

2018  
CITY OF SPRINGFIELD  
LATERAL POLICE PATROL OFFICER EXAMINATION PROCESS



The City of Springfield is currently taking applications for the position of Police Patrol Officer. Those interested in applying may do so electronically at [www.springfield.il.us](http://www.springfield.il.us). If there are any issues regarding the ability to complete an online application, you can call the Office of Human Resources at 217-789-2446 or email them at [HumanResources@springfield.il.us](mailto:HumanResources@springfield.il.us). For those who do not have access to the internet, workstations are available in the Office of Human Resources in the Municipal Center West, 300 South Seventh Street, Room 309 during regular business hours. In addition, the Lincoln Library has workstations and access to the internet as well. **Candidates must participate and successfully complete each of the phases below.**

### PHASES IN THE EXAMINATION PROCESS

- \*Physical Ability Exam (POWER Test)
- Written Exam
- Oral Assessment
- \*Background Investigation
- \*Psychological Screening
- \*Medical, Drug and Agility Exam

Ones marked with an asterisk \* are 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, on bicycle or to control traffic, prevent crime or disturbance of the peace, and arrest violators.

## QUALIFICATIONS TO TEST FOR POLICE LATERAL PATROL OFFICER

- U. S. Citizenship at time of application.
- 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. or) 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](http://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](http://www.ilga.gov).
- Tattoo restrictions. Refer to Springfield Police Department Directive 15-005, which is located at <http://www.springfield.il.us/policetesting>.
- Vision correctable to 20/40
- A candidate must have graduated from a full-time certified police academy. Attendance at a part-time police academy does not qualify.
- A candidate must have been employed a minimum of three of the past five years as a full-time Police Patrol Officer in a single jurisdiction in which the training and experience either qualifies or would qualify the officer to become certified in the State of Illinois upon written request to the Illinois Law Enforcement Training and Standards Board.
- **At time of application**, candidate must provide verification that they meet the above lateral requirements. A candidate must have obtained three years of service by the date of the written exam. A candidate must also provide certification of successful completion from a full-time certified police academy.

## ON-LINE APPLICATION PROCESS

Applications will only be accepted online through the City of Springfield's website, [www.springfield.il.us](http://www.springfield.il.us) until Wednesday, June 6, 2018, at 11:00 p.m. CST. The employment application must be electronically **SIGNED** prior to submittal.

- At time of application, a candidate must provide verification that they meet the lateral requirements. A candidate must have obtained three years of service by the date of the written exam. A candidate must also provide certification of successful completion from a full-time certified police academy.

## HIRING REQUIREMENTS

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

## ORIENTATIONS

**ALL** lateral 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
- Information regarding police work
- Question and answer period

Orientation 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. Please contact the Office of Human Resources at (217) 789-2446 or email [HumanResources@springfield.il.us](mailto:HumanResources@springfield.il.us) to schedule a date and time.

## **PRACTICE PHYSICAL ABILITY EXAM**

On **Saturday, May 19, 2018, at 10:00 a.m.** a practice **Physical Ability (POWER) test** will be held at Lanphier High School, 1300 North 11<sup>th</sup> Street (park in the back of the school in the NE corner closest to the track). **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](mailto: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](http://www.springfield.il.us/policetesting). Candidates will be required to sign a *Release of All Liabilities Form* at the practice physical exam. **This practice will be held as scheduled even in inclement weather.**

## **PHASE 1 ~ PHYSICAL ABILITY EXAM**

Participation in the physical ability exam is **mandatory** and will be held on **Friday, June 15, 2018**, at **Lanphier High School**, 1300 North 11<sup>th</sup> Street (park in the back of the school in the NE corner closest to the track). Candidates must present a valid driver's license or other form of photo identification to be admitted to the exam. 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 the following day. Candidates will be scheduled in blocks of time. Notification of your testing time will be emailed at least a week in advance of the exam. You will be required to sign a *Release of All Liabilities Form* at the physical ability exam. **The physical ability exam will be held as scheduled even in inclement weather. PLEASE NOTE: This is only held on one day, so please adjust your schedule now to avoid any conflicts with work, etc.**

