

# **Illinois Law Enforcement Training and Standards Board**



**Affirmative Action Plan**

**Fiscal Year 2024**

**Governor - JB Pritzker**

**Executive Director - Keith A. Calloway**

**ILETSB**  
**Affirmative Action Plan FY2024**  
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**Affirmative Action Plan FY2024**  
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# **SECTION ONE**

**Equal Employment Opportunity  
& Affirmative Action  
Program Certification**

**AGENCY:** Illinois Law Enforcement Training and Standards Board

**MAIN ADDRESS:** 500 South Ninth Street Road, Springfield, IL 62701

**TELEPHONE NUMBER:** 217-782-4540  
**TTY:** 866-740-3933

**WEBSITE:** [www.ptb.illinois.gov](http://www.ptb.illinois.gov)

**CHIEF EXECUTIVE OFFICER:** Keith A. Calloway

**EEO/AA OFFICER:** Ellen L. Petty

**ADA COORDINATOR:** Ellen L. Petty

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program for this agency.



Keith A. Calloway

Chief Executive Officer

August 31, 2023

Date



Ellen L. Petty

EEO/AA Officer  
ADA Coordinator

August 31, 2023

Date

## **Equal Employment Opportunity & Affirmative Action Policy Statement of the Executive Director**

The Law Enforcement Training and Standards Board is committed to equal employment opportunity and affirmative action in both the operation and through the vast number of programs offered. This Affirmative Action plan is endorsed by the actual members of the Board as well as the Executive Director.

Ms. Ellen L. Petty is the Equal Employment Opportunity Officer. As such, Ms. Petty is responsible for implementation and enforcement of this plan from the Executive Director down through all employees, including supervisory personnel. The Board strives to ensure that all employees are aware of equal employment opportunity policies and the importance of complying with this plan.

- All decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits will be made without regard to the following bases: including but not limited to race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, including veteran status, and unfavorable discharge from military service.
  - The agency will reasonably accommodate pregnant employees as required by the law (PA 98-1050; Illinois Human Rights Act 775 ILCS 5/1 et. seq).
  - A commitment to undertaking affirmative action to correct the underutilization of women, minorities, and people with disabilities in all levels of employment.
  - The Board is committed to implementing sexual harassment prevention and other harassment prevention policies and programs.
  - The agency is committed to advancing a culture of diversity, equity, inclusion, and accessibility by creating and maintaining an environment in which individual differences are valued, diverse viewpoints are considered, and contributions of all the agency's workforce are recognized; and instituting programs that recognize the value of diverse voices.
- 1.
- The agency is committed to meaningful action to institute the principles of diversity, equity, inclusion, and accessibility through identifying and addressing bias, discrimination, and microaggressions when they occur.
  - The agency is committed to diversity, equity, inclusion, and accessibility through a thorough consideration of equitable implications of all policies, procedures, and practices as they are created and perennially reviewed.
  - The support and commitment to affirmative action is expected of all executive, managerial, and supervisory staff in implementing the Board's Affirmative Action plan.

Employees who feel they are not being duly utilized, or believe they have been discriminated against, are encouraged to file a complaint. Those who file complaints may do so without fear of retaliation.

Equal employment opportunity and affirmative action are both essential. The Board is committed to both and will work closely with the necessary federal, state, and local agencies in order to comply with this equal employment opportunity/affirmative action plan and established equal employment opportunity/affirmative action rules.

A handwritten signature in black ink, appearing to read 'K. Calloway', written over a horizontal line.

Keith A. Calloway  
Executive Director  
8/31/2023

## **Agency Profile**

### **Mission:**

It is the mission of the Illinois Law Enforcement Training and Standards Board to encourage and aid municipalities, counties, special districts, universities, colleges, State agencies, and other local governmental agencies of this State in their efforts to raise the level of law enforcement professionalism by upgrading and maintaining a high level of training and standards for law enforcement officers, county corrections officers, court security officers sheriffs, chiefs, and law enforcement support personnel under the Illinois Police Training Act. 50 ILCS 705/1. It is the responsibility of the Board to ensure the required participation of the pertinent local governmental units in the programs established under the Act, to set standards, develop and provide quality training and education, and to aid in the establishment of adequate training facilities.

### **Composition:**

The Board is currently comprised of 18 member representing various perspectives from the law enforcement community. Six members serve by nature of their positions (*ex officio*) while the others are appointed by the Governor for three-year terms based on meeting specific criteria. Regular meetings are held quarterly throughout the State while standing committee and special meetings are held periodically to gather input and discuss objectives on specific matters.

### **Functional Overview:**

To implement the mission and the statutory charges of the Police Training Act, the Board has developed a certification process to ensure that all officers are free from disqualifying characteristics and criminal activity - and have demonstrated the requisite level of proficiency to serve the public's interest. The Board conducts background checks, reviews prior employment histories, and administers certification exams before an officer may be placed into service and investigates misconduct that may result in an officer's decertification.

### **Professional Standards:**

All officers must complete a basic training course before they may challenge the state certification examination. For law enforcement officers, this course consists of 560 hours of training in over 70 topical areas. This program combines traditional classroom learning with hands on, scenario-based training to meet the statutory mandates of the Police Training Act. Correctional and Court Security Officers must also complete a basic academy training program prior to their service.

### **Training Standards:**

To ensure that all officers remain up to date on national trends and best practices, the Board offers hundreds of in-service training opportunities to experienced officers each year. These trainings meet several topical mandates and incorporate practical scenarios so that officers remain proficient in basic skill sets and up to date on evolving standards of performance.



While some courses are now offered on-line, the vast majority of approved trainings are conducted at fourteen regional "Mobile Team Units" throughout the state with the input and direction of local advisory boards. Through state appropriations, the Board covers much of the local training expenses associated with both basic and in-service trainings in an effort to reduce financial obstacles and encourage training at all levels.

**Misconduct and Decertification:**

In addition to improving training standards and opportunities, the Board also maintains a high standard of conduct for officers within Illinois. Any officer who is convicted of, or pleads guilty to, a felony or misdemeanor affecting public trust is automatically decertified and prohibited from future service within Illinois (and reported to the federal decertification index). Additionally, any complaint received by the Board for unprofessional conduct is reviewed and investigated to determine if the officer should come before the Certification Review Panel and be suspended or removed from service under the process for discretionary decertification.

**Operational Overview:**

The Board currently has 40 employees who work primarily in Springfield. The Board maintains a satellite facility in Chicago and the Board's field investigators conduct compliance verification and officer investigations based on five regional divisions of the state. Under the recently passed SAFE-T Act, the Board's duties have significantly expanded, and the approved headcount for FY24 has been increased to 66, with a goal headcount of 85 by the end of FY25.

