

understanding and practical skills needed to determine Firearm Owners Identification (FOID) card and/or concealed carry permit eligibility. Trained in the review, analysis and interpretation of criminal and mental health history entries and researches and interprets federal, out-of-state, and State of Illinois statutes.

### **GUARD II**

Guard IIs patrol and control access to state buildings and grounds, check for breaches of security, identify unsafe conditions and are fully trained and responsible for enforcing safety and security regulations and controls, answering disturbance calls, and initially responding to protect lives and property without the use of physical restraint or force. In addition to routine patrol duties, Guard IIs respond to calls for service, direct individuals away from unauthorized areas or unsafe conditions, and summon law enforcement authorities to make arrests when necessary. The position also responds to emergency situations and administers first aid.

### **Commonly Filled Positions**

- Accountant
- Administrative Assistant
- Attorney
- Building/Grounds Laborer
- State Police Evidence Technician
- Information Services Titles
- Office Clerical Titles
- Firearms Eligibility Analyst Trainee
- Truck Weighing Inspectors
- Terrorism Research Specialist (TRS) Trainee
- Communications Technicians
- Telecommunicators
- Equipment Technicians
- Guard II



## **Employment Opportunities with the State of Illinois**

### **STEP 1:**

Visit: [Work.Illinois.Gov](http://Work.Illinois.Gov)

### **STEP 2:**

Scan Job titles

### **STEP 3:**

Identify the appropriate title for your employment interest

### **STEP 4:**

Complete the CMS-100 application

### **STEP 5:**

Obtain a grade -

- Via test or
- Via evaluation of training and experience (whichever is applicable)

*Career counseling is available at all assessment center locations by appointment.*

### **Contact Your Nearest Examining Office (STEP 5):**

Office Hours: Monday - Friday  
8:00 a.m. - 5:00 p.m.

#### **Springfield, IL**

Capital City Training Center  
130 West Mason Street, 2nd Floor  
(217) 524-1321 voice  
(217) 524-1383 (TTY) or 1-800-526-0844

#### **Chicago, IL**

James R. Thompson Center  
100 W. Randolph Street, Suite 3-300  
(312) 793-3565  
(312) 814-4458 (TTY) or 1-800-526-0844

#### *Appointments Required for Testing*

Office Hours: Monday - Friday  
8:00 a.m. - 4:30 p.m.

#### **Marion, IL**

State Regional Office Bldg.  
2309 West Main Street, Suite 126  
(618) 993-7005  
1-800-526-0844 (TTY Only)

#### **Rockford, IL**

E.J. "Zeke" Giorgi Center  
200 South Wyman Street  
(815) 987-7004  
1-800-526-0844 (TTY Only)

#### **Champaign, IL**

State Regional Office Bldg.  
2125 South First Street  
(217) 278-3435  
1-800-526-0844 (TTY Only)



State of Illinois  
Illinois State Police

## **Illinois State Police**

### **Civilian Careers**



The Illinois State Police is an Equal Opportunity Employer



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## Illinois State Police Divisions and Units

### Office of the Director

The Office of the Director assumes responsibility for the effective management of Illinois State Police entities which include providing legal services and auditing functions. Offices managed are; the Public Information Office, Legal, Labor, Governmental Affairs, the Budget Office, Executive Protection, the Equal Employment Opportunity Office, Inspection & Audits and Research & Development.

### Division of Forensic Services

The Division of Forensic Services provides specialized technical and scientific services to the Illinois State Police's operational divisions and local criminal justice agencies. The Forensic Sciences Command is part of the Division of Forensic Services, and administers the forensic laboratory system in Illinois. There are six operational laboratories located throughout the state, each responsible for the analysis and evaluation of evidence.

### Division of Internal Investigations

The Division of Internal Investigations assumes responsibility for specialized investigations of alleged misconduct by members of the governor's staff or by an administrator or employee of any executive department or agency under the jurisdiction of the governor.

### Division of Administration

The Division of Administration assumes responsibility for carrying out diverse administrative functions vital to the operation of the entire Department. The Division oversees the following bureaus; Administrative Services Bureau, Logistics Bureau, Bureau of Identification, the Academy, Communications Services Bureau, Information Services Bureau and the Firearms Services Bureau.

### Division of Operations

The Division of Operations assumes responsibility for the patrol and criminal investigative services of the Department. Comprising twenty-one District Headquarters and seven investigative Zone offices located throughout the State, the Division provides a full range of enforcement, educational and support services to Illinois citizens and the law enforcement community.

## Civilian Positions

Civilian personnel manage and perform most of the support functions for the Illinois State Police law enforcement effort. These functions include information technology, communications, personnel, logistics, intelligence, clerical and many others. Additionally, the Illinois State Police is recognized for having one of the premier forensics science practices in the world.

### STATE POLICE EVIDENCE TECHNICIAN

The State Police Evidence Technicians are used in a variety of areas within the agency. They are responsible for receiving, storing, distributing, and returning physical evidence used in a variety of major cases that occur in the State. Depending on the specific title (State Police Evidence Technician I or State Police Evidence Technician II), additional duties may be performed including assisting forensic scientists in the preparation of test reagents, performing routine quality assurance checks, and other laboratory activities. State Police Evidence Technicians do not analyze evidence or make scientific conclusions, but they do provide assistance to the forensic scientists by conducting essential support duties in the laboratory. Some of these duties may require the State Police Evidence Technician to testify in court in regarding assigned duties performed in a particular criminal case.

