



Public Safety Recruitment  
1127 S. Mannheim Rd., #203  
Westchester, IL 60154  
1-800-343-HIRE  
[www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com)

## City of Naperville Police Department

### Police Officer Minimum Requirements

- US Citizen
- No Felony Convictions
- High School Diploma or Equivalent
- Bachelor's Degree by September 2, 2008
- Valid Driver's License
- 21 to 34 years of age on September 19, 2008 or as otherwise exempt from age limitation by statute
- Uncorrected vision 20/100; correctable to 20/20
- No residency requirement

**Starting Salary: \$56,397.12 Ceiling Salary: \$79,255.90**

**\*\*Equal Opportunity Employer\*\***

### Application Instructions

1) Visit [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com) to fill out the online application for the position of Police Officer. **Online applications must be completed and confirmed by 12 noon on Tuesday, September 2, 2008. You will receive a confirmation number when your application is complete; save this number for your records.**

**\*\*Reapplication Policy - Currently qualified candidates who applied in prior test cycles are encouraged to reapply.**

2) **Return the attached signed release forms and requested documents to Public Safety Recruitment before 12 noon on Tuesday, September 2, 2008.** Documents received after 12 noon on Wednesday, September 2, 2008 will not be accepted. Postmarks and faxed release forms will not be accepted.

**Return signed release forms and the following (see CHECKLIST!!):**

- A copy of your Driver's License
- A copy of your county-issued Birth Certificate (proof of citizenship required for those born outside the US)
- A copy of your High School Diploma or equivalent
- Original Official Certified College or University Transcripts
- Signed letter requesting Veteran's Points and a copy of your DD-214 (if applicable)
- A copy of your Police Academy Certification (if applicable)

Please note that if you qualify for veteran points, you must submit a signed letter requesting veteran points and a copy of your DD-214 (the form must indicate that you have been honorably discharged) with your application. **Any veteran point requests received after 12 noon on Tuesday, September 2, 2008 will not be accepted. Faxed letters will not be accepted.**

3) **Attend Mandatory Orientation and Written Exam.** The mandatory orientation meeting will start promptly at 10:00 A.M. on **Friday, September 19, 2008** in the Council Chambers of the Naperville Municipal Center, 400 South Eagle Street, Naperville, Illinois. **Please arrive at 9:30 A.M. to check in with your valid driver's license.** The written exam will directly follow the orientation at the VFW located at 908 West Jackson Ave., Naperville, IL 60540. Candidates must have their valid driver's license to sign in for the written exam as well. Candidates will be informed of written exam results (pass or fail) on the day of testing and those passing will be assigned appointments to participate in the Physical Ability Testing at that time.

4) **The Physical Ability Test will be held by appointment only on Saturday, September 20, 2008** at the Naperville Police Department, 1350 Aurora Avenue, Naperville, IL. Additional information regarding the physical ability test is included in this application packet.

5) **The Oral Interviews will be held by appointment only.** Only the top 20 candidates will be invited for Oral Interviews, tentatively, on October 23, 2008. Additional Oral Interviews will be held at various times throughout the duration of the eligibility list as vacancies arise. **Three (3) signed letters of character reference will be requested at the time of your oral interview.** The signed letters of character reference may be written by anyone (except relatives or current employers) who has known you for over three years and who can vouch for your personal or professional character. Each letter should include the following information: 1) addressed to the City of Naperville's Board of Fire and Police Commissioners 2) include the author's name, signature, address, and phone number 3) author must indicate how many years they have known you 4) display a current date 5) be an original document (no photocopies or faxes). The letters will be requested at the oral interview.

6) **After your Oral Interview you will be required to complete one 8-hour or two 4-hour Candidate Ride-Along(s)** to be arranged through the Background Investigator. Failure to complete a Candidate Ride-Along may result in your disqualification from the hiring process.

**CHECK LIST**  
**NAPERVILLE, ILLINOIS POLICE DEPARTMENT**

***Application:***

- ☐ Confirmed online (The confirmation page immediately follows the references section of the online application)

***Release Forms: READ CAREFULLY***

No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include *adult* family members and friends. Physical Fitness Certificate requires a DOCTOR'S SIGNATURE. \*Three documents must be NOTARIZED.

Call Public Safety Recruitment with any questions at 1.800.343.HIRE.

