



CITY OF CARBONDALE, ILLINOIS
APPLICATION PROCEDURES FOR ENTRY-LEVEL POLICE OFFICER EXAM



**Written Exam &
Writing Proficiency:**

Monday, March 22, 2021 at 8:00 a.m.
Carbondale Civic Center, 200 S. Illinois Ave.
LATE ATTENDEES WILL NOT BE ADMITTED

Physical Fitness Assessment:

Monday, March 22, 2021 at 1:00 p.m.
Lower level of the Carbondale Civic Center

Oral Interview Examination:

Thursday, April 15, 2021
Carbondale Civic Center

APPLICATION DEADLINE:

MONDAY, MARCH 1, 2021 AT 5:00 P.M.

Note: The Police Officer Examination process requires approximately one month to complete.

COVID-19 Regulations

- Please note that the dates, times, and locations of any part of the examination process may change at any time due to State and local COVID-19 regulations. If any changes occur you will be notified immediately. Please provide a valid email address on your application as notifications will be sent by email.
- Masks are required at all times during the examination.
- Before entering into the testing area, a temperature check is required. An authorization form must be completed prior to the temperature check. A photo I.D. is required.
- Cell phones and other devices will not be allowed in the testing area. Testing administrators will not hold or handle your devices while taking the exam.

Due to COVID-19 restrictions, completed applications will only be accepted by mail or email.

Mail to:

City Clerk's Office – City of Carbondale
P.O. Box 2047, Carbondale, IL 62902

e-mail to:

chayes@explorecarbondale.com

*(Alternatively, applications may be placed in the drop box in the parking lot entrance of
City Hall on the west side of the building)*

A Candidate Preparation Manual will be provided upon receipt of application.

Questions should be directed to the City Clerk's office at 618-457-3281

QUALIFICATIONS TO APPLY:

- Applicants for examination must be citizens of the United States
- Residence of applicants shall be as prescribed by Carbondale Revised Code section 1-4-16.
- According to Police Department policy, tattoos and body art are permitted, but cannot be visible when wearing a uniform.
- Applicants must comply with the City nepotism ordinance and all other City ordinances.
- 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 or she be permitted to carry firearms until reaching the age of 21.
- Applicants for a position in the Police Department shall possess an Associate's Degree or the equivalent number of hours (60 hours) in education from an accredited college or university.
 - *Applicants who have a minimum of 2-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 that is accredited or approved by the Illinois Law Enforcement Training and Standards Board may apply under Lateral-Entry eligibility requirements.*

COMPONENTS OF THE POLICE EXAMINATION:**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 achieve a passing score of at least 70%. 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.

(COMPONENTS OF THE POLICE EXAMINATION continued)**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 within two 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 must pass ALL segments and official results will be given upon completion. A photo I.D. is required to participate.

The Physical Fitness Assessment consists of the following:

- **SIT AND REACH**
 - The candidate sits on the floor or mat with legs extended at right angles to a taped line on a box.
 - The heels touch the near edge of the box and are 8 inches apart.
 - A yardstick is placed between the legs of the candidate and rests on the box with the 15-inch mark on the edge of the box.
 - The candidate slowly reaches forward with both hands as far as possible and holds the position momentarily.
 - The distance reached on the yardstick by the fingertips in inches is recorded.
 - The best of the 3 trials is used as the flexibility score.

REST PERIODS & WARM-UP: 5 minute rest after sit and reach.
- **ONE MINUTE SIT-UP TEST**
 - The candidate begins by lying on his or her back, knees bent, and heels flat on the floor.
 - A partner holds the feet down.
 - The candidate performs as many correct sit-ups as possible in 1 minute.
 - In the "up" position, the candidate should touch his or her elbows to the knees and then return to a full lying position before starting the next sit-up.
 - The score is the total number of correct sit-ups.

REST PERIODS & WARM-UP: 5 minute rest after 1 minute sit-up test.

(COMPONENTS OF THE POLICE EXAMINATION continued)Physical Fitness Assessment continued

- **ONE REPETITION MAXIMUM BENCH PRESS**

- The candidate will begin with a warm-up lift. Male – 2/3 body weight; female ½ body weight.
- The weight will be increased by 10 pound increments for the first 3 or 4 lifts and then by 5 pound increments.
- The first 3 or 4 repetitions serve as warm-up lifts in order to prevent muscle injury and to prepare the candidate for a maximum lift on the 5th or 6th effort.
- The score for this test is the maximum number of pounds lifted in one repetition within 2 ½ pounds of maximum.

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

- **ONE AND A HALF (1.5) MILE TEST**

- The candidate will run 1.5 miles. Time will be recorded with a stopwatch.
- The score will be recorded based on sex and age group.
- A 1.5 mile run is 6 laps on a 440 yard track.
- During the administration of the test the participants can be informed of their lap times.
- 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.

| <u>MALES</u> | | <u>AGES</u> | | | |
|---------------------|---|--------------------|---------|---------|---------|
| | | 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 |

(COMPONENTS OF THE POLICE EXAMINATION continued)Physical Fitness Assessment continued

| <u>FEMALES</u> | | <u>AGES</u> | | | |
|-----------------------|---|--------------------|---------|---------|---------|
| | | 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

Candidates who pass the written exam, writing proficiency, and the Physical Fitness Assessment will be schedule for oral interviews with the Board of Fire and Police Commissioners (BFPC).

The BFPC is comprised of 5 residents of Carbondale, none of whom are employed by the City of Carbondale. Also in attendance will be the Chief of Police and/or a representative of the Police Department and the Human Resources Manager.

Please note that this IS NOT an interview for the position, 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 weeks from the exam date.

BACKGROUND INVESTIGATION QUESTIONNAIRE

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

ELIGIBILITY LIST

Appointments for open positions are made from the eligibility list. When there is an open position, candidates must have the background investigation questionnaire and all of the required documents on file in order to be considered for an interview.

The eligibility list is comprised of candidates who have passed the written exam, writing proficiency, Physical Fitness Assessment, and oral interview. Candidate's names are placed on the eligibility list in alphabetical order for a 2-year period.

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 Chief of Police, 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 Chief of Police 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.

(PROCESS FOR CANDIDATES THAT MAY BE RECOMMENDED FOR APPOINTMENT continued)

- Medical (includes drug testing)

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.

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 or she must complete a 1-year probationary period. Initially, he or she will be provided with 400 hours of basic training, if applicable, followed by approximately 16 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
- ✓ Geography of the area
- ✓ Departmental procedures, rules, and regulations

ABILITY TO:

- ✓ Communicate effectively orally and in writing
- ✓ Analyze situations quickly and objectively and to determine proper courses of action
- ✓ React quickly and calmly in an emergency situation
- ✓ Develop skills in the use and care of firearms and such other regular and special police equipment as may be assigned
- ✓ 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 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 the 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 re-applying 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 | Grandfather - Granddaughter |
| Father – Mother | Grandmother – Grandson |
| Mother – Son | Grandmother – Granddaughter |
| Mother – Daughter | Great Grandfather – Great Grandson |
| Brother – Brother | Great Grandfather – Great Granddaughter |
| Sister – Sister | Great Grandmother – Great Grandson |
| Brother – Sister | Great Grandmother – Great Granddaughter |
| Stepbrother – Stepbrother | Uncle – Nephew |
| Stepsister – Stepsister | Uncle – Niece |
| Grandfather – Grandson | 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 PHILOSOPHY

As a responsive and caring community, Carbondale’s success is not just based on “what we do”, but also “how we do it.” Our core values define the behaviors important in our interactions with residents, visitors