

ILACP Voluntary Police Chief Certification

Background, Eligibility Requirements,
Certification Process, Examination
And Assessment Requirements



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Introduction

The primary goal of the ILACP Voluntary Police Chief certification program is to contribute substantially to enhancing police chief professionalism in the State of Illinois. The certification and re-certification process will allow for continuous professional growth and educational development. The program offers the opportunity for candidates to demonstrate a higher level of competence in their profession. The program is described on the following pages. We will strive for continuous improvement, so your input and suggestions are welcome. Confidentiality will be maintained throughout the process.

Background

In December of 1995, the ILACP Board of Officers decided to embark upon a voluntary police chief certification project. In January of 1996, a committee was formed and the process of determining the steps and requirements began. Voluntary police chief certification goals were established, and the committee then focused on determining the benefits to candidates and the profession, possible components of a certification system, a process for certification, barriers to an effective certification program and a tentative timeline for completion. A survey of all ILACP members was conducted in May of 1996 and 88% of these respondents agreed that a voluntary police chief certification process was a great idea. After 30 months of rigorous analysis, ILACP executive level and legal review, the ILACP voluntary police chief certification process was ready to rollout.

Input on the certification process and components was received from 89 Illinois police chiefs who completed detailed job analysis questionnaires which yielded a listing of the knowledge, skills and abilities required for Illinois police chiefs. Subject matter expert panels reviewed and approved everything along the way, from examination questions to specific eligibility requirements. Eighty-eight Illinois police chiefs were administered an experimental examination which allowed for establishing a one-of-a-kind legally validated police chief certification examination which measures the entire scope of this position from management knowledge to fundamental legal issues. The proposed certification requirements, components and process were presented to the ILACP Board of Officers on multiple occasions, and their input and suggestions were included after each review, resulting in a final approval process that was reviewed by outside legal counsel.

This document outlines eligibility requirements, the certification process, description of the examination and assessment components and re-certification policies. Additional questions should be directed to the ILACP Executive Director, the Chairman of the Voluntary Police Chief Certification Committee, or the Vice-President who has oversight of the program.

ILACP Voluntary Police Chief Recommended Eligibility Requirements

500 Points Required

	Possible Points
I. Professional Experience Minimum: 10 years as a full-time law enforcement professional or currently a police chief	300
II. Education and Professional Development Minimum: High school or GED	400
III. Community and Professional Membership Activities	<u>300</u>
Total Possible Points	1,000

Fee Structure*

	ILACP Member	All Others
Total Fee	\$360	\$445

***You must pay the entire fee when submitting your application.**

ILACP Voluntary Police Chief Certification Eligibility Requirements

I. Professional Law Enforcement Experience	Maximum* <u>Points</u>
10 years full-time experience as a certified law enforcement professional ** (10 points per year not to exceed 100 points)	100
Supervisory or command experience 10 points per year (up to 200 points)	200
Top Executive 20 points per year as agency head or CEO equivalent (up to 200 points)	200
Total Possible Professional Experience Points	300

Example* 4 years as a police officer and:

2 years as a sergeant = 20 points

4 years as a lieutenant = 40 points

1 year as a police chief = 20 points

11 years total full-time law
enforcement experience = 100 points

Total Points = 180 points

** Unless you are a police chief or agency head you must have 10 years full-time law enforcement experience.

ILACP Voluntary Police Chief Certification Eligibility Requirements

II. Education and Professional Development

	<u>Possible Points</u>	<u>Maximum* Points</u>
<u>Minimum Education</u>		
◆ High School Degree or GED	50	50
 <u>Higher Education (Transcripts/Diploma Required)</u>		
One point for each semester hour from an accredited college or university. Since there are numerous ways to calculate quarter hours, the number of points per quarter hour will be determined on a case-by-case basis.		200
 <u>Continuing Education**</u>		
◆ Executive Institute Management Program	50	} 150
◆ FBI National Academy (13 week program)	100	
◆ Northwestern Center for Public Safety Staff and Command (10 week program)	100	
◆ SPI Administrative Officer Course (10 week program)	100	
◆ FBI – LEADS (2 week program)	40	
◆ Senior Management Institute for Police by PERF	50	
◆ ILACP Training		
◆ Conference attendance	15	
◆ Other qualified training(s) (as deemed appropriate) point value TBD		

* No maximum for re-certification.

** If training program awards college credit, additional points can be added to the Higher Education category.

ILACP Voluntary Police Chief Certification Eligibility Requirements

II. Education and Professional Development (Continued)

<u>Other Continuing Education</u>	<u>Maximum Points</u>
◆ Five points per day each for courses taken within the past 5 years, such as those offered by MTUs, ILACP, IACP, individual department or other approved training institutions	50
Total Possible Education and Professional Development Points	400

ILACP Voluntary Police Chief Certification Eligibility Requirements

III. Community and Professional Membership Activities

	<u>Possible Points</u>	<u>Maximum* Points</u>
<u>Organization Activities</u>		
Professional law enforcement organizations (ILACP, IACP, NOBLE, Regional Associations, NAWLEE, etc.).		
◆ Member	5/year**	} 200
◆ Committee Member	8/year	
◆ Committee Chair	10/year	
◆ Executive Leadership	15/year	
<u>Community Activities</u>		
Community organizations (Lions, Rotary, NAACP, NOW, Urban League, etc.).		
◆ Member	5/year*	} 100
◆ Committee Member	8/year	
◆ Committee Chair	10/year	
◆ Executive Leadership position	15/year	
Total Possible Community and Professional Membership Activity Points		300

* No maximum for re-certification.

