

2017
CITY OF SPRINGFIELD
ENTRY-LEVEL POLICE PATROL OFFICER EXAMINATION



PHASES IN THE TESTING PROCESS

1. *Physical Ability Exam (POWER Test)
2. Written Exam
3. Oral Assessment
4. Ranking Interview with Police Chief
5. *Background Investigation
6. *Psychological Screening
7. *Medical, Drug and Agility Exam

*These are all scored as a pass or fail phase.

DUTIES OF A POLICE PATROL OFFICER

The Police Patrol Officer job is a uniformed position sworn to uphold and enforce all laws and City ordinances, to protect lives and property, and to maintain peace and order in the community, including but not limited to, patrolling in squad car, on foot, or on bicycle or to control traffic, prevent crime or disturbance of the peace, and arrest violators.

QUALIFICATIONS TO TEST FOR POLICE PATROL OFFICER

- U. S. Citizenship at time of application.
- Minimum age at the time of written examination is 21 (or 20 with 2 years in law enforcement studies at an accredited college or university). No candidate shall be appointed to the uniformed police until he or she has attained the age of twenty-one (21) years.
- Maximum age at the time of written examination is 34.

Age exemptions:

In municipalities of more than 5,000 but not more than 200,000 inhabitants, no person who has attained his or her 35th birthday shall be eligible to take an examination for a position as a fireman or a policeman unless the person has had previous employment status as a policeman or fireman in the regularly constituted police or fire department of the municipality, except as provided in this Section. (65 ILCS 5/ Article 10-1-7) "The municipality" is defined as the City of Springfield.

QUALIFICATIONS TO TEST FOR POLICE PATROL OFFICER CONTINUED

- 1) A candidate with active military service may exceed the age limitation by the number of years served in the military, up to a maximum of 10 years. Refer to 65 ILCS 5/ Article 10-1-12 for exemption. These can be viewed at www.ilga.gov.
- High School Graduate or GED Equivalent
 - No felony convictions. Persons with a record of misdemeanor convictions may be disqualified from taking examinations as set forth in 65 ILCS 5/ Article 10-1-7(c). Certain misdemeanor convictions may disqualify candidates for a position on the Police Department. This can be viewed at www.ilga.gov.
 - Tattoo restrictions. Refer to Springfield Police Department Directive 15-005, which is located at www.springfield.il.us/policetesting.
 - Vision correctable to 20/40

ON-LINE APPLICATION PROCESS

Applications will only be accepted online through the City of Springfield's website, www.springfield.il.us until Sunday, May 21, 2017, at 11:00 p.m. CST. The employment application must be electronically **SIGNED** prior to submittal.

HIRING REQUIREMENTS

- Valid Illinois driver's license at time of hire
- Valid FOID card at time of hire

ORIENTATIONS

ALL entry-level police candidates may participate in one of the following **orientation sessions**. At these sessions, members of the Springfield Police Department and staff of the Civil Service Commission will provide candidates with the following:

- PowerPoint presentation explaining each portion of the examination process
- Oral assessment and written exam training and video
- Information regarding police work
- Question and answer period

Candidates attending the orientation will receive a study guide code by email. The study guide will have 80 practice written test questions and answers.

These sessions are important to attend and can be very useful in developing a complete understanding of what will be expected during each phase of the examination process.

The orientation portion will take approximately 1-1/2 hours. Seating is limited, so please contact the Office of Human Resources at (217) 789-2446 or email HumanResources@springfield.il.us to reserve a seat.

ORIENTATIONS CONTINUED

- Thursday, April 13, 2017, 5:00 p.m. (check-in begins 30 minutes prior)

City of Springfield Council Chambers
300 S. 7th St. 3rd floor
Springfield, IL 62701

Parking is available in the Wyndham Parking Garage at the corner of 7th and Monroe. Bring your parking stub for validation. There is no cost to park at a meter after 5:00 p.m.

