

# ILLINOIS STATE POLICE

## PER-058, INTERVIEW AND SELECTION GUIDELINES

<b>RESCINDS:</b> PER-058, 2017-001, revised 02-23-2017.	<b>REVISED:</b> 04-25-2022 <b>2022-176</b>
<b>RELATED DOCUMENTS:</b> PER-101	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 31.4.3

### I. POLICY

The Illinois State Police (ISP) will not engage in the hiring, promotion, transfer, or recall decision involving non-policy making code employees based on political party affiliation or support.

### II. AUTHORITY

- II.A. Rutan v. Republican Party of Illinois, 497 U.S. 62, 110 S.Ct. 2729, 111 L.Ed.2d 52 (1990), (finding that non-policymaking governmental employees are protected by the First Amendment from discriminatory promotion, transfer, recall, or hiring on the basis of political affiliation).
- II.B. 20 ILCS 2610, et seq., "Illinois State Police Act"
- II.C. State of Illinois, Administrative Order Number 1 and 2 (1990), Executive Order #2 (2009)
- II.D. The Governor's Comprehensive Employment Plan for Agencies Under the Jurisdiction of the Governor (Effective July 15, 2021.)

### III. PROCEDURES

#### III.A. Code Personnel

- III.A.1. All ISP employees involved in the interview and selection process for positions covered by the Comprehensive Employment Plan will complete the Illinois Department of Central Management Services (CMS) approved training on interview and selection techniques. (Staff are required to complete training one year following the completion of initial "CMS Interviewer Certification Training 2021" on-line training that opened in August 2021.)
- III.A.2. Materials related to the training in paragraph III.A.1. of this directive, supporting forms, and record keeping systems will be retained by the Office of Human Resources (OHR).
- III.A.3. Prior to posting, the ISP will establish standardized procedures to rank all candidates interviewed, job-related hiring criteria, and structured interview questionnaires for all vacant positions covered by the interview process as determined by CMS.
- III.A.4. Copies of records, forms, etc., documenting interviews, candidate evaluations, and employment decision justifications will be submitted to the OHR, where they will be maintained according to the established record retention plan.
- III.A.5. To substantiate the results of the interview, the work location must retain copies of the interview invitations, completed structured interview questionnaires, and supporting documentation (i.e., certified mail receipts, mail receipts) for three years or longer if there is pending litigation.
- III.A.6. The online CMS Interviewer Training should be referred to for additional guidance, clarification, and applicability of the guidelines established by the Comprehensive Employment Plan.

#### III.B. Sworn Personnel

- III.B.1. Sworn personnel must meet eligibility requirements as established by the ISP Merit Board for consideration for promotion. All officers who are certified for promotion may be considered for vacancies that would result in a promotion.

- III.B.2. Copies of records, forms, etc., documenting interviews, candidate evaluations, and employment decision justifications will be submitted to the OHR, where they will be maintained according to the established record retention plan.
- III.B.3. To substantiate the results of the interview, the work location must retain copies of the interview invitations, completed structured interview questionnaires, and supporting documentation (i.e., certified mail receipts, mail receipts) for three years or longer if there is pending litigation.
- III.B.4. The Department reserves the right to appoint officers to positions on the basis of operational need and which are in the best interest of the Agency. Vacancies for sworn positions will be posted whenever practical. However, with Director's approval, exceptions to the posting of some positions may be granted in certain instances, for example:
  - III.B.4.a. The requesting Deputy Director must articulate to the Director why the officer is suited for the position due to their knowledge, skills and abilities.
  - III.B.4.b. The requesting Deputy Director must articulate to the Director the position is one of particular confidentiality: i.e. Chief of Staff; Deputy Director's Staff position; at times, EEO, Legal, Labor positions; and, other positions if adequately articulated.
  - III.B.4.c. Appointments to the ranks of First Deputy Director, Colonel, Lieutenant Colonel, and Major will be conducted in accordance with ISP Directive, ORG-003, "Appointed Exempt Ranks."
  - III.B.4.d. Appointments may be made without the use of the interview process at the discretion of the Director (not arbitrary or capricious).
- III.B.5. Internal Sworn vacancy announcements for posted vacancies will be distributed electronically to all Sworn personnel by the OHR.
  - III.B.5.a. Sworn personnel applying for vacant positions will submit their application to the OHR and advise their supervisor that they have applied.
  - III.B.5.b. Sworn personnel eligible for vacant promotional positions may electronically submit a waiver to the OHR or be automatically considered to have waived the position if an application is not received by the posting deadline.
  - III.B.5.c. The OHR will collect all applications for internally posted Sworn vacancies and forward the applications to the work unit commander of the vacant position.
- III.B.6. The interview process for internal Sworn vacancy announcements will be conducted using the ISP Strategic Performance Evaluation Applications for Results (SPEAR365) platform.
  - III.B.6.a. All interview panel members will view the Objective Evaluation video stored in SPEAR365 annually and will review the Sworn Interview Session Guidelines (available within SPEAR365) and the Sworn Employee Interview and Selection Procedures, Form ISP 2-556, prior to serving on an interview panel.
  - III.B.6.b. The interview panel facilitator will be the next highest-ranking sworn supervisor in the chain-of-command for the vacant position.
    - III.B.6.b.1) The interview facilitator will ensure all panel members have completed the Objective Evaluation training and comply with the Sworn Interview Session Guidelines.
    - III.B.6.b.2) The interview facilitator, along with his/her direct chain-of-command, is responsible for constructing the interview questions.
    - III.B.6.b.3) The interview facilitator will brief the panel members on the expectations of the interview, rotation of questions, discussions, and other pertinent guidance.
  - III.B.6.c. The interview facilitator may set time limits for interview question responses.