### COMMUNICATIONS EQUIPMENT TECHNICIAN

Applies technical skills and knowledge obtained through Federal Communications Commission (F.C.C.) licensure or equivalent to perform a wide variety of duties relating to installing, removing, testing, maintaining, and repairing equipment associated with a law enforcement agency's communications systems, including but not limited to, base and mobile two-way radios, antenna systems, emergency power generators, emergency warning systems, and other state-of-the-art electronic communications measuring and surveillance equipment used by law enforcement officers.

### TELECOMMUNICATOR CALL TAKER

Under general supervision of a telecommunications supervisor, answers and responds to incoming requests for service from the public via telephone or in person; assigns Illinois State Police officers to respond to calls; transmits and receives law enforcement messages and data by two-way radio and computer systems; monitors and/or provides base station service for multiple police priority; processes confidential material; originates, relays and interprets information relating to the safety and well-being of law enforcement officers and citizens.

### TELECOMMUNICATIONS SPECIALIST

Receives training and performs routine Tier 1 technical duties at the developmental level in the coordination and installation of voice, wireless, video, data, information technology (IT) desktop, and IT local area network (LAN) communications systems and services located within the customer premises; provides service and equipment quotes to customers; coordinates, processes, and resolves the more routine and straightforward requests for voice, wireless, video, data, IT desktop, or IT LAN communications systems and services located within the customer premises ensuring departmental standards and policies are followed.

### TERRORISM RESEARCH SPECIALIST TRAINEE

The Terrorism Research Specialist (TRS) series includes positions involved in the collection, analysis, evaluation, interpretation and dissemination of information on known and suspected terrorist groups, including their activities and goals, area of operation, and membership. Criminal acts in support of terrorism also will be monitored and analyzed. The TRS provides critical information to law enforcement agencies on all types of criminal activity and reports through the Statewide Terrorism & Intelligence Center (STIC). The position also requires employees to undergo a background investigation and obtain security clearance from the federal government.

### FORENSIC SCIENTIST TRAINEE

Forensic Scientists are involved in the use of scientific methods of observation and analysis to detect and interpret physical evidence associated with criminal investigations. Forensic scientist trainees receive comprehensive instruction in the use of the most advanced science, technology, and procedures for analyzing evidence.

The position of Forensic Scientist Trainee requires an undergraduate degree in forensic science or one of the natural sciences. Commonly recognized natural sciences include college/university majors in disciplines such as agricultural science, animal science, biochemistry, biology, botany, chemistry, geology, medical technology, physics, preliminary medicine, and zoology. This is not a list of all natural sciences. Trainees are paid while learning their new profession. Depending on the forensic discipline for which the trainee is hired, the training program lasts from 12 - 24 months and



includes lectures, practical exercises, mock cases, courtroom testimony training, and supervised casework. The trainee must show consistent progress during the training program. After successful completion of the training program, the trainee is released from training and is authorized to perform independent casework in his/her assigned forensic discipline.

Varied forensic disciplines include; drug and marijuana identification (Drug Chemistry Section), firearms and toolmarks identification and comparison (Firearms/Toolmarks Section), fingerprint identification (Latent Prints Section), hair, fiber, soil, and particulate unknowns identification (Microscopy Section), identification of biological material and DNA analysis (Forensic Biology/DNA Section), paint, glass, explosives and arson identification (Trace Chemistry Section); and forensic toxicological analysis (Toxicology Section).

### INFORMATION TECHNOLOGY/COMMUNICATIONS SYSTEMS SPECIALIST

The position will perform staff level development, maintenance and troubleshooting tasks on the Illinois State Police distributed local area networks connected via the statewide wide area network. The ISP's network supports public safety by ensuring key information is delivered accurately and timely to law enforcement officials. Qualified individuals will be assigned tasks that will improve the performance and reliability of the network, and should be trained and skilled in CISCO local area network hardware and software. Due to the 24 hour/7 day a week critical nature of this network, individuals will be on call and will be expected to respond to issues that impact the network. This is an excellent opportunity for any individual who has technical skills in networking, wants to be involved in public safety, and is dedicated to outstanding customer service.

### TRUCK WEIGHING INSPECTOR

Truck Weighing Inspectors (TWIs) operate a variety of equipment used in determining gross, axle, bridge and registered weights of commercial motor vehicles operating on Illinois highways. They assist other local, county, state or federal agencies when requested by the proper authority and complete required records and reports of activities. TWIs check permits for compliance with route, height, weight and other restrictions. They complete overweight citations and written warnings and explain related procedures to drivers and companies. TWIs also maintain the equipment and physical facilities of fixed scale locations.

### FIREARMS ELIGIBILITY ANALYST TRAINEE

Under immediate supervision, for a period of six to twelve months, participates in an intensive formal classroom and on-the-job training program designed to develop knowledge,