- |  |  |
|--|--|
| <input type="checkbox"/> Personal Information Release to Municipality <Page 1> | <input type="checkbox"/> Background and Credit History<Page 4>                                       |
| <input type="checkbox"/> Police Officer Questionnaire <Page 2>                 | <input type="checkbox"/> Release of Scores <Page 5>  |
| <input type="checkbox"/> Authorization to Release Information <Page 3>         | <input type="checkbox"/> City of Naperville Consumer Reports <Page 6>                                |
|  | <input type="checkbox"/> Physical Fitness Certificate <Page 7><br><u>DOCTOR'S SIGNATURE REQUIRED</u> |
|  | <input type="checkbox"/> Affidavit of Application <Page 8><br><u>NOTARIZED*</u>                      |
|  | <input type="checkbox"/> Ordinance No. 88-228 <Page 9><br><u>NOTARIZED*</u>                          |
|  | <input type="checkbox"/> <u>Waiver/Release of Liability</u> <Page 10><br><u>NOTARIZED*</u>           |

***Other Required Documents:***

- ☐ COPY High School Diploma or equivalent (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable. College transcripts/diploma NOT acceptable.)
- ☐ COPY Driver's License (copy of front and back if you received a renewal sticker)
- ☐ COPY County-issued Birth Certificate (hospital copy will NOT be accepted; candidates born outside the U.S. are required to, additionally, provide proof of citizenship)
- ☐ Original Certified College or University Transcripts (Must indicate attainment of Bachelor's Degree)  
(MAY BE SENT DIRECTLY TO PUBLIC SAFETY RECRUITMENT FROM COLLEGE or UNIVERSITY) OFFICIAL ONLY/NO COPIES
- ☐ Signed letter requesting Veteran's Points and COPY of your DD-214 (if applicable)
- ☐ Copy Police Academy Certification (if applicable)

**NOTE: REFERENCE LETTERS will be required at time of Oral Interviews.**

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions, d.b.a. Public Safety Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline of August 30, 2006 at 12 noon. Call 1.800.343.HIRE with questions. DO NOT SUBMIT REQUIRED DOCUMENTS TO THE CITY OF NAPERVILLE. SUBMIT ALL RELEASE FORMS AND OTHER REQUIRED DOCUMENTS TO:

**PUBLIC SAFETY RECRUITMENT ATTN: NPD**  
**1127 S. MANNHEIM ROAD, SUITE 203**  
**WESTCHESTER, IL 60154**

## PERSONAL INFORMATION RELEASE TO MUNICIPALITY

### DISCLOSURE

This is to inform you that in processing your application an investigation has been made whereby information is obtained concerning you. This information can include a record of all personal information, required by statute to be collected and maintained by government agencies.

### RELEASE

I understand that release of the results of the historical investigation profile will result in the disclosure of information regarding me to third parties.

I hereby acknowledge the results of the investigation will be released to authorized representatives of the City of Naperville or to I/O Solutions, Inc., for appropriate review and dissemination to this municipality and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation and the disclosure of any of that information.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	



**BOARD OF FIRE AND POLICE COMMISSIONERS  
CITY OF NAPERVILLE, ILLINOIS**

**AUTHORIZATION TO RELEASE INFORMATION CONCERNING BACKGROUND,  
ECONOMIC STATUS AND PHYSICAL AND EMOTIONAL STABILITY**

The undersigned is an applicant for employment with the City of Naperville, Illinois, and agrees that a candidate for employment must possess good moral background, be considered a stable and respectable citizen of his or her community, be of high moral character, meet his or her other just obligations and be both physically and emotionally stable.

To determine whether the undersigned possesses these characteristics, I authorize the Naperville Board of Fire and Police Commissioners and other persons and agencies to conduct background investigations, credit investigations and inquiries, and I agree that I will take a written test, physical aptitude test, psychological assessment, polygraph test, submit to oral interviews and physical examinations on any phase of my application, prior background, or other matters deemed by the Naperville Board of Fire and Police Commissioners to be a legitimate matter of inquiry.

This authorization to release information concerning my background, family relationship, education, employment, credit standing and history, physical characteristics, specific and general conditions of my past and present health, emotional stability, psychological evaluations, polygraph tests, and the results of any other matter legitimately included within any of these categories, is directed to any person who may have information concerning any of these subject matters and is an unqualified authorization to release such information, facts, opinions to the Board of Fire and Police Commissioners, Naperville Human Resources Office, Naperville Fire and Police Departments, employees or servants and/or any other agent or representative of the Naperville Board of Fire and Police Commissioners.

