



CITY OF SPRINGFIELD, ILLINOIS



**ENTRY-LEVEL POLICE PATROL OFFICER EXAMINATION
UPDATED INFORMATION, TESTING DATE CHANGES & DEADLINE TO
APPLY EXTENSION DUE TO COVID-19 (CHANGES ARE IN RED)**

The City of Springfield is currently taking applications for the position of 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.

ON-LINE APPLICATION PROCESS

Applications will only be accepted online through the City of Springfield's website, www.springfield.il.us until **Wednesday, September 9, 2020**, at 11:00 p.m. CST. The employment application must be electronically **SIGNED** prior to submittal. Those interested in applying may do so electronically at 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. 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.

SALARY AND BENEFITS:

As of March 1, 2020:

Police Cadet	\$50,878.66
Probationary 1st year	\$54,792.41
Probationary 2nd year	\$62,619.89
Probationary 3rd year	\$70,447.38
Patrol Officer	\$78,274.87

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		

ENTRY-LEVEL POLICE PATROL OFFICER APPLICATION REQUIREMENTS

- 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.

- 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. This 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.
 - Uncorrected visual sharpness, minimum of 20/40 with both eyes open using a typical Snellen opticon. Aided vision corrected to 20/20 with both eyes open. Color vision: normal or mild anomalous trichromat (red-green deficiency) as defined by specific pseudoisochromatic plates.

HIRING REQUIREMENTS

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

RESOURCES TO HELP YOU PREPARE

ORIENTATION

Due to COVID-19, a Facebook Live orientation will be held on **July 22nd at 5:30 p.m. and recorded. For later viewing, please go to**

www.springfield.il.us/policetesting. The session will have a member of the Springfield Police Department and staff of the Civil Service Commission and they will provide candidates with the following:

- PowerPoint presentation explaining each portion of the examination process
- Written Exam and Oral Assessment preparation information
- Information regarding police work
- Question and answer period

PHASES OF THE EXAMINATION

PHASE 1 ~ PHYSICAL ABILITY EXAM - MANDATORY

The exam will be **Friday, September 18, 2020, at a location to be later determined**, and candidate participation is **mandatory**. **Candidates will receive their test time once they pass the POWER test.**

Test: There are four (4) phases to this test and it is administered utilizing a certified instructor from the Springfield Police Department.

Scheduling: Candidates will be scheduled in blocks of time and will be notified by email of their testing time at least one week in advance of the 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.**

Check In: Candidates must present a valid driver's license or other form of photo identification to be admitted to the exam. Candidates are expected to wear appropriate attire which would consist of a short or long sleeved t-shirt, a tank top that covers the complete torso, shorts of a reasonable length or jogging/workout pants and tennis shoes. Candidates who do not wear appropriate attire will not be allowed to participate. Candidates will be required to sign a *Release of All Liabilities Form* at the physical ability exam. **NO LATE ARRIVALS WILL BE ADMITTED.**

What are the passing requirements? The required performance to pass each test is based upon age (decade) and gender. While the absolute performance is different for the six categories, the relative level of effort is identical for each age and gender group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and gender group.

POWER TEST CHART

Test	Male			Female		
	20-29	30-39	40-49	20-29	30-39	40-49
Sit and Reach (inches)	16.0	15.0	13.8	18.8	17.8	16.8
1 Minute Sit-Up (minimum number)	37	34	28	31	24	19
Maximum Bench Press (percent)	.98	.87	.79	.58	.52	.49
1.5 Mile Run (timed)	13.46	14.31	15.24	16.21	16.52	17.53

You can access the POWER test booklet at www.springfield.il.us/police/testing

Results of the physical ability exam will be provided on site. The candidate must pass each task in the order above on their first attempt. If the candidate does not pass, they will be escorted to the check-out area. Only those candidates who pass all four phases of the physical ability exam will be permitted to take the written examination the following day.

PHASE 2 ~ WRITTEN EXAM

The written exam will be **Saturday, September 19, 2020, at a location to be determined. Candidates will receive their test time once they pass the POWER test.** The exam has been developed by PSI, a public safety personnel selection consulting firm and is called the Law Enforcement Aptitude Battery or LEAB.

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 hours and 30 minutes** to complete but you should plan on being at the exam site for up to **3** hours to allow for additional time to check-in, receive instructions, and check-out. Electronic communication devices (e.g., cell phones, smart watches, etc.), hats, food or drinks will not be allowed in the testing area. **NO LATE ARRIVALS WILL BE ADMITTED.** The Office of Human Resources reserves the right to add an additional session if needed.