## **The Equal Employment Opportunity & Affirmative Action Officer**

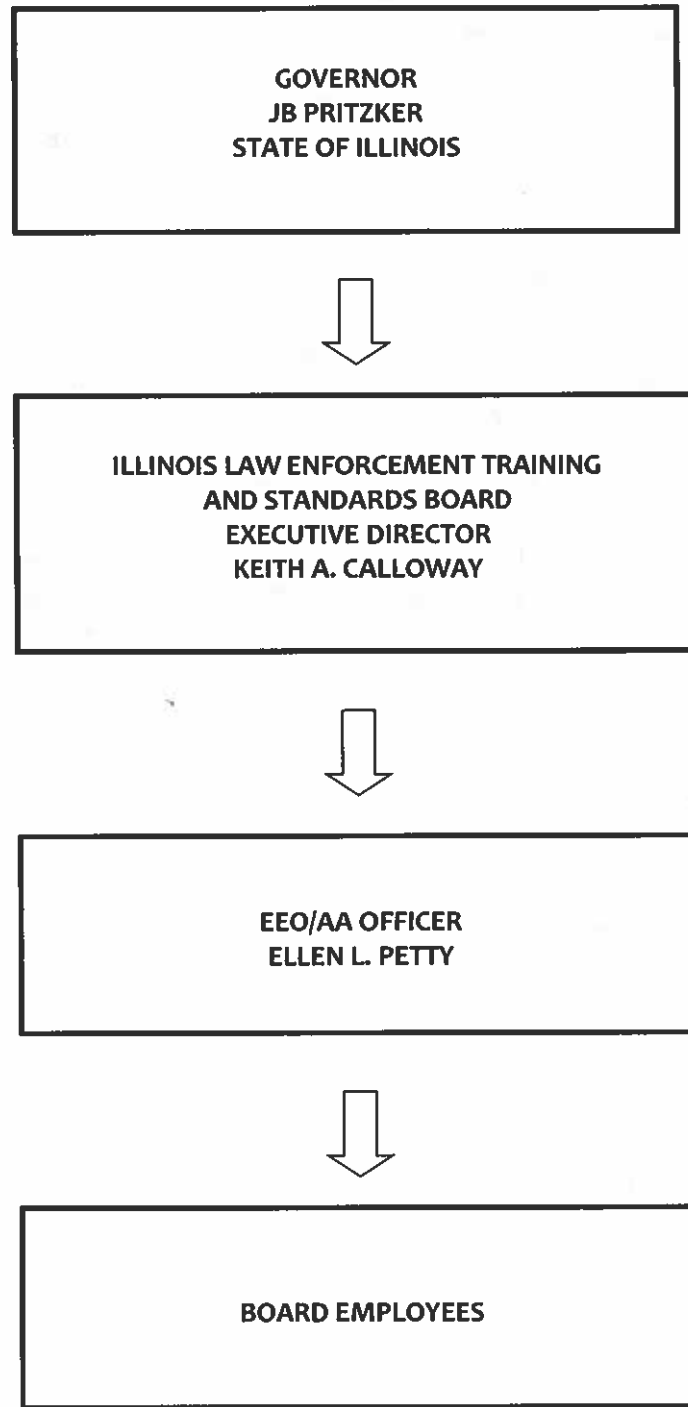
Ms. Ellen L. Petty  
Human Resources & Labor Relations Manager  
500 South 9th Street  
Springfield, IL 62701  
Phone: 217-670-3861  
TDD: 866-740-3933

The duties of the Board's EEO Officer, relative to Affirmative Action are as follows:

- To develop the agency's affirmative action plan, goals and objectives;
- To assist in identifying and solving EEO problems;
- To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
- To serve as liaison between the agency and EEO enforcement authorities;
- To serve as liaison between the agency, women, minorities, and disability organizations;
- To inform management of developments in the EEO field;
- To assist in the evaluation of employees and job applicants so that women, minorities, and disabled persons are given equal employment opportunity;
- To regularly confer with managers, supervisors, and employees to assure that the agency's EEO policies are observed;
- To advise managers and supervisors if employment practices comply with the Act;
- To report to the Department of Human Rights all internal and external complaints of discrimination against the agency;
- To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of the Human Rights Act;
- At the request of the Executive Director, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department of Human Rights and report to the Executive Director on the progress of actions taken;
- In conjunction with the filing of quarterly reports, to submit recommendations to the Executive Director and the Department of Human Rights for improvements to the agency's Affirmative Action Plan;

- To immediately notify the Executive Director and the Department of Human Rights when unable to resolve employment practices or conditions which have, or tend to have, disparate impact on women, minorities, or people with disabilities;
- If the agency is in noncompliance, as described in Section 2520.795 (c) (2) (3) of the Human Rights Act, to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question.
- Report on and/or analyze layoff reports, reorganization reports, hiring and promotion monitors, and exit questionnaires;
- Evaluate tests, employment policies, practices, and reporting to the Executive Director, any such policies, practices, and evaluation mechanisms that have adverse impact on women, minorities, and people with disabilities;
- Assist in the recruitment of minorities, women, and people with disabilities;
- Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin, ancestry, age, order of protection status, marital status, arrest record, military status, unfavorable discharge from military service, citizenship status, and disability.

## Organizational Chart



## **Methods of Dissemination of the ILETSB Affirmative Action Policy and Plan**

### **Policy**

The policy will be posted on bulletin boards or any other conspicuous location used to display important agency notices. The policy will also be made available on the shared drive on the internal agency server accessible by all employees and uploaded to the file section of the agency-wide Microsoft Team PTB.ILETSB.

The EEO/AA posters will be displayed in conspicuous locations accessible by all employees.

The Board will include the policy in brochures and other appropriate publications which discuss the hiring practices of the agency.

The policy will be included in new employee orientation and other appropriate training programs.

The policy will be included on the agency's website.

### **Plan**

Copies of the FY2024 AA Plan will be distributed to all managerial and supervisory personnel.

The staff will be notified when the AA Plan is available for review and how copies may be obtained.

The agency's Records Officer will ensure that the State Library will receive a minimum of 2 copies for the Illinois State Library Acquisitions Divisions, Illinois Document Division. [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.110]

The plan will be available to State and Federal regulatory agencies.

The plan will be available to all recruitment sources.

# **SECTION TWO**

## **Internal Workforce Analysis**

This section contains:

- DHR-9 (Summary of Workforce Analysis by Region)
- DHR-10 (Summary of Workforce Transactions by EEO Category)
- Analysis Narrative

## Reporting Period: July 1, 2022 - June 30, 2023

**Agency: Illinois Law Enforcement Training and Standards Board**

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES											
		Total	W	B/A/A	H/L	A	AN	NH	OPI	PWD	Total	W	B/A/A	H/L	A	AN	NH	OPI	PWD	M	F	W	B/A/A	H/L	A	AI/AN	NH/OPI	PWD	
Officials / Administrators	1	1		1							0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Professionals	2	2	2						1		0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%		
Technicians	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Protective Service	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Para-professionals	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Administrative Support	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Service / Maintenance	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
TOTAL	3	3	2	1	0	0	0	0	1		0	0	0	0	0	0	0		100.00%	0.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	33.33%		

Grand Total Employees for Region 1:			
	Males:	Females:	Total Minorities:
	3	0	1
	100.00%	0.00%	33.33%
White:	2	0	0
	33.33%	0.00%	0.00%
Black/African American:	1	0	0
	33.33%	0.00%	0.00%
Hispanic/Latino:	0	0	0
	0.00%	0.00%	0.00%
Asian:	0	0	0
	0.00%	0.00%	0.00%
NHOPI:	0	0	0
	0.00%	0.00%	0.00%
PWD:	1		
	33.33%		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/I/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)



## Reporting Period: July 1, 2022 - June 30, 2023

**Agency: Illinois Law Enforcement Training and Standards Board**

Region: 2

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES										
		Total	W	B/A/A	H/L	A	AI / AN	OPI	PWD	Total	W	B/A/A	H/L	A	AI / AN	OPI	PWD	M	F	W	B/A/A	H/L	A	AI / AN	H/OPI	PWD
Officials / Administrators	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	1	1	1							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 2:		Males:	Females:	Total Minorities:
White:	1	100.00%	0	0.00%
Black/African American:	0	0.00%	0	0.00%
Hispanic/Latino:	0	0.00%	0	0.00%
Asian:	0	0.00%	0	0.00%
AI/AN:	0	0.00%	0	0.00%
NHPI:	0	0.00%	0	0.00%
PWD:	0	0.00%	0	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/PI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 3

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total	W	B/AA	H/L	A	AI/AN	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH	OPI	PWD	Total	M	F	W	B/AA	H/L	A	AI/AN	NH	OPI	PWD	Total
Officials / Administrators	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0									0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

