

**Assessor Requirements:** Assessors shall possess a minimum of ten (10) years of service as a full-time sworn firefighter including at least three (3) years of service as a fire officer at the rank of company officer or higher. Persons who do not have experience as a sworn full-time firefighter who are interested in serving as assessors and who have specialized technical expertise may be added to assessment panels by agreement of the parties to a collective bargaining agreement at the local level.

**Date Profile Completed:**

July 15, 2025

**Contact Information** (Please note that this page will be posted on the OSFM Website)

Last Name Toepper	First Name Jeffrey	If Applicable: Name of Department/Business Elwood Fire Protection District			
If Applicable: Department/Business Mailing Address 309 W. Mississippi Street.		City Elwood	State IL	Zip 60421	County Will
Email address: jstoepper@sbcglobal.net		Contact Phone Number (not mandatory to provide on the page) 815-922-8793			

**Fire or EMS Employment Status** (Please check one)

Full Time	<input checked="" type="checkbox"/>	Combination	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Retired	<input type="checkbox"/>	Consultant	<input checked="" type="checkbox"/>
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**Fire or EMS Position** (Rank)

	Name of Organization	Position Title	Dates of Position
1	Elwood Fire Protection District	Training Coordinator	July 21, 2025 to Current
2	Channahon Fire Protection District	Deputy Chief	April, 2013 to July, 2025
3	Lisle-Woodridge Fire District	Battalion Chief	2011 to 2013
4	Lisle-Woodridge Fire District	Firefighter/Lieutenant/Captain	1989 to 2011

**Describe Your Duties and Responsibilities of your Positions**

	Position	Overview of Duties and Responsibilities
1	Training Coordinator	Planning, preparing, scheduling, delivering, and administering the training program.
2	DC	DC of Operations. Responsible for the fleet, stations, personell, training, and safety.
3	BC	Responsible for managing the shift including calls, staffing, training, and personnel management.
4	Captain	Company officer on a ladder truck. Responsible for my company and personnel in two stations.



**Describe Your Assessor Experience:**

I have managed several company officer assessments for my past organization. I have assisted local fire departments with internal promotional assessments including the tactical exercise, problem employee exercise, writing exercise, and tactical exercise.

State of: IllinoisCounty of: Will

Subscribed and sworn to (or affirm) before me 15th day  
this of July 2025, by: Jeffrey Toepper

SEAL

Print Name of Signer: Jeffrey ToepperSignature of Signer: Jeffrey S. ToepperSignature of Notary Public: Jacquelyn M. Arnold**Joint Labor Management Committee (JLMC) Statement**

Based upon this Assessor Profile submitted to the JLMC, we believe this information is accurate. However, the JLMC is highly recommending that the entity seeking Assessors conduct their own review and validation process.

# Illinois Promotional Assessor Code of Conduct and Ethics (P.A. 50 ILCS § 742)

Appendix #2

The purpose of this code of conduct and ethics is to instill confidence in promotional assessments and promote fairness and uniformity of assessment practices. As an Illinois assessor, it is your obligation to abide by the ethical and professional guidelines established in this code.

**1. Conduct and Performance**

- A. **Professionalism** – Conduct all duties and activities in a professional manner that will reflect favorably upon you, the jurisdiction, the assessment center process, and the emergency service delivery system.
- B. **Honesty** – Be honest in all dealings with the candidates and their representatives.
- C. **Diligence** – Be diligent in the performance of your duties as prescribed by Illinois Statutes and Illinois Assessor Training and apply these rules fairly and uniformly without advocacy for, or accommodation of, any special interests.
- D. **Excellence** – Perform all duties to the best of your ability so as to ensure fair and impartial evaluation of all candidates.

**2. Conflicts of Interest**

- A. **Appearance of impropriety** – Avoid the appearance of impropriety even if no impropriety exists or is intended.
- B. **Prohibited assignments** – Accept no assignment in which you are related to a candidate as spouse, parent, son or daughter by blood or marriage or other relatives with whom you have a social relationship or in which you have a financial or other interest with the involved parties.
- C. **Unwarranted privileges** – Do not use your official position to secure privileges for yourself, your family, business associates, or any other person wherein you benefit directly or indirectly with the involved parties.

**3. Representation of Qualifications**

Do not claim professional qualifications that you do not possess.

**4. Cooperation and Investigations**

Cooperate with the Illinois Joint Labor Management Committee of Assessors in an investigation of the professional conduct of any assessor.

**5. Reporting Unethical Practices**

Report to the Illinois Joint Labor Management Committee the unethical practices or actions of any assessor.

**6. Violations**

Violating this code of conduct and ethics may result in removal from the approved list of Illinois Assessors'.