- Saturday, April 29, 2017, 8:30 a.m. (check-in begins 30 minutes prior)

Illinois State Police Academy
3700 East Lake Shore Drive
Springfield, IL 62712

- Thursday, May 11, 2017, 8:30 a.m. and 12:30 p.m. (check-in begins 30 minutes prior)

City of Springfield Council Chambers
300 S. 7th St. 3rd floor
Springfield, IL 62701

Parking is available in the Wyndham Parking Garage at the corner of 7th and Monroe. Bring your parking stub for validation.

PRACTICE PHYSICAL ABILITY EXAM

On **Saturday, April 29, 2017, at 10:00 a.m. a practice Physical Ability (POWER) test** will be held at the Illinois State Police Academy, 3700 East Lake Shore Drive, Springfield, IL 62712 (from I-55, take exit 88-Chatham/E. Lake Shore Drive).

Attendance is optional but strongly encouraged. To register, please contact the Office of Human Resources by 12:00 p.m. the day before the practice, at (217) 789-2446 or email Humanresources@springfield.il.us. The physical ability exam (POWER Test) will require candidates to complete four phases: a sit and reach test, a sit-up test, a maximum bench press test, and a 1.5 mile run. The minimum requirements needed to pass the physical ability exam are provided to candidates on the City's website at www.springfield.il.us/policetesting. Candidates will be required to sign a *Release of All Liabilities Form* at the practice physical exam.

PHASE 1 ~ PHYSICAL ABILITY EXAM

Participation in the physical ability exam is **mandatory** and will be held on **Friday, June 16, 2017**, at the Illinois State Police Academy, 3700 East Lake Shore Drive, Springfield, IL 62712 (from I-55, take exit 88-Chatham/E. Lake Shore Drive). Results of the physical ability exam will be provided on site. Only those candidates who pass all four phases of the physical ability exam will be permitted to take the written examination. Candidates will be scheduled in blocks of time and will be required to sign a *Release of All Liabilities Form* at the physical exam. Notification of your testing time will be emailed at least a week in advance of the exam.

PHASE 2 ~ WRITTEN EXAM

The written exam has been developed by I/O Solutions, a public safety personnel selection consulting firm. It will be held on **Saturday, June 17, 2017, at 9:00 a.m.** at Southeast High School, 2350 E. Ash, Springfield, IL 62703. Please enter on the Taylor Avenue side. **Check-in will begin at 8:15 a.m. NO LATE ARRIVALS WILL BE ADMITTED.** The Office of Human Resources reserves the right to add an additional session if needed.

Candidates must present a valid driver's license or other form of photo identification to be admitted to the exam. Candidates are to bring nothing to the exam site. Everything necessary will be provided. The exam will take approximately 2.5 hours to complete. Cell phones, hats, food or drinks will not be allowed in the testing area.

The written exam consists of both a cognitive and behavioral component. The behavioral section is not something that can be practiced or “improved upon”; the questions should simply be answered honestly. The cognitive section measures the following ability areas: problem-solving, reading comprehension, mathematics, and writing ability. An overall score of at least 70% will be required to pass the written exam. Only those who pass the written exam will be permitted to advance to the next phase. A pass or fail result from the written exam will be emailed to candidates. Candidates will not receive a numeric score due to banding (please refer to page 6). Candidates should not call the Civil Service Commission office or the Springfield Police Department to obtain exam results. Actual test scores will not be released or known by City personnel.

VETERAN'S PREFERENCE POINTS

****Candidates will be notified later in the testing process of the required submittal dates****

Five (5) additional points will be added to the final exam scores of qualified candidates in accordance with 65 ILCS 5/ Article 10-1-16. Persons who were engaged in the active military or naval service of the United States for a period of at least one year and who were honorable discharged therefrom.