Grand Total Employees for Region 3:										Total Minorities:									
Males:					Females:					Total Minorities:									
0					0					0									
0.00%					0.00%					0.00%									
White: 0					Black/African American: 0					Asian: 0									
0.00%					0.00%					0.00%									
Hispanic/Latino: 0					AI/AN: 0					NHOPI: 0									
0.00%					0.00%					0.00%									
PWD: 0										0.00%									
0.00%										0.00%									

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 4

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES									
		Total	W	B/A/A	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/A/A	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/A/A	H/L	A	AI / AN	NH OPI
Officials / Administrators	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

<b>Grand Total Employees for Region 4:</b>		<b>Males:</b>	<b>0</b>	<b>Females:</b>	<b>0</b>	<b>Total Minorities:</b>	<b>0</b>
White:	0	0.00%	0	0	0.00%	0	0.00%
Black/African American:	0	0.00%	0	0	0.00%	0	0.00%
Hispanic/Latino:	0	0.00%	0	0	0.00%	0	0.00%
Asian:	0	0.00%	0	0	0.00%	0	0.00%
AI/AN:	0	0.00%	0	0	0.00%	0	0.00%
NHOPI:	0	0.00%	0	0	0.00%	0	0.00%
PWD:	0	0.00%	0	0	0.00%	0	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 5

EEO Category	Grand Total	MALES						FEMALES						PERCENTAGES												
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 5:										Males:		0		0.00%		Females:		0		0.00%		Total Minorities:		0		0.00%															
White:		0		0.00%		Black/African American:		0		0.00%		Hispanic/Latino:		0		0.00%		Asian:		0		0.00%		AI/AN:		0		0.00%		NH OPI:		0		0.00%		PWD:		0		0.00%	

Grand Total Employees for Region 5:

White: 0 0.00% Black/African American: 0 0.00% Hispanic/Latino: 0 0.00% Asian: 0 0.00% AI/AN: 0 0.00% NHOPI: 0 0.00% PWD: 0 0.00%

Total Minorities: 0 0.00%

Males: 0 0.00%

Females: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DLR-9 (Rev. Feb. 2016)

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 6

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES											
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

<b>Grand Total Employees for Region 6:</b>		<b>Males:</b>		<b>Females:</b>		<b>Total Minorities:</b>	
White: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
Black/African American: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
Hispanic/Latino: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
Asian: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
AI/AN: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
NH OPI: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
PWD: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 7

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
		Total					AI / NH					Total					AI / NH					W		B/AA		H/L		A		AI/AN		PWD																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

<b>Grand Total Employees for Region 7:</b>		<b>Males:</b>		<b>Females:</b>		<b>Total Minorities:</b>	
		12		12		6	
		50.00%		50.00%		25.00%	
White:	18	Black/African American:	5	Hispanic/Latino:	0	AI/AN:	0
	75.00%		20.83%		0.00%		0.00%
				Asian:	1	NHOPI:	0
					4.17%		0.00%
						PWD:	7
							29.17%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 8

EEO Category	Grand Total	MALES						FEMALES						PERCENTAGES					
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD		
Officials / Administrators	0	0								0								0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 8:</b>		<b>Males:</b>		<b>Females:</b>		<b>Total Minorities:</b>	
White:	0	Black/African American:	0	Hispanic/Latino:	0	Asian:	0
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	AI/AN:	0
						NHOPI:	0
						PWD:	0
							0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-3 (Rev. Feb. 2016)

# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 9

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total		W	B/AA	H/L	A	AI/AN	OPI	NH	PWD	Total	W	B/AA	H/L	A	AI/AN	OPI	NH	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD		
Officials / Administrators	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Professionals	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Technicians	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Protective Service	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Para-professionals	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Administrative Support	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Service / Maintenance	0	0									0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

Grand Total Employees for Region 9:		Males:		Females:		Total Minorities:	
		0		0		0	
		0.00%		0.00%		0.00%	
White:	0	Black/African American:	0	Hispanic/Latino:	0	Asian:	0
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%



# Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: July 1, 2022 - June 30, 2023

Region: 10

EEO Category	Grand Total	MALES						FEMALES						PERCENTAGES					
		Total	W	B/AA	H/L	A	AI / AN	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

<b>Grand Total Employees for Region 10:</b>		<b>Males:</b>		<b>Females:</b>		<b>Total Minorities:</b>	
White: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
Black/African American: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
Hispanic/Latino: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
Asian: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
AI/AN: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
NHOPI: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	
PWD: 0		0		0		0	
0.00%		0.00%		0.00%		0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

# Summary of Workforce Analysis by Region

Agency: Illinois Law Enforcement Training and Standards Board Reporting Period: July 1, 2022 - June 30, 2023

Grand Total

EEO Category	Grand Total	MALES						FEMALES						PERCENTAGES					
		Total			W			Total			W			M			F		
Officials / Administrators	11	8	5	3				2	1					2	72.73%		27.27%	63.64%	36.36%
Professionals	14	8	8					1	2					2	57.14%		42.86%	85.71%	14.29%
Technicians																			
Protective Service																			
Para-professionals	2													1			100.00%		50.00%
Administrative Support	1																100.00%		
Skilled Craft																			
Service / Maintenance																			
<b>TOTAL</b>	<b>28</b>	<b>16</b>	<b>13</b>	<b>3</b>				<b>3</b>	<b>3</b>	<b>1</b>				<b>5</b>	<b>57.14%</b>		<b>42.86%</b>	<b>75.00%</b>	<b>21.43%</b>
																			<b>28.57%</b>

<b>Grand Total Employees:</b>	<b>Males:</b>	<b>16</b>	<b>57.14%</b>	<b>Females:</b>	<b>12</b>	<b>42.86%</b>	<b>Total Minorities:</b>	<b>7</b>	<b>25.00%</b>
White: 21	Black/African American: 6	Hispanic/Latino: 21.43%	Asian: 3.57%	AI/AN: 1	NHOPI: 8	PWD: 8			
75.00%									

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board Reporting Period: FY22 - July 1, 2022 - June 30, 2023

EEO Category: OFFICIALS / ADMINISTRATORS

MALES													FEMALES													PERCENTAGES												
Grand Total		W		B/A/A	H/L	A	AI	NH	OPI	PWD	Total		W	B/A/A	H/L	A	AI	NH	OPI	PWD	M		F	W	B/A/A	H/L	A	AI	NH	OPI	PWD							
New Hires	2	2									0										100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Promotions	1	1									0										100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Intra-Agency Transfers	2	1		1						1	1	1	1							1	50.00%	50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
Suspensions	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Separations	2	0									2	2	2							2	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
Discharges	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Lay Off	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Demotions	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Reductions	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Reinstatements	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Reemployment	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Upward Reallocations	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Downward Reallocations	0	0									0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

EEO Category: PROFESSIONALS

Transaction	MALES										FEMALES										PERCENTAGES												
	Grand Total	Total	AI					NH					Total	W	B/A	H/L	A	AI	AN	NH	OPI	PWD	M	F	W	B/A	H/L	A	AI	AN	NH	OPI	PWD
			W	B/A	H/L	A	AI	AN	NH	OPI	PWD	AI																					
New Hires	1	1	1								0											100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	5	1	1								4	3	1									20.00%	80.00%	80.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	60.00%	
Intra-Agency Transfers	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	3	1	1								2	2										33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0									0											0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

EEO Category: TECHNICIANS

Transaction	Grand Total	MALES										FEMALES										PERCENTAGES									
		W					B/AA					H/L					A					F					M				
		Total	AI	NH	OPI	PWD	Total	AI	NH	OPI	PWD	Total	AI	NH	OPI	PWD	Total	AI	NH	OPI	PWD	Total	AI	NH	OPI	PWD	Total	AI	NH	OPI	PWD
New Hires	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

