

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
Original Entry and/or Promotional Examination for
POLICE SERGEANT

INFORMATION TO APPLICANTS

Following is important information concerning the various components which comprise the Police Sergeant examination. Read **ALL** of the information carefully and make sure that you understand it thoroughly. If you have any questions regarding the various stages of the examination procedure, contact your Personnel/Human Resources Office.

Successful completion of the Police Sergeant examination is contingent upon passing a two-stage examination. The content of these stages are outlined below:

KNOWLEDGE TEST FOR POLICE SERGEANT

(35% of total examination score)

STRUCTURED ORAL BOARD

(65% of total examination score)

Both stages (Knowledge Test and Structured Oral Board) must be passed. Failure to pass either stage will disqualify you from moving on through the examination process and will result in failure of the examination. Once you have successfully completed the Knowledge Test, you will be scheduled for the Structured Oral Board stage of the process. The total examination score will range from 0 to 100, with a 70 required to pass each stage and the examination. Rounding does not factor into a passing or failing score. Veterans Preference points will be added, if applicable, to a passing score of 70 (Original Entry examinations only).

A brief explanation of the examination components is presented below.

KNOWLEDGE TEST FOR POLICE SERGEANT

The Police Sergeant Knowledge Test consists of 74 multiple-choice questions with a two (2) hour time limit. Questions cover the following areas: Police Supervision/Management, Police Administration, Criminal Investigation, Field Operations and Constitutional Law. It is suggested that in order to achieve a passing score for this portion of the examination, the material in the books on the suggested reading list for the examination should be studied carefully. Some of the examination questions do not require any preparation at all, while others are based on material included in the suggested reading list. The suggested reading material for the Police Sergeant Knowledge Test is listed on the next page.

INFORMATION TO APPLICANTS (continued)

Iannone, N.F., Iannone, M. P., and Bernstein, J. (2008). *Supervision of Police Personnel*. (7th Ed.) Prentice-Hall Inc. (Chapters 1-3, 6, 8, 10-14, 16).

Swanson, C., Territo, L., and Taylor, R. (2007). *Police Administration: Structures, Processes, and Behavior*. (7th Ed.) Prentice-Hall Inc. (Chapters 2, 6-8, 10-11, 13-14).

Adams, T., Caddell, A., and Krutsinger, J. (2003). *Crime Scene Investigation*. (2nd Ed.) Prentice-Hall Inc. (Chapters 5-8, 11, 13).

Adams, T. (2007). *Police Field Operations*. (7th Ed.) Prentice-Hall Inc. (Chapters 1-2, 5-7, 9, 11-13).

Walker, J., and Hemmens, C. (2008). *Legal Guide for Police*. (8th Ed.) Anderson Publishing. (Chapters 1-8).

The time limit of the Knowledge Test is approximately two (2) hours.

Your score, for this examination component, will count 40 percent of your total examination score.

STRUCTURED ORAL BOARD

The Structured Oral Board is always the second and final stage in the examination process for the Police Sergeant classification. A Structured Oral Board is comprised of four individuals recommended by their Employer and approved by the University System Office prior to the examination. These assessors will rate the exercises.

Only applicants who have successfully completed a Knowledge Test for the Police Sergeant classification will be allowed to proceed and take the Structured Oral Board for the Sergeant classification. The purpose of the Structured Oral Board component of the examination is to further assist in rating of applicants. The Knowledge Test component and the Structured Oral Board component ultimately determine the applicant's final score. The employment register for each classification is subsequently established based on the final test scores.

The Structured Oral Board consists of an evaluation of the three exercises (two oral presentations and one written exercise) and the applicant's performance with these exercises. The purpose of these exercises is to provide applicants with an opportunity to display their knowledge, skills, and abilities that are necessary for fulfilling the role of the Sergeant rank. The overall rating is arrived at by averaging ratings of the four board members. Each assessor is furnished a standard rating guide provided by the University System Office. The applicant's race, color, religion, sex (including sexual harassment and pregnancy), national origin, ancestry, age (40 and over), marital status, disability, military status, familial status, sexual orientation (including gender identity) or unfavorable military discharge must not be considered in determining the rating of an applicant's Structured Oral Board score. The duration of the Structured Oral Board is approximately two and one-half (2.5) hours. Failure to pass the Structured Oral Board will disqualify the applicant and result in a failure to successfully complete the examination.

Your score, for this examination component, will count 60 percent of your total examination score.

INFORMATION TO APPLICANTS (continued)

CONFIDENTIALITY STATEMENT:

Please understand that the exam you are about to take is considered highly confidential and must remain secure. This exam, including all of the questions, answers, and any other testing components or protocols, shall remain confidential at all times. Any breach of confidentiality or security of this exam, or the exam process, by using false information, impersonating a candidate, communicating test material during the examination or by using any deceptive method of cheating is considered a violation of the State Universities Civil Service Act [110ILCS70/37]. Possessing, disclosing, transmitting, reconstructing or reproducing any confidential material contained in this exam is also considered a violation of the Act. Any violation of the Act has severe employment and criminal consequences.

Except for materials specifically and explicitly authorized by the test monitor, you may not bring anything into the testing room, or remove anything from the testing center. Any device or material which may be used to secure confidential testing information, or which may be used to improve your final test score or reduce the final score of anyone else, is strictly prohibited. If you have any questions about this, or observe anyone violating these requirements, please contact the test monitor immediately.

No electronics (e.g. cell/smart phones, pagers, recording devices, smart-watches, etc.) are allowed during any parts of this examination.