

APPLICATION PACKET

ENTRY LEVEL POLICE OFFICER



Board of Fire and Police Commissioners

Beau Ingledue, Chair
Andrea Henderson
Jill Myers

**NOTICE OF EXAMINATION – ENTRY LEVEL POLICE OFFICER
MACOMB POLICE DEPARTMENT**

The Board of Fire & Police Commissioners of the City of Macomb, Illinois hereby gives notice that examinations will be offered to all eligible applicants to create an Eligibility List for hiring for an entry level officer serving the Macomb Police Department.

Applicant must be at least 20 years of age and under 35 years of age as of the date of testing in order to apply for employment with the Macomb Police Department, unless exempt from such age limitation as provided by Illinois law (65 ILCS 5/10 et. seq.). Applicants who are 20 years of age will be placed on the final eligibility list, but may be passed over if they will not have attained the age of 21 prior to the start of the Police Training academy.

Applicants must have completed 60 semester or 90 quarter hours from an accredited academic institution, or obtained an AA, AS or AAS, or have two (2) years prior service in law enforcement with certain agencies and successfully completed the Illinois Law Enforcement Basic Training Program; and must possess a valid driver's license. To move forward in hiring process, applicant must pass physical and written exams; medical and psychological evaluation and background investigation; must have visual acuity of 20/20 in each eye corrected (minimum) with normal color vision and depth perception; must have good habits and be of moral character. Applicants must provide proof of U.S. Citizenship and if hired, proof of residency is required within 60 days of being hired.

Application packets may be obtained online at cityofmacomb.com/police-department

All applications and attachments must be completed, signed and on file by **5:00 p.m., Monday, June 6, 2022.** If submitting the application packet by mail, it must be postmarked on or before the application deadline date AND received at the Macomb Police Department within five (5) calendar days of the deadline. Late or incomplete applications will not be considered.

Testing date is **Saturday, June 18, 2022.** Applicants should report to the Macomb High School athletic field located at 1525 South Johnson Road, Macomb Illinois at 10:00 a.m. for check in. Applicants should park in the lot directly west of Macomb High School.

The City reserves the right to require reimbursement of training expenses on a pro-rata basis if an officer resigns within the first two years of employment.

*The City of Macomb is an Equal Opportunity and Affirmative Action Employer.
Minorities and women are encouraged to apply.*



Board of Fire and Police Commissioners

Beau Ingledue, Chair
Andrea Henderson
Jill Myers

Dear Applicant:

Enclosed is a packet of information and application relative to the upcoming testing process for the position of entry level Police Officer with the City of Macomb Police Department. **Please pay particular attention to dates and list of required documents.**

Applicants are required to attend an orientation, followed by an agility test and if passed, a written exam. The orientation and exams are scheduled for **Saturday, June 18, 2022 at 10:00 a.m.** The agility test will be administered at the Macomb High School athletic field located at 1525 South Johnson Road in Macomb, IL. Applicants should park in the lot directly west of Macomb High School. Applicants must arrive at the testing location by 10:00 a.m. for check-in and orientation. The agility test will begin following orientation at the athletic field, and will be followed by the written exam to be held at the Spoon River College Outreach Center located at 2500 East Jackson Street in Macomb, IL.

All applications and attachments must be completed, signed and on file by **5:00 p.m., Monday, June 6, 2022.** If submitting the application by mail, it must be postmarked on or before the application deadline date AND received by the Macomb Police Department, 120 S. McArthur St., Macomb, IL 61455, within five (5) calendar days of the deadline. Late or incomplete applications will not be considered. Please return applications to:

BOARD OF FIRE & POLICE COMMISSIONERS
120 S. McArthur St.
Macomb, IL 61455

If you have any questions, please contact the Macomb Police Department at 309-833-4505.

Sincerely,

Board of Fire & Police Commissioners
Beau Ingledue, Chair



Board of Fire and Police Commissioners

Beau Ingledue, Chair
Andrea Henderson
Jill Myers

The Board of Fire & Police Commissioners of the City of Macomb, Illinois offers annual testing for eligible applicants interested in being considered for appointment to the Macomb Police Department.

Applicants must be at least 20 years of age and under 35 years of age as of the date of testing in order to apply for employment with the Macomb Police Department, unless exempt from such age limitation as provided by Illinois law (65 ILCS 5/10 et. seq.). Applicants who are 20 years of age are hereby notified that while their name will be placed on the final eligibility list, the Department and the Board of Fire and Police Commissioners reserve the right to pass over them if they will not have attained the age of 21 by the start date of the Academy for the round of hiring in question due to the age requirement of the Academy. Any applicant passed over in this manner for this reason shall retain his or her place on the list for the next round of hiring.