**(50 ILCS 742/65) Sec. 65. Violations.**

A person who knowingly divulges or receives test questions or answers before a written examination, or otherwise knowingly violates or subverts any requirement of this Act commits a violation of this Act and may be subject to charges for official misconduct.

(Source: P.A. 93-411, eff. 8-4-03.)

**I have read the aforementioned and will abide by the Code of Conduct and Ethics as an Assessor**

**Signature:** 

**Date:** February 28, 2025



# Illinois Promotional Assessor Profile: Completion of Basic Assessor Training Course

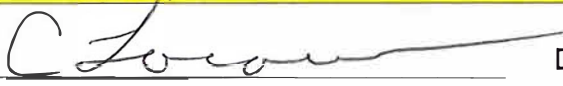

Appendix #3

The assessor candidate must have completed the JLMC approved *Basic Assessor Training Course*. Please complete the following questionnaire.

Assessor Candidate Information (Please Type of Print)					
Last Name Toepper		First Name Jeff		If Applicable: Name of Department/Business Channahon Fire Protection District	
Home Mailing Address 26704 Overland Drive			City Channahon	State IL	Zip 60410
If Applicable: Department/Business Mailing Address 24929 S. Center Street			City Channahon	State IL	Zip 60410
Office Phone 815-467-6767		Fax		Cell Phone 815-922-8793	
Email address: jstoepper@sbcglobal.net					

Basic Assessor Training Course Information	
Organization Conducting the Training: JLMC & IFCA	
Location: Plainfield Fire Protection District	Date: 10/21-23/24
Lead Assessor's Name: John Buckley and Chris Locacius	

**Lead Assessor's certification of completion:**  
The Assessor Candidate completed the Basic Assessor Training Course requirements as set forth by the JLMC.

Lead Assessor's Signature:		Date: 10/23/24
Assessor Candidate Signature:		Date: 10/23/24


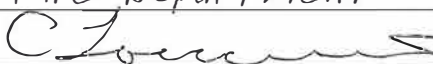

# Illinois Promotional Assessor Profile: Completion of Practical Requirements

Appendix #4

**Illinois Promotional Assessor:  
Completion of Practical Requirements**

**1**

The assessor candidate must have actively job shadowed in at least two (2) assessment center processes. The assessor candidate is to grade as if an Assessor but the grades will not be used in the grading process. The purpose of the assessor candidate conducting his or her own grading is to compare the candidate's grades to the official scoring. For persons who have experience as assessors before the established requirements for certification and who have completed at least two assessment center processes as a non grading assessor, the JLMC may waive this requirement.

<b>Assessor Candidate Information (Please Type or Print)</b>											
Last Name Toepper			First Name Jeff		If Applicable: Name of Department/Business Channahon Fire Protection District						
Home Mailing Address 26704 Overland Drive				City Channahon		State IL	Zip 60410	County Will			
If Applicable: Department/Business Mailing Address 24929 S. Center Street				City Channahon		State IL	Zip 60410	County Will			
Office Phone 815-467-6767			Fax			Cell Phone 815-922-8793					
Email address: jstoepper@sbcglobal.net											
<b>#1) First Assessment Center Practical Training</b>											
Location: Elwood Fire Protection District						Date: 02/28/25					
Lead Assessor's Name: Jeff Pindelski											
<b>Identify The Exercises That You Have Job Shadowed and Graded In:</b>											
In Basket	<input type="checkbox"/>	Leaderless Group	<input type="checkbox"/>	Oral Interview	<input checked="" type="checkbox"/>	Tactical	<input checked="" type="checkbox"/>	Problem Employee	<input type="checkbox"/>	Qualities of Leadership	<input type="checkbox"/>
Please list other exercises that are not listed and describe them.											
Concerned citizen. Writing exercise.											
<b>Lead Assessor's certification of completion:</b>											
The Assessor Candidate completed the job shadowing requirements and we found his/her note taking and scoring were consistent with the other Assessors.											
Lead Assessor's Signature: 					Date: 2/28/25						
<b>#2) Second Assessment Center Practical Training</b>											
Location: Hindsdale Fire Department						Date: 07/10/25					
Lead Assessor's Name: 											
<b>Identify The Exercises That You Have Job Shadowed and Graded In:</b>											
In Basket	<input type="checkbox"/>	Leaderless Group	<input type="checkbox"/>	Oral Interview	<input type="checkbox"/>	Tactical	<input checked="" type="checkbox"/>	Problem Employee	<input type="checkbox"/>	Qualities of Leadership	<input type="checkbox"/>
Please list other exercises that are not listed and describe them.											
Writing exercise, Citizen Interaction											
<b>Lead Assessor's certification of completion:</b>											
The Assessor Candidate completed the job shadowing requirements and we found his/her note taking and scoring were consistent with the other Assessors.											
Lead Assessor's Signature: 					Date: 7-10-25						