In order to receive veteran's points, candidates must submit a copy of all DD-214's. A candidate must show a DD-214 for each period of active military or naval service of the United States. The DD-214 is the only documentation that can be submitted to demonstrate active military service. The State and Federal law defines active military or naval service of the United States for the purpose of veteran's preference points as the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

RESIDENCY PREFERENCE POINTS

****Candidates will be notified later in the testing process of the required submittal dates.****

Five (5) points will be added to the final exam scores of qualified candidates whose legal residence was within the Springfield, Illinois, corporate limits for at least nine (9) consecutive months immediately prior to taking the written examination. **Proof of residency must be provided for each month starting September 17, 2016 through June 17, 2017.** Acceptable documents are, but not limited to, the following:

- Prior utility bills in the candidate's name
- Prior telephone bills in the candidate's name
- Pay stubs reflecting the candidate's address
- Savings and/or checking account statements reflecting the candidate's address
- Rental agreement or a property tax bill in the candidate's name

A residency affidavit form will be included with the written exam result letter. This form, along with proof of nine (9) consecutive months of residency, will be accepted in the Office of Human Resources during the oral assessments.

To have documents other than those listed above considered for proof of residency, please contact Kim or Sheila in the Office of Human Resources at (217) 789-2446 immediately to determine whether they will be accepted.

PHASE 3 ~ ORAL ASSESSMENTS

Oral assessments are projected to be held during the month of July 2017, at the Office of Human Resources located in the Municipal Center West, 300 South 7th Street, Room 309, Springfield, Illinois 62701. The assessments will be conducted by a panel of assessors who will ask candidates a series of questions ranging from hypothetical scenarios to specific questions on how the candidate tends to deal with situations. Some of the dimensions that may be measured in the oral assessment include the following: interpersonal skills, teamwork, judgment, problem-solving, community orientation, stress tolerance, and flexibility. In the entry-level oral assessments, there will be a writing component in addition to the series of questions.

Candidates must bring a driver's license or other form of photo identification. If a candidate is not present at the assigned time, he/she will be considered to have failed the exam. Candidates will not be evaluated based upon appearance; however, business casual wear would be appropriate. Cell phones will not be allowed in the testing area.

This phase is not pass or fail. When determining a candidate's final score, the oral assessment will be weighted at 60%, and the written exam at 40%.

A study guide for this phase of the exam is available from the City of Springfield's website, www.springfield.il.us/policetesting.

BANDING OF THE ELIGIBILITY LIST

The first step in calculating the final score for each candidate involves adding the candidate's points on the written exam and adding each person's points on the oral assessment. Those points are then divided by the maximum possible amount of points for each test. This yields a percentage score for the written exam and a percentage score for the oral assessment. These scores are then put on the same scale using standardized scores, weighted (40% for the written exam and 60% for the oral assessment) and added together for a combined score. Any veteran's or residency points are then added to this combined score for a final ranking.

Bands are created taking into account the variability of test scores and the reliability of final scores. These bands are similar to grades one receives in school (e.g., 'A', 'B', 'C', etc.) where people who receive similar scores are grouped together. The differences in scores within a certain range (band) are not considered statistically significant due to measurement error inherent in the testing process. Scores within a band shall be considered equal. The band in which a candidate is placed will be determined solely by the final score. Veteran's and residency points will be included in the final score. Actual test scores will not be released or known by City personnel.

The eligibility list of candidates is scheduled to be approved by the Civil Service Commission in September; however, this is subject to change. Candidates who successfully complete Phases 1, 2 and 3 will be notified of the band in which they are placed on the eligibility list.

The eligibility list will remain in force for one year from the date of certification. The list may be extended for periods of three months at a time, up to a total of two years, by action of the Civil Service Commission. In accordance with 65 ILCS 5/ Article 10-1-12, if a person is placed on an eligibility list and becomes over age before he/she is appointed, the person remains eligible for appointment until the list is abolished pursuant to the Illinois law. Otherwise, no person who has attained the age of 36 years shall be inducted as a member of the Police Department, except as otherwise provided by law. This can be viewed at www.ilga.gov.