## **PHASE 2 ~ WRITTEN EXAM**

The written exam has been developed by Resource Management and Associates, an administrative services consulting firm. It will be held on **Saturday, June 16, 2018, at 8:30 a.m.** at Southeast High School, 2350 E. Ash, Springfield, IL 62703. Please enter on the Taylor Avenue side. **Check-in will begin at 7:30 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 2.0 hours to complete. Cell phones, hats, food or drinks will not be allowed in the testing area.

The written exam will consist of cognitive items. An overall score of at least 75% 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 written exam score will be emailed to candidates. Candidates should not call the Civil Service Commission office or the Springfield Police Department to obtain exam results.

## **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 honorably discharged therefrom would receive these points.

**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 15, 2017 through June 15, 2018.** 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 in the month of July 2018. The assessments will be conducted by a panel of assessors including the Chief of Police who will ask candidates a series of questions to gauge and measure a candidate's experience, skills, knowledge and abilities as well as their situational awareness. 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. 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%.

### **ELIGIBILITY LIST**

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 their rank 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

## ELIGIBILITY LIST CONTINUED

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](http://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 an 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.**

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 ~ BACKGROUND INVESTIGATION**

Contingent upon the availability of positions, the hiring needs of the department, and the successful completion of Phases 1 through 3, 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.

## **PHASE 4 ~ BACKGROUND INVESTIGATION CONTINUED**

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](http://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 5 ~ PSYCHOLOGICAL SCREENING**

If a candidate passes Phases 1 through 4 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 6 ~ 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 5 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 5 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, 2017<sup>1</sup>:

<b>*Patrol Officer</b>		\$74,305.18
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 6:45 a.m. to 3:45 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 employment, laterals will complete a field training program designated by the Springfield Police Department.
- **Probation:** Upon original appointment, all classified Civil Service employees shall serve a 12-month probationary period before attaining certified status.

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<sup>1</sup> The City of Springfield and Police Benevolent and Protective Association will be approaching 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

<b>EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER</b>
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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)**

Please contact Human Resources to set up a date and time for an orientation. No preset dates have been established.

### **Practice Physical Ability (POWER) Test (attendance optional)**

On **Saturday, May 19, 2018, at 10:00 a.m.** a **practice Physical Ability (POWER) test** will be held at Lanphier High School, 1300 North 11<sup>th</sup> Street (park in the back of the school in the NE corner closest to the track). **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](mailto:Humanresources@springfield.il.us). The minimum requirements needed to pass the physical ability exam are provided to candidates on the City's website at [www.springfield.il.us/police/testing](http://www.springfield.il.us/police/testing). **The physical ability exam will be held as scheduled even in inclement weather.**

### **Online Application Deadline**

- Wednesday, June 6, 2018, applications must be submitted online through the City of Springfield's website, [www.springfield.il.us](http://www.springfield.il.us) by 11:00 p.m. CST.

### **Physical Ability Test (attendance mandatory)**

Participation in the physical ability exam is **mandatory** and will be held on **Friday, June 15, 2018**, at **Lanphier High School**, 1300 North 11<sup>th</sup> Street (park in the back of the school in the NE corner closest to the track) 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 the following day. **The physical ability exam will be held as scheduled even in inclement weather. PLEASE NOTE: This is only held on one day, so please adjust your schedule now to avoid any conflicts with work, etc.**

### **Written Exam**

The written exam will be held on **Saturday, June 16, 2018, at 8:30 a.m.** at **Southeast High School**, 2350 E. Ash, Springfield, IL 62703. Please enter on the Taylor Avenue side. **Check-in will begin at 7:30 a.m.** **NO LATE ARRIVALS WILL BE ADMITTED.** 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 2018, at our Property Management Center located at 200 East Lake Shore Drive.