- III.B.6.c.1) Time limits will be presented at the beginning of the interview if the time limit is the same for all questions.
- III.B.6.c.2) If response time limits vary, then response time limits will be presented prior to each question.
- III.B.6.c.3) In all cases, time spent by interview panel members for note taking and scoring will not count against the interview question response time period.
- III.B.6.c.4) Interview panel members may make hand-written notes instead of typing them in SPEAR 365. Any and all such notes will be scanned and uploaded into SPEAR 365.

III.B.6.d. In the event that the SPEAR365 platform is not available during a scheduled Sworn interview, the interview may proceed using a paper format.

- III.B.6.d.1) The interview facilitator is responsible for having the interview questions printed in case of a system outage.
- III.B.6.d.2) Interview panel members will make written notes, document initial scores, and complete the scoring review.
- III.B.6.d.3) The interview facilitator is responsible for ensuring all hand-written notes are scanned and uploaded into SPEAR365 once the platform is available.

III.B.7. The selection process for internal Sworn vacancy announcements will be conducted by the manager (or designee) two levels above the vacant position.

III.B.7.a. The Interview Process is not intended to be used as the sole determinate for filling a posted position. The interview score is a tool to assist in the determination of which officers are highly recommended.

III.B.7.b. The manager two levels above the vacant position does not need to select the recommended officer with the highest interview score; however, the scores need to inform and support the decision.

III.B.7.c. The manager (or designee) two levels above the vacant position may:

- III.B.7.c.1) Review the results of the interview
- III.B.7.c.2) Review the applicant's last two evaluations
- III.B.7.c.3) Review the applicant's personnel file
- III.B.7.c.4) Conduct reference checks
- III.B.7.c.5) Contact past supervisors for their comments regarding the applicant's work history
- III.B.7.c.6) Review any and all prior discipline, within contractual limitations, to include but not be limited to, credibility issues
- III.B.7.c.7) Review the education, i.e. command schools and/or diverse experience (such as Cadet Class Counselor experience, etc.) of the applicant (where applicable).

III.B.7.d. The manager (or designee) two levels above the vacant position will:

- III.B.7.d.1) Determine if second interviews should be conducted
- III.B.7.d.2) Complete the promotional hiring monitor form (if applicable)
- III.B.7.d.3) Forward their selection recommendation through the chain of command to the Director.

**NOTE:** If the selected officer does not meet the Transfer Restrictions outlined in ISP Directive PER-037, "Transfers," a request to wave the time limits must be included in the recommendation to the Director.

III.C. The ISP will continue to:

III.C.1. Comply with existing policies and procedures related to Equal Employment Opportunities and Veterans Appointment Preference procedures.

III.C.2. Adhere to the employment selection procedures contained in:

- III.C.2.a. Applicable collective bargaining agreements.
- III.C.2.b. The CMS Personnel Code and Rules.

| Indicates new or revised items.

**-End of Directive-**