

**ILLINOIS STATE POLICE
PER-058, INTERVIEW AND SELECTION GUIDELINES (RUTAN)**

RESCINDS: PER-058, 2013-059, revised 08-30-2013.	REVISED: 02-23-2017 2017-001
RELATED DOCUMENTS: PER-101	RELATED CALEA STANDARDS: 32.1.3

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. State of Illinois, Administrative Order Number 1 and 2 (1990), Executive Order #2 (2009)

III. PROCEDURES

III.A. All ISP employees involved in the interview and selection process for positions covered by Rutan will complete the Illinois Department of Central Management Services (CMS) approved training on interview and selection techniques and a subsequent refresher course every three years.

III.B. Materials related to the training in paragraph III.A., supporting forms, and record keeping systems will be retained by the Public Safety Shared Services Center (PSSSC).

III.C. 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 Rutan interview process as determined by CMS.

III.D. Copies of records, forms, etc., documenting interviews, candidate evaluations, and employment decision justifications will be submitted to PSSSC, where they will be maintained according to the established record retention plan. Refer to the CMS manual, "Interview and Selection Criteria and Techniques," for specific required documentation.

III.E. 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.F. The "Interview and Selection Criteria and Techniques" manual should be referred to for additional guidance, clarification, and applicability of Rutan.

III.G. The ISP will continue to:

III.G.1. Comply with existing policies and procedures related to Affirmative Action and Veterans Appointment Preference procedures.

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

III.G.2.a. Applicable collective bargaining agreements.

III.G.2.b. The CMS Personnel Code and Rules.

| Indicates new or revised items.

-End of Directive-