EEO Category: PROTECTIVE SERVICE

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

Grand Total		MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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		W	B/A/A	H/L	A	AN	OPI	PWD	Total	W	B/A/A	H/L	A	AN	OPI	PWD	M	F	W	B/A/A	H/L	A	AN	OPI	PWD																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

EEO Category: PARAPROFESSIONALS

Transaction	Grand Total	MALES										FEMALES										PERCENTAGES									
		W					B/AA					H/L					A					F					W				
		Total	AI	AN	OPI	PWD	Total	AI	AN	OPI	PWD	Total	AI	AN	OPI	PWD	Total	AI	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AI	AN	OPI	PWD
New Hires	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	0					1					1					0					100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0					0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

EEO Category: ADMINISTRATIVE SUPPORT

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

Transaction		Grand Total	MALES										FEMALES										PERCENTAGES																			
			W					B/A/A					H/L					A					AI					NH					OPI					PWD				
			Total	W	B/A/A	H/L	A	AI	AN	OPI	PWD	Total	W	B/A/A	H/L	A	AI	AN	OPI	PWD	M	F	W	B/A/A	H/L	A	AI	AN	OPI	PWD												
New Hires	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Promotions	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Intra-Agency Transfers	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Suspensions	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Separations	1	1									0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Discharges	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Lay Off	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Demotions	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Reductions	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Reinstatements	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Reemployment	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Upward Reallocations	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Downward Reallocations	0	0									0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities



# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

EEO Category: SKILLED CRAFT

Grand Total		MALES										FEMALES										PERCENTAGES									
		W	B/AA	H/L	A	AN	OPI	NH	PWD	Total	W	B/AA	H/L	A	AN	OPI	NH	PWD	M	F	W	B/AA	H/L	A	AN	OPI	NH	PWD			
Transaction																															
New Hires	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Promotions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Intra-Agency Transfers	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Suspensions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Separations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Discharges	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Lay Off	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Demotions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reductions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reinstatements	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Reemployment	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Upward Reallocations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Downward Reallocations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

EEO Category: SERVICE / MAINTENANCE

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

Grand Total		MALES										FEMALES										PERCENTAGES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
		W					B/A/A					H/L					A					AI					NH					OPI					PWD																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
		Total	W	B/A/A	H/L	A	AI	NH	OPI	PWD	Total	W	B/A/A	H/L	A	AI	NH	OPI	PWD	Total	W	B/A/A	H/L	A	AI	NH	OPI	PWD	Total	W	B/A/A	H/L	A	AI	NH	OPI	PWD																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

# Summary of Workforce Transactions Report by EEO Category

Agency: Illinois Law Enforcement Training and Standards Board

Reporting Period: FY22 - July 1, 2022 - June 30, 2023

EEO Category: GRAND TOTAL

MALES													FEMALES										PERCENTAGES										
Transaction	Grand Total	Total	W	B/AA	H/L	A	AN	AI	NH	PWD	Total	W	B/AA	H/L	A	AN	AI	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AN	AI	NH	OPI	PWD		
New Hires	3	3	3																		100.00%			100.00%									
Promotions	7	2	2								5	4	1							3		28.57%	71.43%	85.71%	14.29%								42.86%
Intra-Agency Transfers	2	1		1						1	1	1							1		50.00%	50.00%	50.00%	50.00%									100.00%
Suspensions																																	
Separations	6	2	1								4	4								2		33.33%	66.67%	83.33%		16.67%							33.33%
Discharges																																	
Lay Off																																	
Demotions																																	
Reductions																																	
Reinstatements																																	
Reemployment																																	
Upward Reallocations																																	
Downward Reallocations																																	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Analysis Narrative

The Illinois Law Enforcement Training and Standards Board is a small agency employing 29 employees as of June 30, 2023, the same number of employees than at this time last year. Between June 30, 2023 and September 1, 2023, an additional 10 employees were onboarded.

The Board utilizes four of the EEOC job categories – Officials/Administrators, Professionals, Para-Professionals, and Administrative Support.

1 - Officials/Administrators	11	(+1 from last year)
2 - Professionals	15	(-1 from last year)
5 - Para-Professionals	2	(+1 from last year)
<u>6 - Administrative Support</u>	<u>1</u>	<u>(-1 from last year)</u>
<b>Total</b>	<b>29</b>	

The Board's office is located in Region 7, with 25 positions working in that region. In addition, there are 4 Officials/Administrator and Professional positions located outside of Region 7.

Region 1	1 Official/Administrator, 2 Professionals
Region 2	1 Professional
Region 7	10 Officials/Administrators, 12 Professionals, 2 Para-Professional, 1 Administrative Support
Region 10	0 Positions (due to retirement)
<b>Total</b>	<b>29 Employees</b>

In FY2023, the Board hired three new employees:  
3 white males

Six employees were separated:  
1 hispanic male, 1 white male and 4 white females.  
Two white females were persons with disabilities.

Two employees transferred in from other agencies:  
1 white female, 1 white male  
Both transfers were persons with disabilities.

Seven employees were promoted:  
2 white males, 4 white females, 1 black female  
1 black female and 1 white female were persons with disabilities.

## **Availability Analysis**

This section contains:

- DHR-5 (Availability Percent Worksheet)
- DHR-8 (Utilization Analysis)
- DHR-11 (Underutilization Summary by Region)

The Law Enforcement Training and Standards Board has fewer than 10 employees in all job categories and all regions, except for Officials/Administrators and Professionals in Region 7. The required analysis forms have been completed and are included in this section. There is no underutilization identified. The result of the analysis is that the agency is at parity for FY24.



### Availability Percent Worksheet

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	282	0.93%	100	0.93	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	0.74	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	45	0.15%	100	0.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	0.12	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
 PACIFIC ISLANDER**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	15	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

### Availability Percent Worksheet

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
 Region: 7  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	12,585	41.39%	90	37.25	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	11	6	54.55%	10	5.45	Agency Workforce.
				100	34.17	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	1,285	4.23%	90	3.80	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	11	2	18.18%	10	1.82	Agency Workforce.
				100	4.50	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	30,405	427	1.40%	100	1.40	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	11	0	0.00%	0	0.00	Agency Workforce.
				100	1.12	Availability Percent.



### Availability Percent Worksheet

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 7  
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	28,700	60.69%	100	60.69	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	48.55	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	2,220	4.69%	100	4.69	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.76	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 7  
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	844	1.78%	100	1.78	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.43	Availability Percent.

### Availability Percent Worksheet

AGENCY: Illinois Law Enforcement Training and Standards Board  
Category: Professionals

Affirmative Action Group:  
**ASIAN**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	1,683	3.56%	100	3.56	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.85	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	39	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: Illinois Law Enforcement Training and Standards Board  
Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	47,290	64	0.14%	100	0.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

## Utilization Analysis

Agency: Illinois Law Enforcement Training and Standards Board  
 Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	10	11	0	0	2	1	0	0
Availability Percent	34.17	48.55	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	3	5	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	6	0	0	2	1	0	0

Underutilization

Agency: Illinois Law Enforcement Training and Standards Board  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	10	11	0	0	2	1	0	0
Availability Percent	4.50	3.76	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	2	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Law Enforcement Training and Standards Board  
 Affirmative Action Group: **HISPANIC or LATINO** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	10	11	0	0	2	1	0	0
Availability Percent	1.12	1.43	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Illinois Law Enforcement Training and Standards Board  
 Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	10	11	0	0	2	1	0	0
Availability Percent	0.74	2.85	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	1	0	0

Underutilization

## Utilization Analysis

Agency: Illinois Law Enforcement Training and Standards Board  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	10	11	0	0	2	1	0	0
Availability Percent	0.12	0.07	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Illinois Law Enforcement Training and Standards Board  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	10	11	0	0	2	1	0	0
Availability Percent	0.04	0.11	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization



# Underutilization Summary by Region

Name of Agency: Illinois Law Enforcement Training and Standards Board

Fiscal Year: 2024

Region	Officials and Administrators				Professionals				Technicians				Protective Service Workers			
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals				Administrative Support				Skilled Craft Workers				Service-Maintenance			
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 0

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 0

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander  
DHR 11-AAP (Rev. Feb. 2016)

# **SECTION THREE**



## Numerical Goals

### **AREA TO BE ADDRESSED**

The Law Enforcement Training and Standards Board is not underutilized in any EEOC category this fiscal year.

