



**CITY OF CARBONDALE, ILLINOIS
POLICE OFFICER
APPLICATION PROCEDURES**



WRITTEN EXAM: Monday, March 19, 2012 – Test to be given at 8:00am (late attendees will not be admitted) at the CARBONDALE CIVIC CENTER, 200 SOUTH ILLINOIS AVENUE

MUST APPLY BY: Friday, February 24, 2012 - 5:00pm - No Exceptions

OPTIONAL ORIENTATION SESSION: Monday, March 12, 2012 - 6:30 P.M. - CIVIC CENTER

Note: The Patrol Officer Examination Process requires approximately one (1) month to complete.

Qualifications to Apply:

1. Applicants for examination must be citizens of the United States.
2. Applicants who are 20 years of age and who possess the educational requirements set forth herein below may be candidates for examination and may be considered for appointment to active duty with the Police Department. Any such applicant who is appointed to active duty shall not have the power to arrest, nor shall he/she be permitted to carry firearms until reaching the age of 21.
3. According to Police Department policy, tattoos and body art are permitted but cannot be visible when wearing a uniform.
4. Applicants for a position in the Police Department shall possess 60 semester hours in education from an accredited college or university, except that applicants who have experience as a **regular, full-time police officer** (at least 37 + hours per week) **AND** who have graduated from a law enforcement training academy accredited or approved by the Illinois Law Enforcement Training and Standards Board (hereinafter referred to as “Academy”) may substitute such experience and training for the required education in accordance with the following schedule:

Police Experience and Training	Education Required to Apply
No police experience and has not graduated from Academy	Associates Degree or 60 hours of college or university credit required to apply
2 years police experience and has graduated from the Academy	45 hours required to apply
3 years police experience and has graduated from the Academy	30 hours required to apply
4 years police experience and has graduated from the Academy	15 hours required to apply
5 years police experience and has graduated from the Academy	0 hours required to apply

Application Procedures And Requirements for taking the Written Examination:

To be eligible to take the written examination, you must have an **EMPLOYMENT APPLICATION** on file in the City’s Human Resources Office. This can be obtained by calling (618) 457-3227, printed from the City’s website at www.explorecarbondaile.com, or by writing to the Human Resources Office, P.O. Box 2047, Carbondale, IL 62902-2047. **DO NOT** submit any other materials (i.e. a resume or training certificates) with your application. These documents may be submitted after you pass all segments of the testing process.

Written Examination:

The written exam is ordered from an independent testing service; it is not a civil service exam. Candidates are given 2 hours to complete the 100-question test comprised of multiple-choice questions. The exam is a valid, job-related test designed specifically for law enforcement use, which measures these basic skills: Observation and Memory; Written Communication and Report Writing; Reading and Understanding Written Information; and Reasoning and Analytical Ability. The Written Communication and Report Writing section consists of English grammar, spelling, punctuation, and writing skills. Candidates must answer 70 percent (70%) of the questions correctly in order to pass the exam.

Writing Proficiency Examination:

The writing proficiency examination is ordered from an independent testing service; it is not a civil service exam. Candidates are presented with a prompt and given 45 minutes to write an essay in response to the prompt. The test is designed to assess candidates' ability to write a coherent and relevant response that is clearly understood by the reader. This ability is essential for writing reports on the job. Candidates are scored on a scale of 1 to 10 and must receive a score 7 or higher in order to pass the exam; the exam is sent away to be graded by the independent testing service. Official results of both the written and writing proficiency exams will be mailed to all candidates approximately three weeks following the date of the exam.

- **An OPTIONAL Candidate Orientation Session will be held on Monday, March 12, 2012, at 6:30 p.m. in the Carbondale Civic Center, 200 South Illinois Avenue.** This orientation session is approximately two hours in duration and covers topics such as the time-line of the selection process, overview of the written exam, study tips to prepare for the test and test-taking strategies. A practice test will be administered which will be scored on-site. There will also be a review of any test items candidates request to go over together. Each candidate attending the orientation session will be given a study guide to take home; this study guide includes additional practice test items.