What does the test consist of? The written exam consists of three components including a cognitive ability component and two behavioral components. A study guide with preparation suggestions and practice test items will be provided for the cognitive ability component since preparation and practice can assist you in improving your performance on this component of the Written Examination.

The cognitive ability component measures the following ability areas: deductive reasoning, inductive reasoning, information ordering, problem sensitivity, verbal comprehension, and verbal expression.

For the two behavioral components, the preparation will familiarize you with the format and content of these items, but no “practice” items will be provided since the areas assessed by these components cannot be practiced or “improved upon”; the items (i.e., questions) should simply be answered honestly.

Candidates must obtain a passing score to proceed to the Oral Assessment. 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 9). 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.

How can I prepare? Once you attend an orientation or submit an application, you will be emailed a link to access the study guide and practice test.

PHASE 3 ~ ORAL ASSESSMENTS

The oral assessments will be in **October 2020**, at the City of Springfield Property Management Center located at 200 East Lake Shore Drive, Springfield, IL. Candidates progressing to this phase will be emailed a date and time for their assessment.

Check In: 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. Communication devices (e.g., cell phones, smart watches) will not be allowed in the testing area. **NO LATE ARRIVALS WILL BE ADMITTED.**

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%.

What is an oral assessment? A panel of assessors will ask each candidate a series of questions that will allow for the assessment of various abilities and personal characteristics that are important to the effective performance of entry-level police patrol officers. The questions could range from general questions pertaining to the candidate's qualifications for the police patrol officer position to specific questions regarding how the candidate has dealt with situations they have experienced in the past, to hypothetical questions regarding how the candidate would handle situations they may encounter in the future. Although all questions will be relevant to the police patrol officer position, no knowledge of law enforcement will be required to respond effectively.

How do I prepare? Once you attend an orientation or submit your application, you will be emailed a link to access the study guide.

Some of the areas that could be assessed include, but are not limited to: oral presentation skills, interpersonal relations, reasoning, and adaptability. In the entry-level oral assessments, there will be a writing component in addition to the series of questions.

PREFERENCE POINTS

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. Points are added to the final score after the written exam and oral assessment are weighted and combined.

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. 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 (**December 19, 2019 to September 19, 2020**), 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 Jaci in the Office of Human Resources at (217) 789-2446 immediately to determine whether they will be accepted.

BANDING OF THE ELIGIBILITY LIST

Scores will be computed for each of the exam components. These scores are then put on the same scale using standardization, weighted (40% for the Written Exam and 60% for the Oral Assessment), and added together to produce a Total Examination score for each candidate. Any applicable veteran's and/or residency points will then be added to candidates' Total Examination scores to produce candidates' Final Scores. Bands are created taking into account the variability and reliability of test 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 bands will be computed based on candidates' Total Examination scores. Candidates will be assigned to a band based on their Final Scores (i.e., their Total Examination score plus any applicable veteran's or residency points). Actual examination 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 **December**; 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.

When hiring needs arise, we will start with candidates in Band 1 which is the top band. Progression to the next band does not occur until everyone within the band is selected or a candidate requests a one-time passover, 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, or 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.

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

When hiring needs occur, each candidate who successfully completes Phases 1 through 3 may have an oral interview with the Police Chief and a panel of his designees in order to make a selection from the band(s) that is under consideration. Ranking interviews will start with Band 1 which is the top band. 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. Once everyone within a band is interviewed, they will be ranked based off of their interview score. 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 the 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 300 South 7th Street, Room 309, Springfield, IL 62701. **In lieu of a high school transcript, a copy of an official 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 days 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 5 ~ 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.

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 ~ MANDATORY PRE-EMPLOYMENT POWER TEST

If a candidate passes Phases 1 through 6 and moves to this phase, they must successfully complete the POWER test at the police academy of the City's choice before progressing to Phase 8.

PHASE 8 ~ MEDICAL/DRUG SCREENING and AGILITY EXAM

A medical examination (that includes visual and hearing examinations) of each candidate who has successfully completed Phases 1 through 7 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. An agility exam will also be completed to ensure candidates can do the physical attributes of the position. 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 7 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 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.

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 hire, cadets must successfully complete approximately 14 weeks of basic training at a Law Enforcement Academy selected by the department as well as the Springfield Police Department's Field Training Officer (FTO) Program.

GENERAL INFORMATION (CONTINUED)

- **Probation:** Upon original appointment, all classified Civil Service employees shall serve a 12-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.

The Springfield Police Department pays your tuition for the Law Enforcement Academy in addition to your clothing and supplementals; however, you will be required to sign an agreement for reimbursement if you leave employment with the department within a specified time frame.

James D. Kuizin
Acting Chief Examiner
Springfield Civil Service Commission
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Springfield, Illinois 62701
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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.