in the total promotional process will be certified by the Board. The top 65% of candidates is calculated by taking the total number of candidates on that list, multiplying that number by 0.65 and, in a case of a fraction, rounding up to the next whole integer. Any officer whose rank on the list is equal to or less than that number shall be considered certified for promotion. All candidates competing for the ranks of Lieutenant and Captain must possess a Bachelor's Degree. Those candidates hired before 1999 will be granted 10 years to complete a Bachelor's Degree. The 10 year period will begin on January 1, 2003 and end on December 31, 2013. Candidates must have graduated with a "C" average or better from an accredited college or university, as certified by the registrar of the college or university. The college or university must be accredited by one of the following associations:

1) Middle States Commission on Higher Learning;

2) Higher Learning Commission;

3) New England Commission of Higher Education;

4) Northwest Commission on Colleges and Universities;

5) Southern Association of Colleges and Schools Commission on Colleges;

6) WASC Senior College and University Commission.

f) The Board will certify to the Director the top 65% of those Troopers and Special Agents participating in the total promotional process. The top 65% of candidates is calculated by taking the total number of candidates on that list, multiplying that number by 0.65 and, in a case of a fraction, rounding up to the next whole integer. Any officer whose rank on the list is equal to or less than that number shall be considered certified for promotion.

g) There will be a statewide certification list for the rank of Captain. The certification lists for Sergeant and Master Sergeant will be according to Districts and the certification lists for Lieutenant will be according to Regions, as defined jointly by the Illinois State Police and the Illinois State Police Merit Board for promotional purposes.

h) The top 10 candidates on each certification list for all ranks are equally eligible for promotion by the Director; however, in the event of a tied score, all candidates obtaining such score shall be equally eligible for promotional consideration. The Director may promote accordingly any one of the eligible candidates in accordance with Equal Employment Opportunity Commission regulations (29 CFR 1600 et seq. (July 1, 2010)) and Illinois Department of Human Rights guidelines.

1) As promotions are accepted or waived, that candidate with the next highest total promotional score on the list becomes equally eligible for promotion; however, in the event of a tied score, all candidates obtaining such score shall be equally eligible for promotional consideration;

2) Eligible candidates on the certification list may decline an offer of promotion without losing position on the certification list. In the event of declination, that candidate with the next highest total promotional score becomes equally eligible for promotion; however, in the event of a tied score, all candidates obtaining such score shall be equally eligible for promotional consideration.

i) Upon written notification from the Department to the Board that a candidate on the certification list has been suspended, is on leave of absence, or has applied for disability benefits, the Board will remove the candidate's name from the certification list. The candidate's name will be restored on the list in a position in proper relation to the total promotional scores remaining when the suspension or leave of absence terminates or the disability is removed.

j) The certification list shall remain in force until the new certification list has been established; however, in the event that a certification list becomes exhausted, the Director will file a written request with the Board asking for the certification of additional names on any one list if necessary to fill vacant positions.

(Source: Amended at 46 Ill. Reg. 3589, effective February 17, 2022)