Candidates on the eligibility list must report any change of name or address (any contact information) to the Civil Service Commission in writing. When information is sent to a candidate's street or e-mail address of record and no response is received after ten (10) days, the candidate is considered unable to be reached and will be removed from the eligibility list and the testing process.

Progression to the next band does not occur until everyone within the band is selected or a candidate is removed from the band/eligibility list for failing to complete the hiring process and/or upon a determination that the result of the background investigation, psychological examination, drug screening, medical examination including an agility examination is unsatisfactory. Candidates will move forward in the selection process based on their band on the eligibility list. Once the Civil Service Commission is notified of a vacancy (or vacancies) in the Police Department, candidates will proceed to the next phase.

BANDING OF THE ELIGIBILITY LIST CONTINUED

According to Rule 5.12 of the Rules of the Springfield Civil Service Commission, a candidate on an entry-level eligibility list who declines an offer of employment for the first time shall not be stricken from the list. The intent to decline (pass-over) must be submitted in writing to the Civil Service Commission. Declining a second conditional offer of employment shall result in the candidate being removed from the eligibility list.

PHASE 4 ~ RANKING INTERVIEW

Each candidate who successfully completes Phases 1 through 3 may have an oral interview with the Police Chief in order to make a selection from the band(s) that is under consideration. In making the selection from the band, the Police Chief shall consider, but is not limited to, the following factors: (1) the needs of the department; (2) prior employment experience of a candidate; (3) special skills and training such as, but not limited to, military experience and prior public safety training; (4) prior experience in public safety employment; (5) formal community college and/or university education or credits received for coursework; (6) ability to interact with persons of diverse backgrounds; and (7) goals to increase racial, ethnic and gender diversity and increase the number of persons from different backgrounds and provide diversity within the age range of the candidates. Conditional offers will be made based upon the availability of positions and the hiring needs of the department.

PHASE 5 ~ BACKGROUND INVESTIGATION

Contingent upon the availability of positions, the hiring needs of the department, and the successful completion of Phases 1 through 4, the top ranked candidates will complete a Personal History Questionnaire and Credit Release Form for use in conducting a confidential background investigation.

Documents required:

- A government issued, or copy of a government issued Birth Certificate
 - A copy of candidate's High School Diploma or GED Certificate. If a candidate cannot provide a diploma, an Official High School Transcript that shows a graduation date in a sealed envelope from the school may be submitted to the Office of Human Resources at the address below. **In lieu of a high school transcript, an official copy of an Associates or Bachelor's degree may be submitted. If the candidate is under age 21, college transcripts in a sealed envelope from the school must be provided.**
- Personal History Questionnaire
It is strongly suggested that the required documents be located prior to this background phase due to the limited amount of time (5 minimum - 10 days maximum) candidates are given to complete a Personal History Questionnaire (approximately 37 pages) for this phase.

The background investigation is a detailed analysis of the candidate's past and present behavior. The investigation is conducted by the Springfield Police Department within the guidelines established by the Civil Service Commission. Sensitive and confidential aspects of candidates' personal lives will be explored as part of the background

investigation. This process entails a thorough check of each candidate to be certified for appointment.

The background investigation will consist of the following:

1. The original application and the Personal History Questionnaire to identify any conflicting or erroneous information.
2. A check on a complete set of fingerprints.
3. A review of records obtained by contacting the following agencies:
 - a. Secretary of State – driving record, citations, license revocations
 - b. Credit Bureau – outstanding debts, liens, judgments, child support payments, wage garnishments, general credit reputation
 - c. City Records – Police Department, LEADS, NCIC, Treasurer’s Office
 - d. County Records – tax non-payment, legal actions, divorces, court actions
 - e. State’s Attorney Records – criminal charges and/or convictions
 - f. FBI and IBI – any record
 - g. Previous Employers – work attendance, work habits, relationships with other employees
 - h. Military Service – service record (if a veteran)
 - i. Neighbors and family – general statements of candidate’s habits
 - j. Other additional sources as they may apply
4. A candidate must have no felony convictions. Persons with a record of misdemeanor convictions may be disqualified from taking examinations as set forth in 65 ILCS 5/ Article 10-1-7(c). Certain misdemeanor convictions may disqualify candidates for a position on the Police Department. This can be viewed at www.ilga.gov.