### **GOAL**

The Board will work to maintain a culturally diverse and inclusive work force.

## Program Goals

### **AREAS TO BE ADDRESSED**

The Board has not received any harassment or discrimination complaints from its employees. The Board will continue in its efforts to maintain a culturally diverse and harassment free work environment. To achieve this, the Board has set the following four goals for Fiscal Year 2024:

#### **GOAL 1:**

To ensure that employees know the definition of harassment and discrimination as well as ensure supervisors and managers know their responsibilities regarding harassment and discrimination prevention.

#### **OBJECTIVE:**

The Board will provide the necessary harassment and discrimination prevention training for employees so they will know their rights and responsibilities.

<b><u>Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Ensure Harassment & Discrimination Prevention Training is attended by all new Employees	EEO Officer	Within 30 days of start date	OneNet Website
Ensure Annual Harassment & Discrimination Prevention Training is attended by all Employees	Ethics Officer	12/31/23	OneNet Website

#### **GOAL 2:**

To ensure the EEO/AA Officer is familiar with the current definition of Affirmative Action as well as the rights and responsibilities of the employees and the Board regarding AA.

#### **OBJECTIVE:**

When available, the Board will ensure the EEO/AA Officer obtains any training offered by the State of Illinois Department of Human Rights or CMS.

<u>Action Item</u>	<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Obtain Affirmative Action Training or Updates for EEO Officer	EEO Officer	06/30/2024	Email Proof of Registration
Attend all Available CMS Recruitment Calls	EEO Officer	06/30/2024	Report to Supervisor

### **GOAL 3:**

To ensure that employees understand the Ethics Act as well as ensure supervisors and managers know their responsibilities regarding ethics within the agency.

### **OBJECTIVE:**

The Board will provide the necessary ethics training for employees so they will know their rights and responsibilities.

<u>Action Item</u>	<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Ensure Ethics Training is attended by all new Employees	EEO Officer	Within 30 days of start date	OneNet Website
Ensure Annual Ethics Training is attended by all Employees	Ethics Officer	12/31/23	OneNet Website

### **GOAL 4:**

To ensure that employees understand diversity, equity, inclusion, and accessibility (DEIA) as well as ensure supervisors and managers know their responsibilities regarding ensuring adherence to DEIA principles within the agency.

**OBJECTIVE:**

To ensure that employees understand diversity, equity, inclusion, and accessibility principles, and that the agency continues to be a place that welcomes diverse perspectives, experiences, and approaches to foster a stronger, smarter, and more informed workplace.

<b><u>Action Item</u></b>	<b><u>Assignment Responsibility</u></b>	<b><u>Completion Target Date</u></b>	<b><u>Monitoring Procedure</u></b>
Ensure DEIA Training is attended by all new Employees	EEO Officer	Within 30 days of start date	OneNet Website
Ensure Annual DEIA Training is attended by all Employees	Ethics Officer	12/31/23	OneNet Website
Submit ILETSB DEIA Quarterly Status Reports to Governor's Office	DEIA Officer	6/30/24	Report to Supervisor & Maintain Copies
Provide New Employees with a Copy of the ILETSB DEIA Action Plan and DEIA Policy	DEIA Officer	Upon Start date	New Employee Onboarding Checklists

# SECTION FOUR

## **Employment Discrimination Internal Complaint Process**

The Law Enforcement Training and Standards Board has adopted the Department of Human Rights Model Sexual Harassment Policy. The agency follows the procedures established by the Department of Central Management Services and the Department of Human Rights for filing and processing a written internal complaint.

All employees have been advised of their right to file complaints with the EEO/AA Officer, then with the Executive Director, the Department of Human Rights, the Equal Employment Opportunity Commission, or any other appropriate government agency. Included in the right of complaint is that of reasonable accommodation for the disabled.

New employees are informed of the discrimination complaint process and the Board's Sexual Harassment Prevention Policy. Any new employee will receive this information as part of the employee orientation process. The new employee will then return the signed Acknowledgement of Participation form to the EEO Officer certifying that they have carefully read and reviewed the content of, and completed, the Sexual Harassment Training for New State of Illinois Employees pursuant to 5 ILCS 430/1 et seq. Furthermore, certifying that they understand that their failure to comply with the laws, rules, policies, and procedures referred to within the training course may result in disciplinary action up to and including termination of State employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation.

The agency EEO/AA Officer shall be the first contact in the internal complaint procedure. The EEO/AA Officer shall then promptly conduct a preliminary investigation and make a report to the Executive Director. If an employee desires to contact the Executive Director, the Department of Human Rights, or the Equal Employment Opportunity or any other appropriate government agency first, the employee may do so without fear of retaliation. Employees are not required to file an internal complaint before filing with the Department of Human Rights.

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)

Website: [www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment)

Employees have up to 300 days from the date of the discriminatory act to file a complaint with the Department of Human Rights and the Equal Employment Opportunity Commission.

# **Equal Employment Opportunity Complaint Investigation Procedure**

## **A. Policy**

The agency affirms its commitment to a policy of Equal Employment Opportunity through the implementation of an EEO Complaint Investigation Procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this EEO Complaint Investigation Procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, the EEO/AA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute. The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the state (DHR) or the federal government (EEOC) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

## **B. Procedures**

The Discrimination Complaint Form (attached) shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/AA Officer for investigation.

### **1. Scope and Timeliness**

Unless of a continuing nature, all complaints must be received by the EEO/AA Officer in writing, within 180 days, consistent with agency practice. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

### **2. Intake-Screening**

Immediately upon receipt of the discrimination complaint form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint.

The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint for investigation within thirty days consistent with agency practice. The complainant shall be promptly notified if further information or documentation is required to support the charge.

### 3. Investigation

Within thirty days consistent with the agency practice, the EEO/AA Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded within thirty days after acceptance of the complaint.

### 4. Withdrawal of the Complaint

The complaint, or any part of the allegation, may be withdrawn during the investigation upon a written request for withdrawal by the complainant.

### 5. Settlement During Investigation

If a settlement is reached an agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed.

### 6. Dismissal of the Complaint

After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal within thirty days.

### 7. Investigation Findings

At the conclusion of the investigation, if substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit a written notice to the CEO with the findings and recommendations to resolve the complaint. Within thirty days, a conciliation meeting shall be initiated, and the EEO/AA Officer shall participate to seek an equitable resolution of the complaint.

## C. Conciliation Efforts

The EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within thirty days, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.



The findings, conciliation efforts, and proposed settlement shall be forwarded to the CEO for the final review, approval, or other determination. The CEO shall make known to the EEO/AA Officer the official position of the agency within thirty days of receipt of the EEO/AA Officer's written report.

The employee also has the right to file a formal charge within 300 days of the alleged violation with the Illinois Department of Human Rights (IDHR) and/or within 300 days of the alleged violation with the Equal Employment Opportunity Commission (EEOC). The EEO Officer shall represent the agency in responding to any charges by the Department of Human Rights or the Equal Employment Opportunity Commission or any other appropriate government agency.

