



## CITY OF SPRINGFIELD, ILLINOIS



### **APPLICATION PROCEDURE FOR FULL-TIME POLICE PATROL OFFICER LATERAL POLICE OFFICER CANDIDATES**

The City of Springfield is seeking individuals to participate in the Police Patrol Officer Lateral examination process. Those interested in applying may do so electronically at [www.springfield.il.us](http://www.springfield.il.us).

Applications will be reviewed on a regular basis and qualified applicants will be contacted by Human Resources to schedule their oral assessment date and time. A candidate must receive at least a 70% score to qualify for placement on the eligibility list. Preference points if applicable, will be added after the minimum requirement is attained. The lateral examination will be administered periodically throughout the year. As a result of continued testing, candidates may be repositioned based on an individual's highest overall score. The expiration date of the eligibility list is indefinite as well as the application period. If employment is not offered within 12 months of placement on the eligibility list, the candidate's name will be removed and they must reapply and retest.

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.

### **POLICE OFFICER LATERAL ENTRY REQUIREMENTS**

- There is no maximum age requirement.
- Must be a current certified police officer.
- Must have graduated from an accredited law enforcement academy.
- Must be certified in Illinois as a full-time peace officer or eligible for a waiver as an out-of-state candidate.
- Must have at least two (2) years of full-time experience as a sworn police officer.
- U. S. Citizenship at time of application.
- Must successfully complete the hiring process as determined by the City of Springfield Civil Service Commission.
- Must satisfactorily complete all pre-employment investigations and/or tests, including but not limited to psychological evaluation and drug testing.

## **REQUIRED DOCUMENT SUBMITTAL**

1. Letter from the applicant's police department on company letterhead indicating the individual's name, their position and dates of employment.
2. Copy of their certification of successful completion from a full-time certified police academy or part-time police academy with the full-time transition course. Out of state applicants must also provide a complete list of their training and certifications.

## **ONLINE APPLICATION PROCESS**

Applications will only be accepted online through the City of Springfield's website, [www.springfield.il.us](http://www.springfield.il.us) indefinitely. The employment application must be electronically **SIGNED** prior to submittal. Required documents must also be attached to the application or emailed to [HumanResources@springfield.il.us](mailto:HumanResources@springfield.il.us).

## **PHASES IN THE EXAMINATION PROCESS**

- Oral Assessment
- \*Background Investigation
- \*Psychological Screening
- \*Medical/Drug Screening and Agility Examination

Ones marked with an asterisk \* are scored as a pass or fail phase. Candidates must participate and successfully complete each of the phases.

The City of Springfield does not require a candidate to be a veteran or resident of the City; however, we do provide preference points to those that qualify.

## **VETERAN'S PREFERENCE POINTS**

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.

## **VETERAN'S PREFERENCE POINTS continued**

You may submit your DD-214(s) at the time of application. Candidates can bring the documents to the Office of Human Resources at 300 South 7<sup>th</sup> St. Room 309 or to the oral assessment.

## **RESIDENCY PREFERENCE POINTS**

Five (5) points will be added to the final exam scores of qualified candidates whose legal residence is currently within the Springfield, Illinois corporate limits and has been the candidate's legal residence for at least nine (9) consecutive months prior to the exam. Proof of residency must be provided for each month. 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 your oral assessment scheduled examination letter. This form, along with proof of nine (9) consecutive months of residency, will be accepted at your oral assessment. After review, you will be notified if additional documentation is needed. To have documents other than those listed above considered for proof of residency, please contact Kim in the Office of Human Resources at (217) 789-2446 immediately to determine whether they will be accepted.

## **PHASE 1 ~ ORAL ASSESSMENT**

Individual candidate oral 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 will be scored.

## **ELIGIBILITY LIST**

The eligibility list will not have an expiration date; however, no candidate can be on the list past 12 months before being required to re-apply and test. A candidate must receive at least a 70% score from the oral assessment to qualify for placement on the eligibility list. Preference points if applicable, will be added after the minimum requirement is attained. Since the lateral exam will be held periodically throughout a twelve month period, the highest scored candidate will be placed on the list based off of their final score. As a result of continued testing, candidates may be repositioned based on an

## **ELIGIBILITY LIST (continued)**

individual's highest overall score. The Civil Service Commission will certify the list once a successful candidate has passed all of the phases of the exam.

**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.**

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 any time after the conditional offer is made from such list for the first time, shall not be stricken but shall remain on the list in his/her original position. 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 2 ~ BACKGROUND INVESTIGATION**

Contingent upon the availability of positions, the hiring needs of the department, and the successful completion of the exam, 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 the candidate's High School Diploma or GED Certificate and if applicable, College Diploma. If a candidate cannot provide a diploma, an Official High School Transcript and if applicable, Official College Transcript that shows a graduation date in a sealed envelope from the school may be submitted to the Office of Human Resources at 300 South 7<sup>th</sup> Street, Room 309, Springfield, IL 62701.
- 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:

## PHASE 2 ~ BACKGROUND INVESTIGATION (continued)

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](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 save it to a device or make a copy of the PHQ prior to submission.**

## PHASE 3 ~ PSYCHOLOGICAL SCREENING

If a candidate passes Phases 1 and 2 will move to this phase, and a conditional offer of employment will be given. A conditional offer is contingent upon passing the remaining phases of the exam, 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

## PHASE 3 ~ PSYCHOLOGICAL SCREENING (continued)

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. A medical examination (that includes visual and hearing examinations) of each candidate who has successfully completed Phases 1 through 3 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 3 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.

## **HIRING REQUIREMENTS**

- Valid driver's license at time of hire
- Valid FOID card within twelve (12) months of hire

As of March 1, 2024:	2 <sup>nd</sup> Year Probationary Patrol Officer	\$87,782.60
	3 <sup>rd</sup> Year Probationary Patrol Officer	\$92,521.73
	Patrol Officer	\$97,391.30
	Relocation Bonus for all Lateral Officers	\$5,000

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

## **GENERAL INFORMATION**

- **Shift Schedule:** The Springfield Police Department operates 3 shifts 6:00 a.m. to 4:00 p.m., 2:00 p.m. to 12:00 a.m., and 9:00 p.m. to 7:00 a.m. with rotating days and weekends off.
- **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 an 18-month probationary period before attaining certified status.

## **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.**

Sarah Kink  
Chief Examiner  
Springfield Civil Service Commission  
Municipal Center West  
300 South Seventh Street, Room 309  
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 or any other legally prohibited basis to apply for positions with the City of Springfield Police Department. Minorities and females are encouraged to apply.