** Points are assigned according to the highest position held in a given year.

ILACP Voluntary Police Chief Certification Process

Activity

Application

Explanation

Candidate submits application to ILACP staff via on-line application or mail, to review for completeness and eligibility.

- \$360.00 fee for ILACP members
- \$445.00 fee for all others

Application Review

ILACP staff reviews application and sends an eligibility or ineligibility notification to the candidate. Examination study guide sent at this point. Instructions on background check requirements, certification testing (i.e. date and locations) and other certification procedures will be provided at this time. Candidate will provide the information required for the background check on the application.

Background Check

Candidate will sign a disclosure regarding the background check and an acknowledgement and authorization form for background check. Certification must take place **within 6 months** of receiving background history information.

Minimum background requirements include:

- No domestic violence convictions.
- No criminal or DUI convictions since becoming a law enforcement officer. (Ethics statement, disclosure, and authorization forms included in application signed by candidate).

Certification Exam

Testing will be available at testing centers throughout the State.

Examination Scoring And Reporting

Certification examinations will be scored and a confidential score report is prepared for each candidate. The minimum passing score is 70%.

Candidate Notification

ILACP will forward examination results to each candidate. The following steps are for those candidates who pass.

A Structured Interview Measuring Leadership, Verbal Communication And Ethics

Candidate participates in a structured interview conducted by a trained panel. Interviews may be offered at ILACP training conferences or by appointment.

Certification

Those who meet all of the requirements for voluntary ILACP certification will be classified in one of the following ways:

- *Certification eligible* (for those not yet agency heads)
- *Certified* (for agency heads)
- *Retired certified** (for those who retire after becoming certified)

*A *retired certified* police chief will be considered certified for the remainder of their 5 year certification period. To become recertified, this person will need to be an active police chief or the certification will lapse. At that point, the classification designation will change to *certified eligible*. Subsequent recertification will entail meeting the same criteria for recertification as stated in the policy.

Dimensions of Examination and Interview

<u>Measure</u>	<u>Dimension</u>	<u>Percent</u>
Written Examination	Managerial Concepts	40
	Modern Policing Concepts	12
	Leading Case Law	41
	Budgeting Principles	7
Structured Interview	Leadership	
	Management Concepts	
	Management Training	
	Community and Public Relations	
	Ethics	
	Verbal Communication	

Structured Interview

The interview panel consists of three interviewers: two police chiefs and one non-police chief with an academic or police training background. As is the case for the entire certification process, confidentiality of the interview content and candidate ratings will be strictly enforced.

Members of the three person structured interview panel will be trained in interviewing concepts and procedures. Each candidate will respond to 5 open-ended questions. Each question consists of a main theme and sub-themes. Each response will be scored on a ten-point scale. An overall assessment of the candidate's verbal communication ability will be made upon completion of the questioning period.

Candidates may request feedback from the lead assessor.

Recertification Policy

After 5 years and after each subsequent 5-year period, candidates will apply for recertification. The requirements for recertification are: (A) a signed statement agreeing that they subscribe to the ILACP ethics policy and attesting that nothing has happened in the preceding period that would materially alter eligibility for certification (i.e. criminal activity, ethical violations), (B) an accumulation of a minimum of 100 additional points from Category II, Education and Professional Development, and/or Category III, Community and Professional Membership Activities, of the program's certification eligibility categories and (C) a background form will be mailed to the applicant to verify his/her background status has not changed within the last 5 years of being certified or certified eligible. Once all the material pertaining to a recertification application has been reviewed, the ILACP will accept or reject the re-certification request and notify the candidate of his/her status in writing.

De-certification Policy

In the event there appears to be a violation of the ILACP ethics statement or a complaint regarding a violation of state law or departmental rules and regulations against a current certified or certified eligible person, the Executive Director will notify said person and forward the information to the Certification Committee for review. The Certification Committee will make the determination of the complaint's viability. If the complaint is not found to be viable, no further action will be taken other than to notify the person in question as such. If the complaint is viable, it will be referred to a four-member panel of the Board of Officers, appointed by the ILACP President. A hearing will be conducted with two possible outcomes: *sustained* or *not sustained*.

If the finding is *not sustained*, the matter will be filed and no further action will be taken. If it is *sustained*, an appeal may be filed. This appeal will be heard by a three-person panel consisting of the ILACP President and the two remaining members of the ILACP Board of Officers. If the appeal is not sustained, the matter will be kept on file and no further action will be required. If however it is sustained, the person will be de-certified.

Retesting Policy

Examination – Applicants who do not achieve a score of 70% or better on the certification examination will be eligible to re-take the examination.

Structured Interview – Applicants who do not achieve a 70% score on the structured interview will be eligible to re-take the interview.

Appeal Process

Candidates may submit appeals and other questions about any aspect of the ILACP Voluntary Police Chief Certification process in writing to the ILACP Executive Director. All disputes will be decided by the ILACP Board of Officers.