The investigation normally takes several weeks to complete, depending on the complexity of the individual’s background. Once the information is relayed to the Civil Service Commission, the Commission evaluates the background data, considering all aspects as they relate to a candidate’s fitness to become a Police Patrol Officer.

All records are the property of the Civil Service Commission. Rule 4.12 of the Rules of the Springfield Civil Service Commission states that copies of a Personal History

Questionnaire (PHQ) and background investigation shall not be circulated to a candidate or employee, unless required pursuant to court action or proceedings under the Illinois Freedom of Information Act. However, the reason(s) for an candidate’s removal from the Eligibility List may be released with the Disclosure of Information Form without court action.

Please note: It is strongly recommended that candidates make a copy of the PHQ prior to submission.

PHASE 6 ~ PSYCHOLOGICAL SCREENING

If a candidate passes Phases 1 through 5 and moves to this phase, a conditional offer of employment will be given, contingent upon the availability of positions and the hiring needs of the Department. The screening is performed by a psychologist selected by the Civil Service Commission. A psychological profile will be conducted by a registered psychologist specializing in public safety. This screening involves completion of several tests and an oral interview designed to determine the candidate's fitness for duty as a Police Patrol Officer. Travel (at the candidate's expense) may be required.

PHASE 7 ~ MEDICAL/DRUG SCREENING and AGILITY EXAMINATION

A medical examination (that includes visual and hearing examinations) of each candidate who has successfully completed Phases 1 through 6 will be conducted by the Commission's examining medical physician after a conditional offer of employment. The physical standards and examination procedures are the endorsed requirements for the Police Patrol Officer candidates as established by the Civil Service Commission. Final appointment to a position is contingent upon passing this physical examination. The examination must be held within 60 days of appointment.

Each candidate is examined by the physician for present and past medical status in an attempt to determine whether the candidate has any condition that might interfere with the candidate's ability to perform the essential functions of the position. A general system review takes into account past history and present disease, general body condition and physique, and other pertinent information.

All persons applying through the competitive examination process for Police Patrol Officer positions shall be screened for drugs as part of the certification process. The screening will be done by urinalysis and will be conducted by a toxicology laboratory selected by the Civil Service Commission. Only those candidates who have successfully completed Phases 1 through 6 will be allowed to participate in the screening.

Candidates who fail to respond to a request for a drug screening in a timely manner may be removed from the eligibility list by the Civil Service Commission. All drug screening, visual, hearing and medical reports and records are the property of the Civil Service Commission.

PREVIOUS EXPERIENCE

An officer hired with previous experience as a certified Police Patrol Officer who has worked three out of the last five years as a full-time Police Patrol Officer could qualify for a waiver from the academy (approval of the Chief of Police required) and will be paid a salary at the 1st Year Police Patrol Officer rate, as provided in the collective bargaining agreement. Longevity increases will be based only on the number of years of service with the Springfield Police Department.