Physical Fitness Assessment:

- **All candidates take the Physical Fitness Assessment on the afternoon of the written exam. Candidates must bring their photo I.D to the Physical Fitness Assessment. Candidates are divided into two evenly-numbered groups (alphabetically, by last name) and will be assigned either the 1:00p.m. or the 3:00 p.m. assessment time. The Assessment is conducted on the lower level of City Hall and consists of the following:**

1. Sit and Reach

- A. The candidate sits on the floor or mat with legs extended at right angles to a taped line on a box.
- B. The heels touch the near edge of the box and are eight (8) inches apart.
- C. A yardstick is placed between the legs of the candidate and rests on the box with the fifteen inch mark on the edge of the box.
- D. The candidate slowly reaches forward with both hands as far as possible and holds the position momentarily.
- E. The distance reached on the yardstick by the fingertips in inches is recorded.
- F. The best of three trials is used as the flexibility score.

REST PERIODS AND WARM-UP: Five minute rest after sit and reach.

2. One Minute Sit-Up Test

- A. The candidate begins by lying on his/her back, knees bent, heels flat on the floor.
- B. A partner holds the feet down.
- C. The candidate performs as many correct sit-ups as possible in one minute.
- D. In the "up" position, the candidate should touch his/her elbows to his/her knees and then return to a full lying position before starting the next sit-up.
- E. The score is the total number of correct sit-ups.

REST PERIODS AND WARM-UP: Five minute rest after one minute sit-up test.

3. *One Repetition Maximum Bench Press* (Universal Weights)

- A. The candidate will begin with a warm-up lift, male 2/3 body weight, female 1/2 body weight.
- B. The weight will be increased by 10 pound increments for the first three or four lifts and then by five pound increments.
- C. The first three to four repetitions serve as warm-up lifts in order to prevent muscle injury and to prepare the candidate for a maximum lift on the fifth or sixth effort.
- D. The score for this test is the maximum number of pounds lifted in one repetition within 2 & 1/2 pounds of maximum.

REST PERIODS AND WARM-UP: 15 minute rest/warm-up period before 1.5 mile run.

4. *1.5 Mile Test*

- A. The candidate will run 1.5 miles. Time will be recorded with a stopwatch.
- B. The score will be recorded, based on sex and age group.
- C. A 1.5 mile run is six laps on a 440 yard track.
- D. During the administration of the test, the participants can be informed of their lap times.
- E. Candidates should practice before the test in order to pace themselves. (Often, individuals will start too fast and become fatigued too early.)

REST PERIODS AND WARM-UP: A 12 minute cool down after 1.5 mile run to avoid pooling of the blood in the lower extremities. Candidates should walk at least five minutes to enhance blood circulation and aid in recovery.

Minimum Physical Fitness Assessment Performance Requirements

TEST – MALES		AGES			
		20-29	30-39	40-49	50-59
1.	Sit and Reach Test	16.0"	15.0"	13.8"	12.8"
2.	1-Minute Sit-ups	37	34	28	23
3.	Maximum Bench Press Ratio = # x Body Weight	.98	.87	.79	.70
4.	1.5 Mile Run	13:46	14:31	15:24	16:21
TEST - FEMALES		AGES			
		20-29	30-39	40-49	50-59
1.	Sit and Reach Test	18.8"	17.8"	16.8"	16.3"
2.	1-Minute Sit-ups	31	24	19	13
3.	Maximum Bench Press Ratio - # x Body Weight	.58	.52	.49	.43
4.	1.5 Mile Run	16:21	16:52	17:53	18:44

Oral Interview Examination:

- **If you pass the written exam including the writing proficiency exam and the physical fitness assessment, you will be scheduled for the Oral Interview Examination before the Board of Fire and Police Commissioners.**

The Board of Fire and Police Commissioners is comprised of five residents of Carbondale. The Board is not employed by the City of Carbondale. In addition to the Board, the Police Chief and the Administrative Services Director/Human Resources Manager will also attend the Oral Interview Exam. The Interview Exam will be scheduled for a week day approximately one (1) month after you pass the physical fitness assessment. You will be sent a letter informing you of your interview date and time. Due to the number of candidates to be interviewed, assigned interview dates/times cannot be changed.