The original copy of this authorization is on file with the Board of Fire and Police Commissioners and shall be valid for a period of three years from the date subscribed below. I specifically authorize the RELEASE OF ANY INFORMATION REQUESTED and agree that a photocopy of this RELEASE shall have the same validity as an original copy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Applicant Signature: \_\_\_\_\_

Applicant Name, printed: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Witness Name, printed: \_\_\_\_\_

## ACKNOWLEDGMENT/CONSENT BACKGROUND AND CREDIT HISTORY

As part of the application process for employment as a Police Officer with the Police Department of the City of Naperville, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicant's neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicant's character, general reputation, personal characteristics, and mode of living. The applicant has the right, within a reasonable period of time, to make a request in writing to receive additional, detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated herein may include the employment of a credit reporting service to obtain information related to the applicant's credit history. The name of the credit reporting service used as a part of this background investigation is EQUIFAX, INC., and the credit reporting service may be contacted by placing a telephone call to the following number: 404-885-8000. Furthermore, the applicant acknowledges that he consents and authorizes the City of Naperville, its agents and or assigns, to request a report of his or her credit history. The applicant also acknowledges that said applicant has been advised of his or her creditor's rights, as follows:

"Applicant has the right under federal law, on request and the presentation of proper identification, to obtain from the above named consumer reporting agency the following disclosures:

- (1) The nature and substance of all information in its files (except medical information) on you at the time of the request.
- (2) The sources of the information.
- (3) The creditors to whom the consumer reporting agency has furnished reports within the six month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If you are accompanied by another person, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal Law provides three methods by which you may obtain these disclosures from the consumer reporting agency: (1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification. (2) You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification. (3) If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge."

The undersigned agrees and consents to the release of such information to the Board of Fire and Police Commissioners of the City of Naperville, as the applicant's prospective employer.

Signed and Sealed at \_\_\_\_\_, Illinois, on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Applicant Name, printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name, printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# BOARD OF FIRE AND POLICE COMMISSIONERS CITY OF NAPERVILLE, ILLINOIS

## Release of Scores for Police Officer Testing Process

I hereby authorize I/O Solutions, Inc. to release the results of my written test for the position of Naperville Police Officer to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I further authorize I/O Solutions, Inc. to release the results of my physical aptitude test to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I further authorize I/O Solutions, Inc., to release the results of my in-depth psychological assessment to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I further authorize Theodore Polygraph Service to release the results of my polygraph test to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I understand that all tests and assessments and results thereof become the property of the Naperville Board of Fire and Police Commissioners and I hereby waive the right of review.

\_\_\_\_\_  
Applicant Name, printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name, printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## City of Naperville, Illinois Consumer Reports Authorization Form

In connection with my application for employment (including contract for services), promotion, reassignment or retention as an employee, I understand that investigative reports or consumer reports which may contain public information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employment verification, and others. These reports will include experience, salary history, job performance, and reasons for termination of past employment. Further, I understand that the City of Naperville will be requesting information from various Federal, State, local, and other agencies, which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by the City of Naperville to furnish the above-mentioned information.

I further authorize ongoing procurement of the above-mentioned reports at any time during my employment or contract.

---

NAME (please print)

---

STREET ADDRESS

---

CITY

STATE

ZIP CODE

---

TELEPHONE NUMBER

EMAIL ADDRESS (optional)

---

DRIVER'S LICENSE STATE AND NUMBER

EXPIRATION DATE

SOCIAL SECURITY NUMBER

### FOR IDENTIFICATION PURPOSES ONLY:

---

DATE of BIRTH

RACE

GENDER

---

OTHER or FORMER NAMES

---

PROFESSIONAL LICENSES, INCLUDING STATE, TYPE, AND THE NUMBER

---

SIGNATURE

DATE



## Physical Fitness Certificate

THIS CERTIFICATE SIGNED BY A PA, RN or LPN WILL NOT BE ACCEPTED AND WILL RENDER YOU INELIGIBLE TO TEST.

I, the undersigned doctor, certify that I am a medical physician, licensed to practice in the state of \_\_\_\_\_, and that I have examined \_\_\_\_\_ ("Applicant") and have found that s/he is physically capable of participating in the Physical Ability Examination consisting of various strenuous exercises. The candidate has been provided with an outline of the exam requirements.

