



**Written Exam &
Writing Proficiency:**

NO TESTING AT THIS TIME

Physical Fitness Assessment:

Oral Interview Examination:

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

Applications may be obtained at City Hall, 200 South Illinois Avenue or
printed from the City's website at www.ExploreCarbondale.com.

Completed applications may be submitted to the City Clerk's office located in City Hall, or
Mailed to: City Clerk's Office – City of Carbondale, PO Box 2047, Carbondale, IL 62902, or
Emailed to: chayes@explorecarbondale.com.

A Candidate Preparation Manual will be mailed approximately 2 weeks before the examination date.

Qualifications to Apply:

1. Applicants for examination must be citizens of the United States.
2. Residents of applications shall be as prescribed by Carbondale Revised Code, Section 1-4-16.
3. According to Police Department policy, tattoos and body art are permitted but cannot be visible when wearing a uniform.
4. Applicants must comply with the City nepotism ordinance and all other City ordinances
5. 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.
6. Applicants for a position in the Police Department shall possess an Associate's Degree or the equivalent number of hours (60) in education from an accredited college or university, except that applicants who have a minimum of two years' 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 Low Enforcement Training and Standards Board (hereinafter referred to as "Academy") may apply under Lateral Entry Eligibility requirements.

Written Examination:

Candidates must present a photo I.D. to the written exam. 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 test comprised of 100 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 (*consists of English grammar, spelling, punctuation and writing skills*)
- Reading and Understanding Written Information
- Reasoning and Analytical Ability

Candidates must answer at least 70% of the questions correctly in order to pass the exam.

Official results of the written exam will be posted outside of the City Clerk's office at City Hall prior to the physical fitness assessment. If you do not pass the written exam, you will not be able to participate in the physical fitness assessment.

Writing Proficiency Examination:

The writing proficiency examination is ordered from and scored by an independent testing service; it is not a civil service exam. Candidates are presented with a question and given 40 minutes to write an essay in response to the question. The test is designed to assess a candidate's 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. Official results of the writing proficiency are received approximately three weeks following the date of the exam.

Physical Fitness Assessment:

All candidates who have passed the written exam will take the physical fitness assessment. Candidates are required to bring a photo I.D.

The Assessment 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, and 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. One and a Half (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.

Candidates should walk at least five minutes to enhance blood circulation and aid in recovery.

Minimum Physical Fitness Assessment Performance Requirements

<u>MALES</u>		AGES			
		<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
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	.98	.87	.79	.70
	Ratio = # x Body Weight				
4.	1.5 Mile Run	13:46	14:31	15:24	16:21
<u>FEMALES</u>		AGES			
		<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
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	.58	.52	.49	.43
	Ratio = # x Body Weight				
4.	1.5 Mile Run	16:21	16:52	17:53	18:44

Official results of the Physical Fitness Assessment will be given upon completion of the assessment. Candidates must pass **ALL** segments of the physical fitness assessment.

Oral Interview Examination:

Candidates who pass the written exam, writing proficiency, and physical fitness assessment will be scheduled for oral interviews with the Board of Fire and Police Commissioners (BFPC). The BFPC is comprised of five residents of Carbondale, none of whom are employed by the City of Carbondale. Also in attendance will be the Police Chief and/or a representative of the Police Department, and the Human Resources Manager.

Please note that this *is not* a job interview, but should be treated as one with appropriate attire. The oral interview exam is the final phase in the examination process. You will be notified of your oral interview date and time when you receive your examination results, which takes approximately 2 to 3 weeks from the exam date.

Eligibility List

Upon successful completion of the entire police examination you will need to complete a background investigation questionnaire. It will include a listing of required documents that you will need to submit with the completed questionnaire. Additional information regarding the questionnaire and required documents will be included in your results packet.

The eligibility list is comprised of candidates who have passed the written exam, writing proficiency, physical fitness assessment, and oral interview. Candidates' names are placed on the eligibility list in alphabetical order for a two year period.