If you pass the Oral Interview Examination, you will be required to complete a Background Investigation Questionnaire, submit a copy of your birth certificate, college transcripts, a copy of discharge papers from the Armed Forces (if applicable) and three letters of reference. **Do not submit any of this information with your application.** You will also be required to submit a photograph and a set of fingerprints. Fingerprints may be obtained at the Carbondale Police Department, 610 East College Street. After all required documents are submitted, your name is placed on an eligibility list. Your name will remain on the eligibility list for a period of two (2) years. All appointments are made from the candidates on the eligibility list.

- **Do You Have A Relative Who Works For The City of Carbondale? If you do, please note the following:**

Ordinance 92-23 - Employment of Family Members: The following listed family members are disqualified from holding any appointive office or employment *within the same working department or division where a supervisor-subordinate relationship results:* Father-Son; Father-Daughter; Mother-Son; Mother-Daughter; Brother-Brother; Sister-Sister; Brother- Sister; Stepbrother-Stepbrother; Stepsister-Stepsister; Grandfather-Grandson; Grandfather-Granddaughter; Grandmother- Grandson; Grandmother-Granddaughter; Great Grandfather-Great Grandson; Great Grandfather-Great Granddaughter; Great Grandmother-Great Grandson; Great Grandmother-Great Granddaughter; Uncle-Nephew; Uncle-Niece; Aunt-Nephew; Aunt-Niece.

Process Subsequent to Certification to the Eligibility List:

All probationary police officers are hired from the eligibility list developed by the Board of Fire and Police Commissioners. When there is a job opening for the position of Police Officer, the Administrative Services Director/Human Resources Manager and Police Chief will conduct an administrative oral interview with selected candidates who are on the Eligibility List. The purpose of the administrative oral interview is to permit an appraisal of personal qualifications and suitability for the position. Questions utilized during the interview will be uniformly administered to each candidate; however, follow-up questions may vary among candidates. Not all candidates will be asked to attend this in-depth interview. Placement on the Eligibility List does not necessarily mean that you will be interviewed each time there is a job opening. The number of selected candidates invited to this interview may vary according to the number of candidates on the Eligibility List.

The Administrative Services Director/Human Resources Manager and the Police Chief will recommend candidates to the City Manager for hire. The City Manager is responsible for all hiring in the City of Carbondale.

Process For Candidates That May Be Recommended For Appointment:

Background Investigation: A background investigation shall be conducted on candidates that may be recommended for appointment to the position of Police Officer. The purpose of the investigation is to verify information included on the Background Investigation Questionnaire submitted by the candidate. As part of the background check, a complete set of fingerprints may be forwarded to the Illinois Department of State Police and to the Federal Bureau of Investigation for the purpose of conducting a criminal history check.

Psychological: Candidates that may be recommended for appointment to the position of Police Officer will participate in psychological tests to be given by qualified and recognized examiners. The tests are given solely to determine an applicant's suitability for the position of Police Officer. All reports are confidential and will not be surrendered by any agency or individual by the Commission. The test shall be without expense to the applicant and any applicant who fails to take or cooperate with the examination or found to be psychological incapable for performing the duties of the position of police officer shall be disqualified.