Applicants must have completed 60 semester or 90 quarter hours from an accredited academic institution, or obtained an AA, AS or AAS, or have two (2) years prior service in law enforcement with certain agencies and successfully completed the Illinois Law Enforcement Basic Training Program; must possess a valid driver's license; must pass physical and written exams; must have visual acuity 20/20 each eye corrected (minimum), with normal color vision and depth perception; must have good habits and be of moral character. The educational requirement may be waived with verified documentation of certain military service as permitted by law (65 ILCS 5/10-2.1-6). If hired, residency requirements must be met within 60 days of being hired. Residency must be maintained in the following Illinois counties: McDonough, Warren, Henderson, Fulton, Hancock, Knox, and Schuyler. To be considered for appointment, candidate must pass, to the satisfaction of the Board, medical and psychological evaluations and a background investigation.

As of May 1, 2021, starting salary is \$51,459.18 for the first year and \$58,406.62 after one year of service.*

1. Longevity program provides salary increase after 2, 4, 6, 9, 12, 15, 20 and 25 years of service.
2. 12 hour shifts with alternating weekends off
3. Up to 96 hours of paid sick leave per year.
4. Tuition reimbursement program for work-related courses.
5. Paid days off: 40 hours vacation after one year, 80 hours vacation after 2 years, 120 hours vacation after 8 years, 160 hours vacation after 15 years.
6. Award of 80 hours of holidays per anniversary year and three paid personal days a year.
7. Retirement program after 20 years of service and at the age of 55.
8. Paid employee health insurance program. City pays 75% of dependent health premium costs.
9. Paid in-service training by state certified instructors.
10. The City will furnish all initial clothing required, with \$1500 annual clothing and cleaning allowance per year thereafter.
11. Workout facility with Physical Conditioning Program.
12. Fraternal Order of Police (FOP) Collective Bargaining Agreement virtually guarantees most time off.

*All benefits and compensation itemized herein are subject to change pursuant to the applicable Collective Bargaining Agreement terms. The City reserves the right to require reimbursement of training expenses on a pro-rata basis if the officer resigns within the first two years of employment.

APPLICATION FOR EMPLOYMENT
CITY OF MACOMB, ILLINOIS

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

PLEASE PRINT

Application Date ___/___/_____

ANSWER ALL QUESTIONS COMPLETELY & NEATLY

Position Applied for: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Have you ever been known by or used any other name? If yes, what was that name?

Present Address: _____
Street City State Zip

Email: _____ Phone #: _____

Prior Addresses:

	Street Address	City	State	Residency Dates	
				From	To
a.	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____

Do you have a valid driver's license? Yes No

Have you received a high school diploma or GED? Yes No

Have you ever applied with the City before? Yes No If yes, when/for what position? _____

Are you currently employed? Yes No

If employed, may we inquire with your employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Are you at least 20 years of age? Yes No

Are you legally eligible to work in the United States? Yes No

(Proof of citizenship will be required upon employment.)

Military Service

Branch: _____ From: _____ to Discharge Date: _____

Duties performed: _____

EMPLOYMENT EXPERIENCE Please list your last four employers, starting with the most recent.

1. Employer: _____ Phone: _____

Address: _____ Dates Employed: From: ____ / ____ / ____

_____ To: ____ / ____ / ____

Job Title: _____ Supervisor: _____

Work Performed: _____

Reason for Leaving: _____

2. Employer: _____ Phone: _____

Address: _____ Dates Employed: From: ____ / ____ / ____

_____ To: ____ / ____ / ____

Job Title: _____ Supervisor: _____

Work Performed: _____

Reason for Leaving: _____

3. Employer: _____ Phone: _____

Address: _____ Dates Employed: From: ____ / ____ / ____

_____ To: ____ / ____ / ____

Job Title: _____ Supervisor: _____

Work Performed: _____

Reason for Leaving: _____

4. Employer: _____ Phone: _____
 Address: _____ Dates Employed: From: ____ / ____ / ____
 _____ To: ____ / ____ / ____
 Job Title: _____ Supervisor: _____
 Work Performed: _____
 Reason for Leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize job-related skills & qualifications from employment or other experience.

PROFESSIONAL REFERENCES

List three persons not related to you, whom you have known professionally for at least one year.

	Name	Phone	Business	Years Known	Relationship
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

EDUCATION

	Name/Location of School	Did you graduate?	Major/Minor Subjects Studied
High School/ GED	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other Training	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Are you an IMRF retiree? Yes No If you are an IMRF retiree, it is suggested you review General Memo 688 and the return-to-work rules for IMRF retirees. Your retirement status will have no effect on this application.

I, the undersigned, affirm that the information given by me on this application is true and correct and I hereby acknowledge that falsification of any part of this application may result in denial of employment or discharge after employment.

I understand a physical examination and drug screen will be required prior to beginning employment and that I will be required to undergo drug testing if deemed necessary by supervisory personnel. I also understand that upon commencing employment, I will be required to maintain permanent residence within the boundary lines of McDonough, Warren, Henderson, Fulton, Hancock, Knox, or Schuyler County, Illinois.

Signature

Date

RETURN COMPLETED APPLICATION TO:

**Board of Fire and Police Commissioners
120 S. McArthur St.
Macomb, IL 61455**

RELEASE FORM

In connection with my application for employment with the City of Macomb, I understand and agree that investigative inquiries are to be made which may include, but not limited to: my consumer credit, criminal convictions, motor vehicle history, educational transcripts, and other reports of any nature and type, including information in the public domain. These reports will include information as to my character, work, habits, performance, and experience together with reasons for termination of past employment.