**Illinois Department of Human Rights**

555 West Monroe St., 7<sup>th</sup> Floor  
Chicago, Illinois 60661  
312-814-6200  
TTY 866-740-3953

**Illinois Department of Human Rights**

524 S. 2<sup>nd</sup> Street, Suite 300  
Springfield, Illinois 62701  
217-785-5100  
TTY 866-740-3953

To file with IDHR, the complaint must be filed within 300 calendar days from the date of harm.

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline: 877-236-7703 (Monday-Friday, 8:30 a.m. – 5:00 p.m.)

Website: [www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment)

**Equal Employment Opportunity Commission**

JCK Federal Building  
230 S. Dearborn St., Suite 1866  
Chicago, Illinois 60604  
312-872-9777, TTY 866-740-3953, Fax 312-558-1260, [www.eeoc.gov](http://www.eeoc.gov)

**Equal Employment Opportunity Commission**

Robert A. Young Federal Building  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
314-798-1960, TTY 800-669-6820, Fax 314-539-7894

To file with the EEOC, the complaint must be filed within 300 days from the date of harm.

## Discrimination Complaint Form

To: Agency EEO/AA Officer

**Illinois Law Enforcement Training & Standards Board**

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Home Address \_\_\_\_\_

2. Are you currently employed by the agency? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

Job Title \_\_\_\_\_ Status \_\_\_\_\_ Unit \_\_\_\_\_

Location \_\_\_\_\_ Phone Number \_\_\_\_\_ Length of Service in Classification \_\_\_\_\_

4. Date of the alleged discriminatory practice: \_\_\_\_\_

5. Basis of the alleged discriminatory practice:

\_\_\_\_ Race \_\_\_\_\_ Color \_\_\_\_\_ Sex \_\_\_\_\_ Religion \_\_\_\_\_ Age \_\_\_\_\_ Disability  
\_\_\_\_ National Origin \_\_\_\_\_ Ancestry \_\_\_\_\_ Marital Status \_\_\_\_\_ Military Status \_\_\_\_\_ Pregnancy  
\_\_\_\_ Retaliation \_\_\_\_\_ Sexual Orientation \_\_\_\_\_ Other \_\_\_\_\_

6. The discrimination occurred in connection with:

\_\_\_\_ Interview \_\_\_\_\_ Hiring Selection \_\_\_\_\_ Promotion \_\_\_\_\_ Disciplinary Action  
\_\_\_\_ Compensation \_\_\_\_\_ Transfer \_\_\_\_\_ Lay Off \_\_\_\_\_ Training Opportunity

Other (specify) \_\_\_\_\_

7. The facts of the alleged discriminatory employment practice are:

\_\_\_\_\_

(Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe attachments: \_\_\_\_\_

(Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain indicating the outcome of the efforts: \_\_\_\_\_

(Continue on additional sheets, if necessary)

COMPLAINANT'S SIGNATURE AND DATE FILED  
DHR 21 (Rev November 2017)

EEO/AA OFFICER'S SIGNATURE AND DATE RECEIVED

# SECTION FIVE

## **Affirmative Action for Employing Persons with Disabilities**

**Numerical Goal for People with Disabilities:** The Law Enforcement Training and Standards Board is not underutilized for persons with disabilities. The Board will continue in its efforts to maintain a diverse and inclusive workforce.

The Law Enforcement Training and Standards Board recognizes disabled individuals as a protected group and has a commitment to affirmative action and equal employment opportunity for disabled persons. The Board ensures that it will provide reasonable accommodations to disabled individuals when and where possible.

The Board has reviewed all agency materials to eliminate any possible discriminatory requirements. The Board will closely review any new agency materials to guard against any discrimination in all future requirements. The Board will also include a nondiscrimination notice in all recruitment materials and review all job descriptions to determine essential duties.

**Accessibility for Persons with Disability:** The Board's office is located at 500 South 9th Street, Springfield IL 62701. This building is owned by the Illinois Law Enforcement Training and Standards Board and maintained by JLL Property Management. It is accessible for people with disabilities.

**Pre-employment screening:** ILETSB does not have a pre-employment screening or medical examination requirement for any of its positions.

The Board does not require physical examinations, or any other type of testing not already required by the Department of Central Management Services. The Board will distribute this policy internally and has conducted an accessibility survey of its facility. The Board has established, to the best of its ability, a policy of reasonable accommodation.

**Employment criteria and job description review:** The Board utilizes the Department of Central Management Services' SuccessFactors online employment application system and procedures exclusively. The Board staff members who conduct interviews have all received the most up-to-date Comprehensive Employment Plan (CEP) interviewer training available through CMS. This training is updated annually and instructs the participants on correct and legal interview procedures which include ethical and non-discrimination practices. As of the date of this report, the training must be attended annually to maintain interviewer certification.

Any employment criteria established by the ILETSB to screen applicants are reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities are examined to determine if they are job-related. If such criteria are not job-related, they are eliminated. Job descriptions are reviewed before posting to identify essential job

duties. In determining whether an applicant is a qualified individual with a disability, ILETSB will assess his or her ability to perform the position's essential job duties with reasonable accommodations.

The HR & Labor Relations Manager also serves as the EEO/AA Officer, and as the creator of the agency job descriptions and employment criteria, will review and certify the criteria and job descriptions at the time they are created and/or amended, prior to posting.

**Employment testing:** ILETSB does not conduct its own employment testing. Any testing performed is required and conducted by CMS. Testing does not have an adverse impact on people with disabilities. Accommodation in testing can be provided upon request of the applicant via the online application procedure.

**Identification of ADA Coordinator:**

Ellen L. Petty  
Human Resources & Labor Relations Manager  
Illinois Law Enforcement Training and Standards Board  
500 S. 9<sup>th</sup> Street  
Springfield, IL 62701  
[ellen.petty@illinois.gov](mailto:ellen.petty@illinois.gov)  
217-670-3861  
TTY 866-740-3933

**Emergency evacuation procedures:** ILETSB participates in the annual online disability survey conducted via OneNet, where emergency needs are identified, and any such information submitted will be provided to safety personnel. The purpose of this survey is to collect disability statistics for all employees of the State of Illinois. At the time of this report, there are no ILETSB employees who require assistance evacuating the building in the event of an emergency.

The online disability survey via OneNet is a project of Central Management Services. The purpose of the survey is twofold:

1. For Affirmative Action purposes, to give employees an opportunity to identify whether they have disabilities.
2. To determine whether emergency evacuation assistance is needed. Safety personnel will be provided with the names of employees needing evacuation assistance.

Central Management Services keeps track of the number of employees with work disabilities who choose to voluntarily disclose this information to comply with the affirmative action requirements in the Human Rights Act.

To that end, the state has developed this brief survey. All employees are required to respond to this questionnaire. All information provided is voluntary, however you must click the "Submit Survey" button to send your answers to the State of Illinois or click the "Skip Survey" button to indicate receipt and acknowledge that you elect not to participate in the survey.

Any information provided will be accorded confidentiality and will be used in compliance with state and federal Equal Opportunity Non-Discrimination laws.

The Board follows its own evacuation procedures in case of fire, natural disaster, or any other type of calamity which may affect escape from its offices. In case of an emergency where staff would have to evacuate the building, the staff would meet out front, on the west side of the building, on the front sidewalk.

The office building is a two-floor structure. There is one elevator, three stairwells, and six points of exit in case of emergency.

## Reasonable Accommodation Policy

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of Illinois Law Enforcement Training & Standards Board to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. Illinois Law Enforcement Training & Standards Board recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of Illinois Law Enforcement Training & Standards Board to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer also serves as the Americans with Disabilities Act Coordinator and can provide further information about ILETSB's policy in this area.