Medical (Includes Drug Testing):

- A. An applicant certified to the eligibility list for the police officer and recommended for appointment shall, upon request, submit to a medical examination performed by licensed physicians designated by the Personnel Officer. The examination shall be without expense to the applicant. The examining physician shall determine whether the applicant is physically capable of performing the duties of police officer. Any applicant who fails to take or cooperate with the examination or found to be physically incapable of performing the duties of police officer shall be disqualified.
- B. As part of the medical examination, urine and/or blood samples shall be taken to screen each applicant for drug use. Preliminary tests shall be conducted at the designated medical facility using a portion of the urine or blood sample. In the event preliminary tests are negative, the sample shall be discarded if not needed for other medical purposes. In the event preliminary tests are positive, additional tests shall be conducted. A report of the tests shall be delivered to the Personnel Officer. The confirmed presence of any illegal drug shall be cause for the disqualification of an applicant from the Eligibility List. It shall be grounds for disqualification of an applicant to refuse to give blood or urine samples or to cooperate with the examination process. (For purposes of this section the phrase "illegal drug" shall include cannabis as defined in Chapter 56-1/2, Section 702 of the Illinois Revised Statutes and "controlled substances" as defined or hereafter amended, in Chapter 56-1/2, Section 1102(u) of the Illinois Revised Statutes.)

Training: After an applicant has been appointed to the position of Probationary Police Officer, he/she must complete a one year probationary period. Initially, he/she will be provided with 400 hours of basic training if applicable, following which he/she will be provided approximately sixteen weeks of in-house field training.

Job Summary: The Patrol Officer is a uniform position and is sworn to enforce all laws and ordinances for which the Department is responsible; to protect the lives and property of all persons; and to maintain peace and order within the City of Carbondale. The Patrol Officer must frequently act without direct supervision and must exercise independent discretion in meeting emergencies. The Patrol Officer's work involves an element of personal danger and is subject to assignment to shifts and types of duty according to the needs of the Department. The Patrol Officer is routinely assigned to uniform patrol, but may be assigned to the Investigations Division, or any other assignment authorized by the Chief of Police. The Patrol Officer is ordinarily under the direct supervision of the Shift Supervisor; however, may receive direction from any superior officer.

Knowledge, Abilities, and Skills: Knowledge of approved methods and practices of police work and applicable Federal and State laws and local ordinances; knowledge of the geography of the area; knowledge of departmental procedures, rules, and regulations; knowledge of and ability to operate a computer; ability to deal firmly and courteously with the public; ability to communicate effectively orally and in writing; ability to analyze situations quickly and objectively and to determine proper courses of action; ability to react quickly and calmly in an emergency situation; ability to develop skills in the use and care of firearms and such other regular and special police equipment as may be assigned; ability to successfully complete Basic Law Enforcement Training and Departmental training programs.

Minimum Qualifications: Candidates must comply with the City nepotism ordinance and all other City ordinances. Residence of eligible candidates shall be as prescribed by Carbondale Revised Code, Section 1-4-16. The residency boundary is based on an approximate 9 mile radius from central Carbondale and is actually defined by Township Sections. New hires have six (6) months to establish residency within the Boundary and maintain it as a condition of employment. Eligible candidates must possess a valid driver's license and be eligible to apply for an Illinois driver's license. Eligible Candidates are required to satisfactorily complete a background investigation, medical exam and psychological exam. Tattoos are permitted, but shall not be visible. Probationary officers must successfully complete

the State Power Test, State Certification Test and the Carbondale Police Department Field Training Program and probationary period prior to appointment on a permanent basis.

Salary: Salaries and Benefits are determined through the Collective Bargaining Process. For specific information, contact the Human Resources Office, (618) 457-3227.

RETESTING: The Board of Fire and Police Commissioners (BFPC) shall have sole authority for and over the elements involving the re-application, re-testing and re-evaluation in the creation of the eligibility list. Re-application, re-testing and/or re-evaluation during an ongoing selection process (cycle) shall not be permitted any applicant. However, nothing prohibits unsuccessful applicants from reapplying for future testing cycles. Subsequent to BFPC certification of the eligibility list, authority is transferred to the City Manager for the remainder of the selection process.



**The City of Carbondale is an
Equal Opportunity Employer**

The City of Carbondale at its option, may change, delete, suspend or discontinue parts or the procedures in its entirety, at any time without prior notice. In the event of a procedure change, candidates will be notified.