

ILLINOIS STATE POLICE DIRECTIVE PER-020, SPECIAL AGENT VACANCIES

RESCINDS: PER-020, 2014-019, revised 04-07-2014.	REVISED: 10-24-2017 2017-076
RELATED DOCUMENTS: PER-011, PER-037	RELATED CALEA STANDARDS: 16.2.2

I. POLICY

The Illinois State Police (ISP) will maximize the use of personnel resources through effective assignment.

II. RESPONSIBILITIES

The Office of Human Resources (OHR) is responsible for preparing and distributing vacancy announcement(s).

III. PROCEDURES

III.A. Special Agent Requirements

III.A.1. The Special Agent Candidate's probationary period must be successfully completed, unless waived by the Director or his or her designee.

III.A.2. The officer must:

III.A.2.a. Be selected from a Special Agent vacancy announcement posting.

III.A.2.b. Have successfully passed a credibility check (see paragraphs III.C.1 through III.C.5)

III.A.2.c. Prior to being advanced to the Special Agent rank, have successfully completed the Basic Investigator Class at the ISP Academy

III.A.2.d. Prior to being advanced to the Special Agent rank, have successfully completed the Field Agent Training Program

III.B. Vacancies and Selection

III.B.1. When a Special Agent position vacancy is identified and approval to fill the position has been granted by the Director, and/or his/her designee, the vacancy will first be posted internally. Officers under the RC-164 collective bargaining agreement, performing the same duties in other work locations within the same Zone shall be permitted an Intra-Zone transfer to a vacancy closer to their residence.

NOTE: Multi-jurisdictional task force positions are excluded from this provision.

III.B.2. Once III.B.1. has been exhausted, the Department will then seek to fill the vacancy with a Special Agent on the transfer list in accordance with ISP Directive PER-037, "Transfers."

III.B.3. The selection of a candidate to fill a vacancy not filled by a lateral transfer of a Special Agent will be completed in accordance to the vacancy announcement process.

III.B.4. If the Special Agent vacancy is not filled internally, then the appropriate Colonel will forward the vacancy announcement(s) to the Office of Labor Relations for review and approval. The OHR is responsible for dissemination with the vacancy announcement(s) to the eligible candidates.

III.B.5. Following the vacancy announcement deadline, the OHR will send a memorandum to the appropriate Colonel accompanied by a list of officers who applied for the specific vacancy.

III.B.6. The appropriate Zone Commander, or designee, may conduct interviews as deemed appropriate.

- III.B.7. The appropriate Zone Commander, or designee, will:
- III.B.7.a. Forward the selection recommendation(s) for the candidate(s) with supporting documentation through the chain of command to the Office of the Director for approval. Prior to submission to the Director, the recommendation will be reviewed by the Office of Labor Relations and the Office of Equal Employment Opportunity. A completed Promotion Monitor form, DHR-20 (located in the ISP Document Library at <http://maphome/documntlibrary/>), for each recommended candidate will be submitted to the EEO Office.
 - III.B.7.b. Upon receipt of the Director's decision, prepare and distribute a letter, or make a telephone call (prior to the selection announcement being made), notifying any candidates interviewed and not selected.
 - III.B.7.c. Contact the selected candidate's supervisor to agree upon a transfer date and transition plan. The effective date should be the 1st or 16th day of the month.
 - III.B.7.d. Ensure the Public Safety Shared Services Center is notified of the selection by providing:
 - III.B.7.d.1) Copies of the appropriate correspondence
 - III.B.7.d.2) An Officer Action Request (OAR) form, ISP2-094 (located in the ISP Document Library at <http://maphome/documntlibrary/>), (the OAR is to be initiated by the officer's current work location)
 - III.B.7.d.3) The Recommendation For Special Agent Candidate or Appointment form, ISP 5-755 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>)
 - III.B.7.e. Ensure prior to selection, each candidate for a Special Agent position vacancy has successfully passed a credibility check in accordance with this directive, (see paragraphs III.C.1 through III.C.5).
- III.B.8. The OHR will only issue an ISP Special Agent Identification Card upon notice the candidate successfully met all of the qualifications listed in paragraph III.A.

III.C. Credibility Check

- III.C.1. In determining an officer's qualifications for selection for an investigative assignment, the Department shall consider each officer's past performance, ability, qualifications to perform the duties of the position, experience, skills, and training.
- III.C.2. An essential requirement of a Special Agent position is the ability to testify competently in a court of law. By law, the Department is required to disclose issues affecting the credibility of an officer when the officer is a witness in a criminal matter.
- III.C.3. The appropriate Colonel will request the Division of Internal Investigation (DII) to conduct a credibility check on every officer who is a candidate for a Special Agent position. DII will review the officer's disciplinary files and submit any instances of conduct that may affect the credibility of the officer as set forth in paragraph III.C.4.a. to the Chief Legal Counsel for review. If the officer has had a previous credibility check conducted, DII will only review disciplinary files dated after the previous request. DII will report any finding from the previous and current credibility check.

III.C.4. The Chief Legal Counsel, or designee, will review the instances of conduct so reported and determine whether the officer has any documented instances of conduct that affect the ability of the officer to credibly testify. The determination will be reported to the appropriate division by DII.

III.C.4.a. Examples of conduct that will be considered include, but are not limited to, conduct that resulted in prior discipline from this or any other agency, findings by a court, or reports of a prosecutor based on:

- III.C.4.a.1) Charges of untruthfulness
- III.C.4.a.2) Filing a false, official department report
- III.C.4.a.3) Knowingly conducting an arrest or search in violation of the law
- III.C.4.a.4) Conduct that involves dishonesty, theft, or is criminal in nature

III.C.4.b. Examples of conduct that will not be considered include:

- III.C.4.b.1) Allegations for which an officer was exonerated that were unfounded or not sustained
- III.C.4.b.2) Complaints for which an officer was found not guilty
- III.C.4.b.3) Discipline issued that was subsequently reversed by the Internal Review Panel, Merit Board arbitration, or a court of law

III.C.5. The Chief Legal Counsel, or designee, shall prepare and distribute a letter to any officer who is not selected for a Special Agent position because of the officer's failure to successfully complete a credibility check.

III.D. Assignment

An ISP officer will keep the title and salary of a Special Agent:

- III.D.1. Until receiving a promotion to the rank of Sergeant
- III.D.2. Until transferred (either voluntarily or involuntarily) to a non-investigative position
- III.D.3. At the discretion of the Director

| Indicates new or revised items.

-End of Directive-