

## ILLINOIS STATE POLICE DIRECTIVE PER-006, RECRUITMENT

<b>RESCINDS:</b> PER-006, 2014-086, revised 10-21-2014.	<b>REVISED:</b> 05-31-2017 <b>2017-046</b>
<b>RELATED DOCUMENTS:</b> PER-009	<b>RELATED CALEA STANDARDS:</b> 31.1.1, 31.1.2, 31.2.2, 31.2.3, 31.3.1, 31.3.2

### I. POLICY

The Illinois State Police (ISP) will maintain an aggressive Recruitment Program to meet the provisions of the Illinois Human Rights Act.

### II. AUTHORITY

775 ILCS 5/1-101, et seq., the "Illinois Human Rights Act"

### III. RESPONSIBILITIES

III.A. The Director, or designee, will:

III.A.1. Provide direction and supervision for the Recruitment Program.

III.A.2. Monitor the Recruitment Program's progress.

III.B. The Recruitment Section will:

III.B.1. Operate in close liaison with all divisions; the Safety Education Unit (SEU); Equal Employment Opportunity (EEO) Program Manager; and the ISP Merit Board regarding the recruiting, testing, and selection of candidates.

III.B.2. Provide supervision to the Recruitment Program.

III.B.3. Ensure that personnel assigned to recruitment activities are knowledgeable about the Department's personnel needs and personnel matters, especially equal employment opportunities within the ISP.

III.B.4. Ensure that all job announcements, recruitment notices, and employment applications state the ISP is an equal employment opportunity employer.

III.B.5. Meet periodically with fraternal organizations associated with the Department such as the Association of Black Law Enforcement Officers (ABLE), the Fraternal Order of Police, Teamsters, Command Officers Association, and the Hispanic Illinois State Law Enforcement Association (HISLEA) seeking input on recruitment strategies.

III.C. The ISP Merit Board will test and certify sworn applicants.

III.D. The SEU will assist recruiters with the dissemination of recruitment material and informational presentations.

III.E. The EEO Program Manager and the Recruitment Section Manager will meet periodically to review the effectiveness of recruitment strategies designed to promote the employment of a diverse workforce. A report prepared by the Recruitment Section Manager regarding this review will be available for examination by the Director.

### IV. PROCEDURES

IV.A. Personnel who have contact with potential sworn applicants will direct those individuals to the ISP Merit Board website at <http://www.illinoistrooper.com/>.

- IV.B. The Recruitment Program will be scheduled on a calendar year basis.
  - IV.B.1. The Recruitment Program will maintain a recruitment plan for sworn and code personnel integrating with the ISP Strategic Plan including:
    - IV.B.1.a. A statement of objectives.
    - IV.B.1.b. A plan of action designed to achieve the objectives.
  - IV.B.2. The Recruitment Unit Section will submit reports to the Director as requested.
    - IV.B.2.a. The quarterly report will include the recruiting events attended, the cost, and the sex, race, and ethnicity of the applicant(s).
    - IV.B.2.b. Also included will be information from the ISP Merit Board on the number of on-line applications submitted.
- IV.C. The EEO Program Manager and the Recruitment Section will meet periodically to develop an annual Recruitment Program plan and monitor the progress of the Recruitment Section.
  - IV.C.1. The annual plan will include an explanation of the EEO and Recruitment programs, as well as a summary of the EEO and Recruitment goals and objectives for the upcoming calendar year.
  - IV.C.2. The Recruitment Section will submit the annual plan to the Director at the end of the previous calendar year. The annual plan will include the proposed goals and objectives for the upcoming year.
  - IV.C.3. The goals and objectives will be posted on the EEO Bulletin Board for viewing by ISP employees.
  - IV.C.4. An annual analysis of the Recruitment Plan will be conducted and submitted to the Director by February 1 of each year. The analysis shall include:
    - IV.C.4.a. Progress toward stated objectives, and
    - IV.C.4.b. Revisions to the plan, as needed.
- IV.D. Job announcements
  - IV.D.1. Job announcements for sworn and code personnel will include:
    - IV.D.1.a. A description of the duties, responsibilities, requisite skills, educational level, and other minimum requirements.
    - IV.D.1.b. A statement that the Agency is an equal employment opportunity employer.
    - IV.D.1.c. Official application filing deadlines.
    - IV.D.1.d. Location of the position(s).
  - IV.D.2. The ISP will advertise entry-level job descriptions through electronic, print, or other media.
  - IV.D.3. The ISP will post entry-level job announcements with community services organizations and/or seek cooperative assistance from key leaders of community organizations, as appropriate.

| Indicates new or revised items.

**-End of Directive-**