

Date of Posting: June 4, 2018

NOTICE

The Village of River Forest Board of the Fire and Police Commissioners will conduct promotional examinations to compile a Final Sergeant Promotional Eligibility Register for the Rank of Police Sergeant.

Promotions to the Rank of Sergeant shall be made in accordance with the Rules and Regulations of the Board of Fire and Police Commissioners as adopted, amended and revised as of February 23, 2012. The Board, by its Rules, provides for promotion on the basis of ascertained merit, seniority in service and examination. All examinations for promotion shall be competitive among qualified members of the next lower rank who desire to submit themselves to examination.

Eligibility – All promotions to Sergeant shall be made from employees in the Police Department who have successfully completed their probationary period, as of the date the written examination is administered. Anniversaries of service, which affect eligibility, will be considered as of the date on which the written examination is given.

Rating Factors and Weight -- Each weighted component of the examination process shall be scored on a scale of 1 to 100, except for Police Department Merit & Efficiency, which shall be based on a scale of 1 to 10, with a maximum of 10 points. All final Promotional Examination scores shall be calculated based on the following weighting and minimum passing scores:

Examination	Weight	Minimum Passing Score
Written Examination	30%	70%
Oral Examination	25%	70%
Assessment Center	35%	70%
Department Merit & Efficiency	10%	N/A

The Written Examination shall be administered on **Saturday, July 28, 2018 from 9:00 a.m. to 11:00 a.m. at Concordia University, 7400 Augusta, River Forest, Illinois 60305**. The Written Examination shall be scored on a scale of 1 to 100 points and given a weight of 30% of the candidate's total score so that the maximum points available for this component of the process is 30 points.

The Reading List which identifies source materials from which all examination questions will be drawn is posted with this Notice.

The Oral Examination shall be scored on a scale of 1 to 100 points and given a weight of 25% of the candidate's total score so that the maximum points available for this component of the process is 25 points. **The Oral Examination will be held at Village Hall, 400 Park Avenue, River Forest, Illinois 60305 at 5:30 p.m. on August 20, 2018.**

The Commission will cause an Assessment Center to be administered to all candidates by Resource Management Associates. **The Orientation for the Assessment Center will be held immediately**

following the Written Examination on Saturday, July 28, 2018 from 11:00 a.m. to 12:30 p.m. at Concordia University, 7400 Augusta, River Forest, Illinois 60305. The Orientation will familiarize all candidates with the promotional process, the exercises to be conducted at the Assessment Center and in which all candidates will participate and the manner in which all candidates' performance will be evaluated.

The Assessment Center will consist of four exercises designed to reflect the organization, operations and policies of the River Forest Police Department and the duties and responsibilities of a Sergeant in the River Forest Police Department. All Assessment Center exercises, including the candidate evaluation and scoring, will be videotaped to ensure consistency in the process and fairness to all candidates.

The Assessment Center will be conducted on Friday and Saturday, August 10 and 11, 2018 from 8:30 a.m. to 5:00 p.m. at Concordia University, 7400 Augusta, River Forest, Illinois 60305. The specific location will be announced at the Assessment Center Orientation on July 28, 2018 from 11:00 a.m. to 12:30 p.m.

The Assessment Center Examination shall be scored on a scale of 1 to 100 points and given a weight of 35% of the candidate's total score so that the maximum points available for this component of the process is 35 points.

Minimum Combined Examination Points – Candidates must achieve a minimum combined score of 70 upon completion of the Written Examination, the Oral Examination and the Assessment Center to qualify for placement on the Initial Promotional Eligibility Register.

Seniority Points – Seniority points will be awarded to candidates based on 1 point for each year of service, or part thereof on the River Forest Police Department, up to a maximum of five (5) points.

Veteran Preference Points – Candidates who are otherwise qualified and have timely requested credit for prior military serve shall be granted veteran's preference points as provided by Illinois statute. In order to claim veteran's preference points, a candidate for promotion must file with the Board of Fire and Police Commissioners a written claim for veteran's preference points within ten (10) days of the date of posting of the Initial Promotional Eligibility Register.

Scoring of Components – A Candidate's total score shall consist of the combined scores of the Written Examination, the Oral Examination, the Assessment Center and Department Merit & Efficiency, plus any seniority or veteran preference points. Candidates shall take rank upon the Final Sergeant Promotional Eligibility Register in the order of their relative excellence as determined by their total score. In the event of a tie score, the placement of the tied candidates' names on the Final Sergeant Promotional Eligibility Register shall be determined by lot, in the presence of a Quorum of the Board of Fire and Police Commissioners, in whatever manner the Board deems appropriate.

For further details, please contact Michael T. Trucco, Chair, Board of Fire and Police Commissioners, c/o Village Hall, 400 Park Ave., River Forest, Illinois 60305.