CURRENT BENEFITS WHICH ARE SUBJECT TO CHANGE INCLUDE:

As of March 1, 2015¹:

*Police Cadet	\$45,961.86
*Probationary 1st year	\$49,497.38
*Probationary 2nd year	\$56,568.44
*Probationary 3rd year	\$63,639.49
*Patrol Officer	\$70,710.55

Longevity Pay	Shift Differential	Vision Insurance
Overtime Pay	Medical Insurance	Life Insurance
Compensation Time	Vacation Accrual	Uniforms/Weapons/Gear
Sick Leave Accrual	Dental Insurance	Deferred Compensation
Personal/Bonus Days	Holidays	Pension Plan (40 ILCS 5/3)
Flexible Benefits Plan		

GENERAL INFORMATION

- **Shift Schedule:** The Springfield Police Department operates 4 shifts 7:00 a.m. to 4:00 p.m., 2:30 p.m. to 11:30 p.m., 7:00 p.m. to 4:00 a.m. and 10:30 p.m. to 7:30 a.m.
- **Training Program:** Upon hire, cadets must successfully complete approximately 14 weeks of basic training at the Illinois State Police Academy as well as the Springfield Police Department's Field Training Officer (FTO) Program.
- **Probation:** Upon original appointment, all classified Civil Service employees shall serve a 12-month probationary period before attaining certified status.

¹ The City of Springfield and Police Benevolent and Protective Association are currently in contract negotiations and the annual salaries are subject to change.

OTHER INFORMATION

Candidates previously removed from the testing process for any reason are eligible to retest with the Springfield Police Department if they meet all of the application requirements at the time of the next examination.

This examination is administered pursuant to the *Rules of the Springfield Civil Service Commission*. A copy of the Rules may be obtained in the Office of the Civil Service Commission.

Please note that providing false documentation will result in an immediate removal from the testing process and any further consideration as well as termination from the City of Springfield if found after a candidate has accepted employment.

James D. Kuizin
Acting Chief Examiner
Springfield Civil Service Commission
309 Municipal Center West
Springfield, Illinois 62701
(217) 789-2446

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

As an equal opportunity/affirmative action employer, the City of Springfield encourages all potential candidates, regardless of race, gender, and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital or parental status on any other legally prohibited basis to apply for positions with the City of Springfield Police Department. Minorities and females are encouraged to apply.

SCHEDULE OF EVENTS

Orientations (attendance optional)

- Thursday, April 13, 2017, 5:00 p.m. (check-in begins 30 minutes prior)
City of Springfield Council Chambers
300 S. 7th St. 3rd floor
Springfield, IL 62701

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Parking is available in the Wyndham Parking Garage at the corner of 7th and Monroe.
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Practice Physical Ability (POWER) Test (attendance optional)

- Saturday, April 29, 2017, at 10:00 a.m., a practice Physical Ability (POWER) Test will be administered at the Illinois State Police Academy, 3700 East Lake Shore Drive, Springfield, IL 62712 (Directions: I-55 take exit 88-Chatham/E. Lake Shore Drive). Notification of your testing time will be emailed at least one week in advance of the practice test.

Online Application Deadline

- Sunday, May 21, 2017, applications must be submitted online through the City of Springfield's website, www.springfield.il.us by 11:00 p.m. CST.

Physical Ability Test (attendance mandatory)

- Friday, June 16, 2017 Physical Ability (POWER) Test will be administered at the Illinois State Police Academy, 3700 East Lake Shore Drive, Springfield, IL 62712 (Directions: I-55 take exit 88-Chatham/E. Lake Shore Drive). Notification of your testing time will be emailed at least one week in advance of the test.

Written Exam

- Saturday, June 17, 2017, 9:00 a.m. The written exam will be administered at Southeast High School, 2350 E. Ash, Springfield, IL 62703. Please enter on the Taylor Avenue side. Check-in will begin at 8:15 a.m. **NO LATE ARRIVALS WILL BE ADMITTED. PHOTO IDENTIFICATION IS REQUIRED.** The Office of Human Resources reserves the right to add an additional session if needed.

Oral Assessment

- Oral assessments are projected to be held during the month of July 2017, at the Office of Human Resources located in the Municipal Center West, 300 South 7th Street, Room 309, Springfield, Illinois.

Residency Preference and Veterans Preference Points

- Candidates will be notified later in the testing process of the required submittal dates.