

Official Study Guide for the Illinois Association of Chiefs of Police Voluntary Police Chief Certification Exam



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INTRODUCTION

This guide is designed to help you obtain your maximum potential score on the Illinois Association of Chiefs of Police (ILACP) Voluntary Police Chief Certification Exam. Using this guide does not guarantee you will qualify on the test or be certified; however, careful preparation through the use of this guide can help you obtain your best possible score on the test.

The overarching goal of the ILACP Voluntary Police Chief Certification Program is to elevate the professionalism, competence, and ethical leadership of law enforcement executives throughout Illinois. In pursuit of this goal, the program challenges candidates to engage in meaningful professional development, demonstrate mastery of key leadership competencies, and commit to continuous learning. A central component of the process is a comprehensive written examination, developed through job analysis research, which measures critical knowledge areas identified as essential for success in senior police command roles.

This exam represents only the first step in the pathway toward certification. Candidates who meet the established criteria may be designated either Certified Eligible (for those not yet serving as chief) or Certified Police Chief. To earn certification, candidates must also present a strong track record of leadership experience, demonstrate ongoing community involvement, and successfully complete a structured oral interview conducted by a panel of experienced police executives and public safety professionals. Together, these components ensure that the ILACP certification stands as a trusted and meaningful indicator of readiness, professionalism, and ethical leadership in modern law enforcement.

Following in this guide are test-taking guidelines, as well as examples of the types of questions that you will encounter on the exam. To do your best on this certification exam, it will be to your advantage to thoroughly familiarize yourself with this material.

PREPARING FOR THE TEST

Preparing for the test will increase your chances of obtaining your best possible score. This includes finding out as much as possible about the test ahead of time, paying proper attention to your physical well-being before the test, trying not to become overly anxious and using a good test-taking strategy.

Test Format

The ILACP certification examination consists of 100 items with questions written in either a multiple-choice or True/False format. For multiple-choice questions you will choose the correct answer from several alternatives, only one of which is correct. For True/False items, you will mark “A” for “True” and mark “B” for “False.”

Test Content

The areas of test measurement and the percentage of questions drawn from each are provided in Appendix 1 at the end of this guide. Do not assume you already know the information covered on the test; **YOU MUST STUDY the source materials in order to pass the exam.** The questions and answers are taken from the source materials, and you must base your answers on the information contained in them.

Source Materials

The following sources can be accessed free of charge at the following websites:

- ***Title 29, Part 785 of the Code of Federal Regulations:***
<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-B/part-785#subpart-C>
- ***Illinois Criminal Law and Procedure:***
<https://www.ilga.gov/Legislation/ILCS/Chapters>
- ***Illinois Vehicle Code:***
<https://www.ilga.gov/Legislation/ILCS/Chapters>

The textbooks listed below can be ordered through the publisher (ISBNs are provided), or through major on-line booksellers such as www.amazon.com. New and used textbooks are typically available for purchase or rental in hardcover, paperback, and E-book formats. Candidates are encouraged to do an internet search to locate the best pricing and availability of these sources prior to purchasing since this information can change frequently.

- ***Police Administration: Structures, Processes, and Behavior*** (10th Edition)
By Swanson, Taylor, Territo, & Liederbach, ISBN 0135728339
- ***Community and Problem-Oriented Policing: Effectively Addressing Crime and Disorder*** (7th Edition) By Peak & Glensor, ISBN 0133590100
- ***Briefs of Leading Cases in Law Enforcement*** (11th Edition)*
By del Carmen and Walker, ISBN 9781032853505
*Candidates may also use the 10th Edition.

Test-Taking Guidelines

Preparing

While it is helpful to know the answer formats used for the test questions, it is extremely important to be familiar with the areas of measurement (See Appendix 1) and review the sample questions (See Appendix 2). The more you know about the test, the content areas and the types of answer formats, the better your chances for obtaining your maximum potential score.

Guessing

There is no penalty for guessing, since your score is simply the total number of correct answers. This means you should respond to every question, even when you are not certain of the correct answer. When you are uncertain, you should make your best guess and move on to the next question.

Time Limit

There is a two-hour time limit on the test; however, most people finish within 90 minutes. You will need to balance the amount of time you spend on each question with your total test-taking time so you do not get fatigued. Remember, there is no penalty for guessing, so if you find you are spending too much time on a particular question, guess and move on. Make sure to answer every question.

Answer Sheet

You will answer all test questions on a separate, computer-scannable answer sheet. The answer circles on your answer sheet are labeled A, B, C, D and you will blacken the circle that corresponds to the answer you think is correct.