Chief Executive Officer

August 31, 2023

Date

# Labor Force Analysis for People with Disabilities

Agency: Illinois Law Enforcement Training & Standards Board

Fiscal Year: 2024

Total Employees: 28

Percent of People with  
Disabilities in Illinois Labor  
Force: 5.96%

Labor Force Number: 1

Number of Employees with  
Disabilities in Agency: 8

Underutilization or Parity: P





## Illinois Law Enforcement Training & Standards Board Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to your immediate supervisor, with a copy to the HR Manager/EEO/AA Officer. The HR Manager can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

**SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC**

- ☐ Purchase or modification of equipment or devices \_\_\_\_\_
- \_\_\_\_\_
- ☐ Job restructuring or task modification \_\_\_\_\_
- \_\_\_\_\_
- ☐ Provision of reader, sign language interpreter or personal assistant \_\_\_\_\_
- \_\_\_\_\_
- ☐ Structural modification to work site or facility \_\_\_\_\_
- \_\_\_\_\_
- ☐ Modification of work schedule or leave policy \_\_\_\_\_
- \_\_\_\_\_
- ☐ Modification of examinations, training materials or personal assistant \_\_\_\_\_
- \_\_\_\_\_
- ☐ Reassignment to vacant position \_\_\_\_\_
- \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature	Date
----------------------	------

RAC Recommendation	Grant	Deny	<input type="checkbox"/> Date _____
(RAC's initials _____)			Return for _____
Executive Director's Final Action	Grant	Deny	<input type="checkbox"/> Date _____
(ED's initials _____)			Return for _____
Remarks _____			

\_\_\_\_\_

## Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The HR Manager can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the HR Manager. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Deputy Director within five (5) working days.
4. The Division Deputy Director shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Deputy Director shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer.
5. The EEO/AA Officer shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Deputy Director's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Executive Director within five (5) working days of the Committee's review for the Executive Director's approval or denial.
6. The Executive Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Executive Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Executive Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Executive Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made, and the employee shall be notified. The Executive Director's decision on this recommendation shall constitute the final internal action by ILETSB on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 calendar days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



## Illinois Law Enforcement Training and Standards Board Reasonable Accommodation Request for Job Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

### Type of Accommodation Needed

- ☐ Sign Language Interpreter for the Employment Interview
- ☐ Reader Service
- ☐ Accessible Interviewing Site
- ☐ Re-formatting of Examinations
- ☐ Examination Markers for Applicants with Limited Manual Dexterity
- ☐ Other (indicate type of accommodation needed) \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

### Agency Action

Interviewing Officer's Determination

☐

Grant

☐

Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

### Final Agency Approval

Signature:	Date:
------------	-------

## **Accommodation Request Procedures for Applicants**

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule, or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The ILETSB EEO/AA Officer can provide additional information about the accommodation process.

### **Procedures:**

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the EEO/AA Officer will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer. In cases where the EEO/AA Officer completes the form for the applicant with a disability, the EEO/AA Officer shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether ILETSB will grant the request.
6. If ILETSB denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or external complaint with the Illinois Department of Human Rights within 300 calendar days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.



## Illinois Law Enforcement Training and Standards Board

### PHYSICIAN'S MEDICAL REVIEW

ILETSB is requesting disclosure of information that is necessary to assist in evaluating a reasonable accommodation request. Disclosure of this information is VOLUNTARY. All information will be kept confidential and used in compliance of applicable state and federal laws; and is regarded as protected Health Information subject to HIPPA Policy.

1) Employee/Applicant: \_\_\_\_\_ 2) Date of Birth: \_\_\_\_\_

3) Home Address: \_\_\_\_\_ 4) Soc Sec No: \_\_\_\_\_

5) Employed by: \_\_\_\_\_ 6) Address: \_\_\_\_\_

7) Employee/Applicant's Disability: \_\_\_\_\_

(includes a physical or mental impairment that substantially limits one more major life activities, which include such things caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, breathing, learning and working)

8) Major Life Limitation(s): \_\_\_\_\_

9) What are the specific essential job functions this person can't perform without a reasonable accommodation due to the disability?

10) What type of reasonable accommodation do you suggest for the employee/applicant: \_\_\_\_\_

11) Recommended duration of reasonable accommodation: \_\_\_\_\_

12) Additional information to support need for reasonable accommodation: \_\_\_\_\_

\_\_\_\_\_  
Physician's Printed Name

\_\_\_\_\_  
Degree

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Employees/applicants are responsible for having this form completed and forwarded to their supervisor.

# **SECTION SIX**

## **Applicable EEO Laws**

### **CIVIL RIGHTS ACT OF 1964, as amended**

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and State or political subdivisions thereof.

### **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to State, local and municipal organizations, all employment agencies (private and public), and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### **CIVIL RIGHTS ACT OF 1991**

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

### **AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967**

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

### **REHABILITATION ACT OF 1973**

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

### **EQUAL PAY ACT OF 1963**

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

### **AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008**

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

### **FAMILY MEDICAL LEAVE ACT of 1993**

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:



- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

#### **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) are authorized to investigate and resolve complaints of USERRA violations.

#### **GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

# SECTION SEVEN

## Forms

### **Hiring and Promotion Monitors**

Section 2520.770 (h) of the Human Rights Rules and Regulations requires agencies to use hiring and promotion monitors whenever personnel transactions occur. As stated in the rules: *"No hire or promotion commitment shall be made until the agency EEO Officer or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the agency Chief Executive Officer or designee shall sign and date the monitor, indicating approval. The Department of Central Management Services shall not complete any hire or promotion transaction if it has not received the approved monitor."*

### **Exit Questionnaire**

ILETSB will provide an exit questionnaire according to Section 2520.770 (i) of the Department of Human Right's Rules.

- The employee has the option of completing the form. The EEO/AA Officer may obtain better cooperation in the exit interview process if he or she conducts an oral interview on the last day or encloses a self-addressed envelope marked confidential with the exit questionnaire form.
- The answers are confidential, will not be used against the employee, will not be available for reasons of prospective employment, and will not be made a part of the employee's personnel file.
- The form will be maintained in a separate file by the EEO Officer for possible review by DHR, or upon occasion, federal authorities.

## HIRING MONITOR

Name of Agency IL Law Enforcement Trng & Stds Board Candidate's Name \_\_\_\_\_  
City / County \_\_\_\_\_ Position Number \_\_\_\_\_  
IDHR Region / (Facility) \_\_\_\_\_ Bid Number \_\_\_\_\_  
EEO Job Category \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_ Date of Hire \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_  
Asian \_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_  
People with Disabilities \_\_\_\_\_

2. Indicate: Race of person selected \_\_\_\_\_ Sex of person \_\_\_\_\_  
Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_

3. Number of individuals who applied or were on the list of eligible(s) \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?
5. If the category is underutilized and a member of an affirmative action group applied and was not hired give a detailed explanation for the hiring decision.
6. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Name and position of person(s) who interviewed candidates.
8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and concur / do not concur with this hire. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer

\_\_\_\_\_  
Date

I approve of this hire.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

## PROMOTION MONITOR

Name of Agency IL Law Enforcement Trng & Stds Board Candidate's Name \_\_\_\_\_  
City / County \_\_\_\_\_ Position Number \_\_\_\_\_  
IDHR Region / (Facility) \_\_\_\_\_ Bid Number \_\_\_\_\_  
EEO Job Category \_\_\_\_\_ Date of Promotion \_\_\_\_\_  
Title of Job to be filled \_\_\_\_\_

1. Is this EEO Category underutilized? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by which of the following:  
Women \_\_\_\_\_ Black or African American \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_  
Asian \_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_  
People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of the person promoted: \_\_\_\_\_

3. Number of individuals who applied or were on the list of promotable(s) \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, from what EEO Job Category? \_\_\_\_\_

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted, give a detailed explanation.