Appointments for open positions are made from the Eligibility List. Candidates must have all of the required documents on file when there is an open position in order to be considered for an interview.

Process Subsequent to Certification to the Eligibility List:

All probationary police officers are hired from the eligibility list established by the Board of Fire and Police Commissioners. Candidates to be interviewed for Police Officer positions are selected from the Eligibility List and interviewed by the Police Chief, Police Department Personnel, and the Human Resources Manager. 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 are uniformly administered with follow-up questions varying among candidates. Not all candidates will be invited to interview. Placement on the Eligibility List *does not* necessarily mean that a candidate will be interviewed each time there is a job opening. The Human Resources Manager and the Police Chief will recommend candidates to the City Manager who 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 who are 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 recommended for appointment to the position of Police Officer must participate in psychological testing conducted by qualified and recognized examiners. The tests are given solely to determine a candidate's suitability for the position of Police Officer. All reports are confidential and will not be surrendered by any agency or individual. The test shall be without expense to the applicant. An applicant who fails to take the test, cooperate with examiners, or is found to be psychologically incapable of performing the duties of a police officer, shall be disqualified.

Medical (Includes Drug Testing):

- A. A candidate 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 candidate is physically capable of performing the duties of a police officer. Any candidate who fails to take or cooperate with the examination or found to be physically incapable of performing the duties of a 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 a candidate from the Eligibility List. It shall be grounds for disqualification of a candidate 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 a candidate 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, followed by approximately sixteen weeks of in-house field training.

Job Summary:

The Patrol Officer is a uniformed position sworn to enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons and 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. Candidates must possess a valid driver's license and be eligible to apply for an Illinois driver's license. 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, Carbondale Police Department Field Training Program and probationary period prior to appointment on a permanent basis.

RE-TESTING:

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.

Do You Have A Relative Who Works For The City of Carbondale? If so, 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; Aunt-Niece; Aunt-Nephew; Aunt-Niece.



**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 procedure in its entirety, at any time without prior notice. In the event of a change in procedure, candidates will be notified.



City of Carbondale
 Human Resources
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3227
 Fax (618) 457-3288
 Explorecarbondale.com

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER					
If you require further accommodations to participate in the application or examination process, please inform the Human Resources Office by the closing date on the job announcement.					
Name (Last, First, Middle)					
Mailing Address					
Home Phone		Work Phone		Cell Phone	
Last four digits of your Social Security Number (Disclosure of your SSN is voluntary)		Email address (optional)			
		Position applying for			
Are you between the ages of 18-70?			Yes		No
I learned of this job opening through (check all that apply):					
City Employee	Friend or Relative	Channel 16	Website	Newspaper	Other
Type of work you will accept (check all that apply):					
Full-time	Yes	No	Part-time	Yes	No
Seasonal	Yes	No	Temporary	Yes	No
Please be sure that you complete all sections of this application completely and accurately to the best of your ability. Provide a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else that will help us understand the nature of your work. We will evaluate the information that you provide to determine which applicants will be invited to the examination/interview for this position.					

GENERAL INFORMATION			
Have you ever been employed by the City of Carbondale?	Yes	No	Dates: From To
Do you have relatives employed by the City? (There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)			
Yes	No	If yes, indicate name & department	
Driver's License Number		State of Issue	
Commercial driver's license number (if applicable)			
List any other licenses and certifications you currently hold			
Are you a citizen of the United States?		Yes	No
If no, would you be able to provide proof of authorization to work in the United States?		Yes	No
Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.			
EDUCATION AND TRAINING			
	<i>Did you graduate?</i>		<i>Type of Degree</i>
High School Name	Yes	No	If no, highest grade completed
Course or Major			
City and State			
Technical School Name	Yes	No	
City and State			
College or University Name	Yes	No	
City and State			
SPECIAL SKILLS AND QUALIFICATIONS			
Office machines you can operate			
Describe computer and other equipment operation skills. Include programs used, typing speed and other information relevant to the job for which you are applying			

List any special training or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means:

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List any foreign languages that you speak and/or comprehend

Check the appropriate skill level

Speak	Fluent	Good	Fair
Comprehend	Fluent	Good	Fair

EMPLOYMENT EXPERIENCE

List below all the jobs you have held in the past 10 years beginning with your present or last employer. Account for periods of unemployment. Attach supplementary pages or use white paper.