Be sure to blacken only one circle for each question. If you blacken more than one circle, it will be counted as incorrect, even if one of the answers is correct. Also, be sure that you mark your answer in the correct spot. For example, if you are answering question #9, be sure you use the corresponding number (in this case, #9) on your answer sheet. If you bubble your answer in the wrong place, that and subsequent answers will probably be incorrect.

Mental and Physical Well-Being

Anxiety is caused by fear of the unknown. Careful preparation to familiarize yourself with this guide and what to expect when the test is administered, should help alleviate this. Obviously, studying and knowing the source materials will also help reduce anxiety. Anxiety can prevent you from obtaining your best score on the test, but careful preparation should help reduce it.

It is important to pay proper attention to preparing yourself physically for the day of the test. This means you should avoid junk foods and concentrate on eating a well-balanced diet.

Avoid tranquilizers and excessive use of stimulants, especially on the day of the test. Tranquilizers will make it difficult for you to concentrate, and too much coffee or caffeinated soft drinks can make you overly alert and also negatively affect your ability to concentrate.

It is also extremely important that you get adequate rest before the test. Although this may seem obvious, it is one of the most neglected aspects of test preparation.

Finally, do not drink a lot of liquids or eat a big meal before the test. Both may seriously affect your concentration and prevent you from obtaining your maximum score on the test.

TAKING THE TEST

This section of the guide provides some common sense suggestions for the day you take the test. Although some points may seem obvious, attention to these details will increase your probability of obtaining your best score.

Arrive early. Pick a seat you feel comfortable with and put your things away. Try to relax, clear your mind of distractions and concentrate on the test you are about to take. Give the test you are about to take your complete attention.

The test administrator will provide you with detailed instructions, so be sure to pay close attention and do not read ahead, because you could miss something said. Refer to your answer sheet as the test administrator gives directions for how to use it. If you do not hear or do not understand the directions, ask the test administrator to repeat them. It is extremely important that you completely understand the directions before the test begins.

RE-TESTING POLICY

Candidates who do not achieve a score of 70% or better on the certification examination will be eligible to re-take the examination after a 60-day waiting period.

ELECTRONIC COMMUNICATION DEVICES - TESTING ROOM POLICY

Candidates are **prohibited** from using any wireless communication device, external communications device, or any other device that is capable of providing data, storing data, or internet connectivity during the written examination and **should refrain from bringing these items with them**. If a candidate does arrive with such a device, it will be stored in a secured location by the test administrator until the candidate has completed the testing process.

Appendix A

Final Reading List for the Illinois Association of Chiefs of Police Voluntary Police Chief Certification Exam

Source	% of Test*
Management and Leadership	40%
<i>Police Administration: Structures, Processes, and Behaviors</i> By Swanson, Taylor, Territo, and Liederbach (10th Edition)	
Budgeting Principles	5%
<i>Police Administration: Structures, Processes, and Behaviors</i> By Swanson, Taylor, Territo, and Liederbach (10th Edition) - Chapter 12: Financial Management	
Law	40%
- Illinois Criminal Code - Illinois Vehicle Code <i>Briefs of Leading Cases in Law Enforcement</i> (10th or 11th Edition) By del Carmen and Walker - Title 29, Part 785 of the Code of Federal Regulations / Hours Worked Under the Fair Labor Standards Act of 1938 (s amended), Subpart C.	
Contemporary Topics	15%
<i>Community and Problem-Oriented Policing: Effectively Addressing Crime and Disorder</i>, By Peak & Glensor (7th Edition)	

Keep in mind that you will not be required to read all the material in each of the above sources. The following list specifies the exact pages, sections, etc. that you will be responsible for reading.

Police Administration: Structures, Processes, and Behaviors
By Swanson, Taylor, Territo, and Liederbach (10th Edition)

Chapter	Title
2	Policing Today
6	Organizational Design
7	Leadership
8	Planning and Decision Making
9	Human Resource Management
10	Organizational and Interpersonal Communication
11	Labor Relations
12	Financial Management*
13	Stress and Police Personnel
14	Legal Aspects of Police Administration
<u>*Special emphasis is placed on this chapter.</u>	

Illinois Criminal Law and Procedure, (most current)

*Reference statutes at the following link:

<https://www.ilga.gov/Legislation/ILCS/Chapters>

Illinois Compiled Statutes – LOCAL GOVERNMENT
(50 ILCS 705/) Illinois Police Training Act

Section	Title
6.1	Automatic decertification of full-time and part-time law enforcement officers
6.2	Officer professional conduct database
6.3	Discretionary decertification of full-time and part-time law enforcement officers
9.2	Officer professional conduct database; transparency