6. Was the position posted? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and concur / do not concur with this promotion. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer

\_\_\_\_\_  
Date

I approve of this promotion.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-20 (Rev. Feb. 2016)

**\*For EEO monitoring purposes.**



## Illinois Law Enforcement Training and Standards Board

### EXIT QUESTIONNAIRE

Instructions: This questionnaire will be provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire shall be at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Disability: Yes ☐ No ☐ Race \_\_\_\_\_ Hispanic: Yes ☐ No ☐

Date of Employment \_\_\_\_\_ Separation Date \_\_\_\_\_

Position Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Current Salary \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

Would you want to work here again? Yes ☐ No ☐

Explain: \_\_\_\_\_

Same Position? Yes ☐ No ☐ Explain: \_\_\_\_\_

Same Supervisor? Yes ☐ No ☐ Explain: \_\_\_\_\_

Do you feel the working conditions were satisfactory?

Yes ☐ No ☐ Explain: \_\_\_\_\_

Do you have any suggestions for improving employee morale? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the pay you received for the work performed and with promotions? Yes ☐ No ☐

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive bilingual pay? If so, do you feel it was an appropriate amount? \_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the supervision and were you trained properly?

Yes ☐ No ☐ Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think management adequately recognized employee contributions? If not, what recommendations would you make to improve this?

\_\_\_\_\_  
\_\_\_\_\_

Did you receive any equal employment opportunity / affirmative action orientation? Yes ☐ No ☐

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

During your employment, did you request an accommodation based on your disability? Yes ☐ No ☐ N/A ☐  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you personally experience any discrimination while working in your position?

Yes ☐ No ☐ Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of instances where others have been discriminated against?

Yes ☐ No ☐ Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO/AA Officer?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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Additional comments / concerns: \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



# SECTION EIGHT

## -APPENDIX-

## Explanation of Terms

**AA - Affirmative Action** - The legal concept mandated under Executive Order 11246 which requires an employer to do more than ensure employment neutrality in recruitment, hiring and promotion of qualified individuals in order to overcome the effects of past systemic exclusion and discrimination.

**AAP - Affirmative Action Plan** - A written document, which encompasses the EEO policy and all the actions necessary to create a non-discriminatory work environment, including the development of numerical goals for established affirmative action groups when underutilization of such groups has been identified.

**Accessibility** - The extent to which a facility is readily approachable and usable by individuals with disabilities

**Adverse Impact** - A theory of employment discrimination (also referred to as disparate impact, disparate effect, adverse effect), which occurs when an employer's policy or practice, neutral on its face and in its application, has a negative effect on the employment opportunities of affirmative action groups.

**Affirmative Action Groups** - For the development of an AAP by a state entity, this refers to Women, Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native, Native Hawaiian or Other Pacific Islander, and People with Disabilities.

**Availability Percent (AP)** - the percentage of affirmative action groups that can reasonably be expected to be available for employment.

**CEO - Chief Executive Officer** - The individual ultimately responsible for the operation of an agency.

**Department or DHR** - Department of Human Rights

**Disability** - as used in Section 2-105 (B) of the Act and this Subpart, impairment of long-lasting physical, mental, hearing, cognition, ambulation, self-care, independent living or other functions.

**Disparate Treatment** - A theory of employment discrimination, which occurs when an employer treats, protected class employees differently than non-protected class employees in similar situations.

**Equal Employment Opportunity (EEO)** - EEO is achieved when all terms and conditions of employment and management decisions are consistently based on job related factors, without regard to, including but not limited to, race, color, disability, national origin, age, religion or sex.

**EEO Job Category** - Classes of position titles that are assigned to one of the eight EEO job categories: Officials/Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Administrative Support, Skilled Craft Workers and Service Maintenance.

**Equal Employment Opportunity Commission (EEOC)** - DHR's federal counterpart, which implements the Civil Rights Act of 1964 and other statutes.

**Labor Force** - All persons, 16 years of age or older, who are either employed or unemployed.

**Numerical Goal** - Means the number of members of an affirmative action group, which have been determined to be necessary to bring an agency to parity.

**Parity** - Achieved when availability and utilization are equal.

**Protected Class** - Various groups of people protected under the Human Rights Act.

**Program Goal** - Program goal is an agency's fiscal year strategy to address EEO problem areas or to enhance its affirmative action program through recruitment or training efforts, or other specialized programs.

**Reasonable Accommodation** - is a modification to the work site, work process and/or work schedule to enable a person with a disability to perform essential job duties.

**Region** - The term "region" shall mean a group of adjacent state counties; there are 10 regions within Illinois.

**Underutilization** - The number of additional persons in a particular affirmative action group which is necessary to achieve parity with the availability of that group in the labor force.

**Workforce** - Current number of employees in the agency.

## Definitions of EEO Job Categories

- 1. Officials and Administrators** -- Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the Agency's operation, or provide specialized consultation on a regional, district or area basis. **Includes:** department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.
- 2. Professionals** -- Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. **Includes:** personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.
- 3. Technicians** -- Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. **Includes:** computer programmers and operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.
- 4. Protective Service Workers** -- Occupations in which workers are entrusted with public safety, security and protection from destructive forces. **Includes:** police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.
- 5. Paraprofessionals** -- Occupations in which workers perform some of the duties of a professional or technician in supportive roles, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. **Includes:** library assistants, research assistants, medical aids, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.
- 6. Administrative Support (Including Clerical and Sales)** -- Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. **Includes:** bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

**7. Skilled Craft Workers** -- Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. **Includes:** mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.

**8. Service Maintenance** -- Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. **Includes:** chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers.

February 2016

## Transactions Definitions

**New Hire:** This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems.

**Promotion:** These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

**Intra-Agency Transfer:** These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities, and salary range, in another division, section or other unit.

**Suspension:** These transactions involve a temporary removal from payroll for disciplinary reasons.

**Separation:** These transactions involve an employee who voluntarily leaves state service.

**Discharge:** This occurs when an employee is terminated for cause.

**Lay Off:** These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

**Demotion:** These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

**Reduction:** These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

**Reinstatement:** These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

**Reemployment:** These transactions occur when the certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

**Upward Reallocation:** These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

**Downward Reallocation:** These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.

## Illinois Counties by Region

### **REGION 1**

Cook  
DeKalb  
DuPage  
Grundy  
Kane  
Kankakee  
Kendall  
Lake  
McHenry  
Will

### **REGION 2**

Boone  
Ogle  
Stephenson  
Winnebago

### **REGION 3**

Bureau  
Carroll  
Henry  
Jo Daviess  
LaSalle  
Lee  
Mercer  
Putnam  
Rock Island  
Whiteside

### **REGION 4**

Adams  
Brown  
Hancock  
Henderson  
Knox  
McDonough  
Pike  
Schuyler  
Warren

### **REGION 5**

DeWitt  
Fulton  
Livingston  
Marshall  
Mason  
McLean  
Peoria  
Stark  
Tazewell  
Woodford

### **REGION 6**

Champaign  
Douglas  
Ford  
Iroquois  
Piatt  
Vermilion

### **REGION 7**

Christian  
Cass  
Greene  
Logan  
Macon  
Macoupin  
Menard  
Morgan  
Montgomery  
Sangamon  
Scott  
Shelby

### **REGION 8**

Bond  
Calhoun  
Clinton  
Jersey  
Madison  
Monroe  
Randolph  
St. Clair  
Washington

### **REGION 9**

Clark  
Clay  
Coles  
Crawford  
Cumberland  
Edgar  
Effingham  
Fayette  
Jasper  
Lawrence  
Marion  
Moultrie  
Richland

### **REGION 10**

Alexander  
Edwards  
Franklin  
Gallatin  
Hamilton  
Hardin  
Jackson  
Jefferson  
Johnson  
Massac  
Perry  
Pope  
Pulaski  
Saline  
Union  
Wabash  
Wayne  
White  
Williamson



# Illinois Department of Human Rights State Regional Map

