



## CITY OF SPRINGFIELD, ILLINOIS



### APPLICATION PROCEDURE FOR FULL-TIME POLICE PATROL OFFICER

#### LATERAL POLICE OFFICER CANDIDATES

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.**

#### POLICE OFFICER LATERAL ENTRY REQUIREMENTS

1. Maximum age at the time of written examination (April 7, 2020) 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).

2. 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 likely qualify the officer to become certified in the State of Illinois upon written request to the Illinois Law Enforcement Training and Standards Board. Additional documentation may be required for out of state applicants.
3. A candidate must have graduated from a full-time certified police academy. Attendance at a part-time police academy does not qualify.
4. U. S. Citizenship at time of application.
5. High School Graduate or GED Equivalent

## **POLICE OFFICER LATERAL ENTRY REQUIREMENTS (continued)**

6. 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).
7. Tattoo restrictions. Refer to Springfield Police Department Directive 15-005, which is located at <http://www.springfield.il.us/policetesting>.
8. 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.

## **REQUIRED DOCUMENT SUBMITTAL**

1. Letter from the 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. 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) until **Tuesday, March 31, 2020, at 11:00 p.m. CST**. 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**

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

Ones marked with an asterisk \* are scored as a pass or fail phase.

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.

Deadline to submit your DD-214(s) is Tuesday, April 7, 2020 at 4:30 p.m.

**Candidates can bring the documents to the Office of Human Resources at 300 South 7<sup>th</sup> St. Room 309 or to the April 7<sup>th</sup> examination.**

## **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 as of March 31, 2020. Proof of residency must be provided for each month starting June 30, to March 31, 2020. 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 and written exam scheduled examination letter. This form, along with proof of nine (9) consecutive months of residency, will be accepted until April 7, 2020, at 4:30 p.m.

**Candidates can bring the documents to the Office of Human Resources at 300 South 7<sup>th</sup> St. Room 309 or to the April 7<sup>th</sup> examination.**

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.

## ORIENTATIONS

**ALL** lateral police candidates may participate in an **orientation session**. At the session, 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
- Question and answer period

An orientation is 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) before **Monday, March 23, 2020** to express your interest in participating. **An orientation date will be determined based on candidate's interest and after the above deadline.**

### PHASE 1 ~ WRITTEN EXAM

The written exam has been developed by Resource Management and Associates, an administrative services consulting firm. It will be held at the City of Springfield's Property Management Center (PMC) located at 200 East Lake Shore Drive, Springfield, IL at 9:00 a.m. on Tuesday, April 7, 2020, the same day as the oral assessment. **Check-in will begin at 8:30 a.m. NO LATE ARRIVALS WILL BE ADMITTED.**

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 70% will be required to pass the written exam. The written exam will be scored on-site. Only those who pass the written exam will be permitted to advance to the next phase.

### PHASE 2 ~ ORAL ASSESSMENT

Individual candidate oral assessments will be held on Tuesday, April 7, 2020, at the City of Springfield's Property Management Center (PMC) located at 200 East Lake Shore Drive, Springfield, IL. Each candidate will be scheduled for an afternoon assessment once a pass score has been established. 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.

## PHASE 2 ~ ORAL ASSESSMENT (continued)

This phase will be scored.

When determining a candidate's final exam score, the oral assessment will be weighted at 60%, and the written exam at 40%. Candidates must have an aggregate overall score of 75% or better to be placed on the eligibility list. Preference points, if applicable, cannot be used to achieve the minimum aggregate score.

## PHASE 3 ~ PHYSICAL ABILITY EXAM

Participation in the physical ability exam is mandatory. **Individuals receiving a conditional offer of employment will be required to take and pass this exam.** The testing site will be 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. **Candidates are required to sign a *Release of All Liabilities Form* and pass all four phases of the physical ability exam.** **The physical ability exam will be held as scheduled even in inclement weather. PLEASE NOTE: It will only be held on one day and candidates will be notified via email once the date has been determined.**

## ELIGIBILITY LIST

The eligibility list of candidates is scheduled to be approved by the Civil Service Commission in May 2020; 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.

Candidates will remain on the eligibility list for one year and cannot retest within 12 months of their prior written exam date. The lateral examination may be held up to four (4) times annually, or at the direction of the appointing authority, with candidate scores being incorporated into the eligibility list. As a result of continued testing, candidates may be repositioned based on an individual's highest overall score. 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 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 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

## **ELIGIBILITY LIST (continued)**

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 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 62704.
- 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

## PHASE 4 ~ BACKGROUND INVESTIGATION (continued)

- 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 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

**PHASE 6 ~ MEDICAL/DRUG SCREENING and AGILITY EXAMINATION  
(continued)**

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.

**HIRING REQUIREMENTS**

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

**CURRENT BENEFITS (SUBJECT TO CHANGE)**

As of March 1, 2017<sup>1</sup>:      **\*Patrol Officer**                      \$74,305.18

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 four 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.
  - 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 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  
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.

## SCHEDULE OF EVENTS

Date TBD

### Orientation (attendance optional)

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

Tuesday, March 31, 2020

### Online Application Deadline

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 on Tuesday, March 31, 2020.

Tuesday, April 7, 2020

### Written Exam

The written exam will be held on Tuesday, April 7, 2020, at 9:00 a.m. at our Property Management Center located at 200 East Lake Shore Drive, Springfield, IL. **NO LATE ARRIVALS WILL BE ADMITTED.** Check in will begin at 8:30 a.m.

Tuesday, April 7, 2020

### Oral Assessment

Oral assessments will be held in the afternoon on Tuesday, April 7, 2020, at our Property Management Center located at 200 East Lake Shore Drive, Springfield, IL. Candidates will be given their time for the assessment at the written exam once a passing score is established.

Date TBD

### Physical Ability Exam (attendance mandatory)

Participation in the physical ability exam is **mandatory**. **Individuals receiving a conditional offer of employment will be required to take and pass this exam.** The testing site will be 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. Candidates are required to pass all four phases of the physical ability exam. **The physical ability exam will be held as scheduled even in inclement weather. PLEASE NOTE: It will only be held on one day.**