Dates of employment (month-year) From _____ To _____	Exact Title or Position
Average hours per week	Kind of business or organization (manufacturing, accounting, etc.)
# of Employees Supervised	
Name of employer (firm, organization, etc.)	Address of employer (including zip code)
Name of immediate supervisor	Phone number
Reason for leaving	

Description of duties and accomplishments in your work

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Dates of employment (month-year) From _____ To _____	Exact Title or Position
Average hours per week	Kind of business or organization (manufacturing, accounting, etc.)
# of Employees Supervised	
Name of employer (firm, organization, etc.)	Address of employer (including zip code)
Name of immediate supervisor	Phone number
Reason for leaving	

Description of duties and accomplishments in your work				
Dates of employment (month-year)			Exact Title or Position	
From	To			
Average hours per week			Kind of business or organization (manufacturing, accounting, etc.)	
# of Employees Supervised				
Name of employer (firm, organization, etc.)			Address of employer (including zip code)	
Name of immediate supervisor			Phone number	
Reason for leaving				
Description of duties and accomplishments in your work				
MILITARY SERVICE RECORD				
Have you ever been a member of the Armed Services of the U.S.A.?	Yes	No	Branch of service	Rank
Does your military experience have any relationship to the job for which you are applying?				
REFERENCES				
Give name, address, and phone number of three persons, other than former employers or relatives, who have a definite knowledge of your work.				
<i>Name</i>	<i>Address</i>		<i>Phone</i>	

NOTICE TO ALL APPLICANTS

Residency Requirements: Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 1-7 must establish residency within the City Residency Boundary within a 6-month period following the date of hire and remain residents within the Residency Boundary as a condition of continued employment.

The Residency Boundary includes all of Carbondale, Murphysboro, DeSoto and Makanda Townships and portions of Somerset and Pomona Townships in Jackson County, and portions of Grassy, Carterville and Blairsville Townships in Williamson County.

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 8 and 9 must establish residency within Carbondale’s corporate limits within a six-month period following the date of their hire and remain residents within Carbondale’s corporate limits as a condition of continued employment.

For further information, contact the Human Resource’s Office.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to the City of Carbondale representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Carbondale. I hereby release any current or former employer, its agents or employees, from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability, which are written above, are knowing, intelligent and voluntary acts.

I authorize schools and other educational and technical institutions that I have attended to release my scholastic ratings or records to the City of Carbondale.

I hereby authorize the Carbondale Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the City of Carbondale. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the City of Carbondale. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the City of Carbondale.

I am willing and understand employment with the City of Carbondale is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the City of Carbondale.

I understand that as a condition of employment and within three days of being employed, I must provide documentation to provide employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

Signature of applicant	Date of application
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VOLUNTARY SURVEY

The City of Carbondale prohibits discrimination in employment in regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental handicap unrelated to ability or unfavorable discharge from military service.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this information is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completing of this information is optional. If you choose to volunteer the requested information, please note that all information is kept in an Affirmative Action File and is not a part of your Application for employment or personal file.

Your cooperation is voluntary. Inclusion or exclusion of any date will not affect any employment decision.

Job applying for			Date		
Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is VOLUNTARY.					
Male	Female	Age			
CHECK ONE (ETHNIC ORIGIN)					
White	Black	Hispanic	Other	American Indian/ Alaskan Native	Asian/Pacific Islander
CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE					
Vietnam Era Veteran		Disabled Veteran		Handicapped Individual	