I understand and agree that the City of Macomb and/or Board of Fire and Police Commissioners may request information from various federal, state, and other agencies that maintain records concerning my past activities related to my driving, credit, criminal, education, and other experiences.

I authorize without any reservations all corporations, companies, municipalities, credit agencies, persons, educational institutions, law enforcement agencies, and former employers to release information they may have about me, and release them from any liability and responsibility for doing so.

This authorization, in original copy, or facsimile form, shall be valid for this and any future reports that may be requested.

I hereby authorize investigation of all statements made by me with no liability arising there from.

Printed name: _____

Date: _____

Signature: _____

Social Security Number: _____

**CITY OF MACOMB
EQUAL OPPORTUNITY DATA COLLECTION**

The City of Macomb compiles summary data from its applicants regarding characteristics related to equal employment opportunity. For the purpose of statistical analysis only, we are requesting that you complete and return this form. This voluntary information, if provided, will neither enhance nor detract from your opportunity for employment. Return of this form is optional. Thank you.

To: Affirmative Action Office
City Hall
232 E. Jackson Street
P.O. Box 377
Macomb, IL 61455

Position applied for: _____

Department: _____

Name: _____

Sex: ___ Female ___ Male

Citizenship: ___ Native USA ___ Naturalized ___ Non-USA Citizen

EEO Class: ___ Hispanic or Latino
___ White (Not Hispanic or Latino)
___ Black or African American (Not Hispanic or Latino)
___ Asian
___ Native Hawaiian or Other Pacific Islander

Are you a veteran? ___ Yes ___ No

Discharge Date: _____

Advertisement source? _____

Publication Name: _____

Signature: _____ Date: _____

GENERAL WAIVER AND RELEASE
Please Read Carefully Before Signing

I hereby agree to release and hold harmless the City of Macomb, its employees (elected or appointed), the Board of Fire and Police Commissioners, and any and all of their agents, from and against any claim or claims arising as a result of the conduct of any background investigation they may determine appropriate and necessary upon and of me to ascertain my fitness for the position sought; or any tests taken or to be taken by me for and to determine my fitness for the position sought; and to generally and specifically waive and agree to hold harmless those persons, firms, corporations, and other entities who supply requested information during the conduct of an investigation of fitness for the position being sought.

I understand successful completion of physical and psychological examinations are required prior to beginning employment. All test scores are the property of the Commission and are not available to applicants. Further I understand that I must pass the Physical Fitness Standards required by the Illinois Local Government Law Enforcement Officers Training Board for entering any of the Illinois police academies. I also understand that if hired, I will be required to maintain permanent residence within the boundaries of McDonough, Warren, Henderson, Fulton, Hancock, Knox, or Schuyler County, Illinois.

Date

Signature

RETURN COMPLETED APPLICATION TO:

Board of Fire and Police Commissioners
120 S. McArthur St.
Macomb, IL 61455

Note: Please notify the Macomb Police Department of any change in your address and/or contact information.

CHECKLIST OF REQUIREMENTS FOR APPLICANT USE

Applicant's Name: _____

	<u>Signed</u>	<u>Returned</u>
Application, Release Form, and General Waiver & Release	_____	_____
Physical Fitness Test Waiver & Release	_____	<i>Submit at testing site</i>

ADDITIONAL DOCUMENTATION REQUIRED

In order for your application to be considered complete, copies of the following are required. Do not send originals. These documents become the property of the Board of Fire and Police Commissioners. If copies are not available at the time of application include a letter of explanation.

	<u>Attached</u>
Copy of Birth Certificate	_____
Copy of Driver's License	_____
Copy of all College Transcripts	_____
Copy of DD214 (Military long form) (if applicable)	_____
Copy of Certificate of Completion of Police Academy (if applicable)	_____
Copy of Illinois Police Officer Certification License (if applicable)	_____
Application on file prior to the applicable deadline	_____

POWER TEST INFORMATION

The actual performance requirement for each test is based upon norms for a national population sample.

The applicant must pass every test.

The required performance to pass each test is based upon sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile rank in terms of their respective age/group. The performance requirement is that level of physical performances that approximate the 40th percentile for each age and sex group.

POWER TEST CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
AGE GROUP	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit-up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

PHYSICAL FITNESS TEST WAIVER AND RELEASE*
BOARD OF FIRE AND POLICE COMMISSIONERS

I hereby acknowledge that I understand that a physical fitness test is required prior to beginning employment with the Fire and Police Commission of the City of Macomb, Illinois. I further warrant that I am physically fit and able to take said physical fitness test. As such, I hereby agree to waive any and all liability and release and hold harmless the City of Macomb, its employees (elected or appointed) the Board of Fire and Police Commissioners, and any and all of their agents from and against any claim or claims arising as a result of my performance of the physical fitness test.

Date

Signature

Printed Name