

# **IACP Voluntary Police Chief Certification**

Background, Eligibility Requirements,

Certification Process, Examination

And Assessment Requirements



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***(NOTE: You MUST Also Request an  
Information Background Investigation Form  
From Katie Sample at the IACP Office)***

# Introduction

The primary goal of the IACP 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 will offer an 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 IACP 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 was begun. 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 time schedule for completion. A survey of all IACP members was conducted in May of 1996 and 88 percent of those responding agreed that a voluntary police chief certification process was a good idea. After 30 months of rigorous analysis and IACP executive level and legal review, the IACP voluntary police chief certification process was completed.

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 the position from management knowledge to fundamental legal issues. The proposed certification requirements, components and process were presented to the IACP Board of Officers on five 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. Questions should be directed to the IACP Executive Director or the Chairman of the Voluntary Police Chief Certification Committee.

# IACP Voluntary Police Chief Recommended Eligibility Requirements

## 500 Points Required

	Possible Points
I. Professional Experience Minimum: Ten 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\*

	IACP Member	All Others
Application		
Examination		
Interview		
<b>Total Fee</b>	<b>\$350</b>	<b>\$435</b>

## IACP Voluntary Police Chief Certification Eligibility Requirements

I. Professional Law Enforcement Experience	Maximum* <u>Points</u>
Ten years full-time experience as a certified law enforcement professional ** (Ten 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
<b>Total Possible Professional Experience Points</b>	<b>300</b>

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 ten years full-time law enforcement experience.

# IACP 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>		
◆ Illinois Executive Management Program	50	150
◆ FBI National Academy (13 week program)	100	
◆ Northwestern Traffic Institute Staff and Command (10 week program)	100	
◆ Northwestern Police Administration Training (PAT, 9 mo. course)	150	
◆ SPI Administrative Officer Course (10 week program)	100	
◆ Summer or winter IACP Training Conference attendance	15	
◆ Senior Management Institute for Police by PERF	50	

\* No maximum for re-certification.

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

# IACP 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 five years, such as those offered by MTUs, IACP (Illinois or International) or individual departments or other approved training institutions	50
Total Possible Education and Professional Development Points	400

# IACP 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 (IACP (Illinois or International), NOBLE, Regional Associations, NCWP, 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.

# IACP Voluntary Police Chief Certification Process

## Activity

Application

## Explanation

Candidate submits application along with the application fee to IACP staff to review for completeness and then forwarded to Voluntary Police Chief Certification Committee (the "Committee")

Application Review

Committee reviews application and instructs IACP staff to send an eligibility or ineligibility notification to the candidate. Examination study guide sent at this point. Instructions on conviction history check requirements, certification testing (i.e. date and locations) and other certification procedures will be provided at this time.

Conviction History Check

Candidate requests conviction history check be mailed to IACP staff for forwarding to the Committee. Certification must take place **within 6 months** of receiving conviction history information. Minimum background requirements include:

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

## Certification Exam

Testing sessions will be held both in Chicago and Springfield.

## Examination Scoring And Reporting

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

## Candidate Notification

IACP will forward examination results to each candidate. The following steps are for those 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 IACP Training Conferences.

## Certification

Those who meet all of the requirements for voluntary IACP 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
	Law and Briefs of Leading Cases	41
	Budgeting Principles	7
Structured Interview	Leadership	
	Management	
	Public Relations	
	Verbal Communication	
	Ethics	

### Structured Interview

Current plans call for an interview panel consisting of three interviewers: two police chiefs and one non-police chief with an academic or police training background. Candidates for voluntary certification have the right to reject a panel member(s), so all panel members will be acceptable to the candidate. Whether the interview is video taped is at the option of the candidate. 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 five 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 a summary of their ratings showing scores on each dimension from each rator, identified by the designations Rater 1, Rater 2, and Rater 3.

## Recertification Policy

After five years and after each subsequent five year period, candidates will apply for recertification. The requirements for recertification are: (A) a signed statement agreeing that they subscribe to the IACP 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) and (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. Once all the material pertaining to a recertification application is reviewed, the Voluntary Police Chief Certification Committee will accept or reject the re-certification and notify the candidate in writing.

## De-certification Policy

In the event there appears to be a violation of the ethics statement or a complaint against an already certified person, the Executive Director will notify said person and forward the complaint to the Certification Committee. 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 IACP Executive Director. 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 IACP Executive Director and the two remaining members of the IACP 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 percent or better on the certification examination will be eligible to re-take the examination after a minimum of 90 days. If they do not pass the examination on the second attempt, one year must pass prior to their third attempt. All subsequent attempts will alternate between a 90-day and one year waiting period. Each exam sitting will entail paying the examination fees.

*Structured Interview* – Applicants who do not achieve a 70 percent score on the structure can re-do the interview up to up to four times. If the candidate fails after the fourth time they must wait one year to sit for the interview again.

## Appeal Process

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