Illinois Compiled Statutes – COURTS
(705 ILCS 405/) Juvenile Court Act of 1987

Section	Title
1-3	Definitions
2-4	Dependent Minor
2-5	Taking into Custody

Illinois Criminal Law and Procedure (Continued)

Illinois Compiled Statutes - CRIMINAL OFFENSES (720 ILCS 5/) Criminal Code of 2012

Section	Title
2-11	Misdemeanor
4-4	Intent
7-2	Use of force in defense of dwelling
7-4	Use of force by aggressor
10-1	Kidnapping
10-2	Aggravated kidnaping
11-6	Indecent solicitation of a child
12-1	Assault
12-2	Aggravated assault
18-1	Robbery; aggravated robbery
18-2	Armed robbery
19-1	Burglary
21-1	Criminal damage to property
24-1	Unlawful possession of weapons
25-1	Mob action
25-4	Looting by individuals
26-1	Disorderly conduct
31-4	Obstructing justice
33-3	Official misconduct

Illinois Compiled Statutes - CRIMINAL PROCEDURE (725 ILCS 5/) Code of Criminal Procedure of 1963

Section	Title
102-4	Arraignment
102-11	Indictment

Illinois Compiled Statutes - Chapter 750 FAMILIES (750 ILCS 60/) Illinois Domestic Violence Act of 1986

Section	Title
103	Definitions
301	Arrest without warrant

Illinois Vehicle Code

Illinois Compiled Statutes - VEHICLES (625 ILCS 5/) Illinois Vehicle Code

Section	Title
6-101	Drivers must have licenses or permits
6-102	What persons are exempt
11-204	Fleeing or attempting to elude a peace officer
11-204.1	Aggravated fleeing or attempting to elude a peace officer
11-401	Motor vehicle crashes involving death or personal injuries
11-402	Motor vehicle crash involving damage to vehicle
11-403	Duty to give information and render aid
11-501	Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof
11-501.9	Suspension of driver's license; failure or refusal of validated roadside chemical tests; failure or refusal of field sobriety tests; implied consent
11-503	Reckless driving; aggravated reckless driving
11-506	Street racing; aggravated street racing; street sideshows

Briefs of Leading Cases in Law Enforcement **By del Carmen and Walker (10th or 11th Edition)**

Chapter	Title
3	Stop and Frisk
18	Confessions and Admissions: Cases Affirming <i>Miranda</i>
19	Confessions and Admissions: Cases Weakening <i>Miranda</i>
23	Legal Liabilities

Title 29, Part 785 of the Code of Federal Regulations / Hours Worked Under the Fair Labor Standards Act of 1938 (as amended), Subpart C.

***Available for free download at the following link:**

<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-B/part-785#subpart-C>

***Community and Problem-Oriented Policing:
Effectively Addressing Crime and Disorder***
By Peak and Glensor (7th Edition)

Chapter	Title
1	Evolution: The Geneses of Community Policing
2	Community Partnerships: Building Accord in a Time of Discord
5	Problem Solving: A Process Model
6	Crime Prevention: Programs and Practices
9	Planning and Implementation: Keys to Success

Appendix B

Sample Test Questions

The following items represent the types of questions that will be on the test. In the examples, the source of the item is identified as well as the correct answer. Obviously, the source and correct answer will not appear on the test itself. These sample items are fictitious and are not intended to pertain to the actual written exam.

Sample 1

Source

Correct answer

Briefs of Leading Cases in Law Enforcement

C

In *Illinois v Wardlow*, police caravanning to make arrests in an area known for heavy narcotics trafficking see Wardlow holding a bag. When Wardlow sees police and flees, police catch up with him and pat him down based on the officers' experience that weapons are common in areas of narcotics trafficking. Police find a handgun and arrest Wardlow. In this case, the Supreme Court rules that

- A. Wardlow's mere presence in an area of narcotics trafficking was not sufficient justification for a stop
- B. police had no justification for a stop to search for weapons because Wardlow had not threatened them or displayed a weapon
- C. Wardlow's unprovoked flight from police in an area known for heavy narcotics trafficking was justification for a stop
- D. police were justified in making the stop simply based on Wardlow's presence in a place known for drug trafficking

Sample 2

Source

Correct answer

720 ILCS 5/12-7.4

B

According to Chapter 720 of *Illinois Criminal Law and Procedure*, the crime of *stalking* becomes *aggravated stalking* only in cases where the victim sustains bodily injury.

- A. True
- B. False