### DOCTOR'S CERTIFICATION

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**DOCTOR'S SIGNATURE\*\*** (M.D. OR D.O. ONLY)  
\*\*INK signature required; PA/RN/LPN NOT ACCEPTABLE  
ABSOLUTELY NO EXCEPTIONS WILL BE MADE

\_\_\_\_\_  
Doctor's Name, printed SPECIFY M.D. or D.O.

\_\_\_\_\_  
Street Address, printed

\_\_\_\_\_  
City, State, Zip Code, printed

\_\_\_\_\_  
Telephone Number (for verification) Fax Number

\*ATTACH DOCTOR'S BUSINESS CARD HERE\*

\*BUSINESS ADDRESS STAMP ACCEPTABLE  
IF CARD NOT AVAILABLE\*

### APPLICANT'S VERIFICATION

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name, printed

\_\_\_\_\_  
Street Address, printed

\_\_\_\_\_  
City, State, Zip Code, printed

\_\_\_\_\_  
Telephone Number

This certificate must be returned with your application. No applicant will be permitted to take the physical ability test or to continue with the written testing process unless this certificate is on file with the **City of Naperville** Board of Fire and Police Commissioners signed and dated by a physician within no more than one year prior to physical ability test. Completion of all fields is required; modifications made to wording of the above statements (i.e.: crossing out words) are not accepted.

**Only ORIGINAL documents with ORIGINAL SIGNATURES will be accepted; no copies or faxes.**

State of Illinois  
County of DuPage

To: Board of Fire and Police Commissioners  
Naperville, Illinois

### **AFFIDAVIT OF APPLICATION**

The undersigned being duly sworn on oath deposes and says that the undersigned has read the application and additional documents dated \_\_\_\_\_ of the undersigned for employment with the City of Naperville for the position of Police Officer, that said application is in the hand-writing of undersigned only, and that the facts, statements and representations therein are true.

\_\_\_\_\_  
Applicant Name, Printed

\_\_\_\_\_  
Applicant Signature

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
**Notary Public**

(Notary Seal)

## CITY OF NAPERVILLE

### ORDINANCE NO. 88-228

AN ORDINANCE AMENDING SECTION 1-7-8 (CONDITIONS OF EMPLOYMENT) OF CHAPTER 7 (MUNICIPAL PERSONNEL POLICIES) OF TITLE 1 (ADMINISTRATIVE) OF THE NAPERVILLE MUNICIPAL CODE

#### 1-7-8: CONDITIONS OF EMPLOYMENT

2. Anti-Nepotism: The following relatives of any elected officer are disqualified from holding any appointed office or employment during the tenure of the office: spouse, child, parent, grandchild, grandparent, brother, sister, half brother, half sister, aunt, uncle, niece, nephew, or the spouses of any of them. All relationships shall include those arising from adoption. The following relatives of any employee or appointed officer are disqualified from holding any appointed office or employment in a position where one relative serves in a supervisory capacity over the other during the tenure of the office or employment: spouse, child, parent, grandchild, grandparent, brother, sister, half brother, half sister, aunt, uncle, niece, nephew, or the spouses of any of them. All relationships shall include those arising from adoption. This provision shall not apply to situations where a relative holds an appointed office or employment, either in the same department or in a position where one relative serves in a supervisory capacity over the other, as of the date of adoption hereof.

Whenever any appointed officer or employee becomes related, either by marriage or adoption, to another appointed officer or employee in one of the relationships previously listed in this Section, the affected officer(s) and/or employee(s) shall be allowed to remain in his position(s) for a period of sixty (60) days from the date on which the affected person(s) became related. During that sixty (60) day period, the affected person(s) shall be permitted to apply for a transfer to any available position with the City which is both comparable in salary and benefits to the position which the affected person(s) holds, and for which the affected person(s) is qualified. The term "comparable in salary and benefits" shall mean monetary compensation of up to ten percent (10%) less or more than the person's current monetary compensation. Any such transfer must be completed within the sixty (60) day period provided in this Section. If the affected person(s) has not complied with the requirements of this Section within the sixty (60) day period established herein, where one or more of the affected person(s) is an elected or appointed officer, and the remaining person(s) is an employee of the City, the City Manager shall terminate the employee(s); and where the affected persons are employees, the City Manager shall terminate the affected person(s) with the shortest length of employment with the City. This provision applies to all offices and positions of the City, including those allocated to the exempt service and classified service.

The provisions of this subsection, Ordinance No. 86-125, shall not be construed to prohibit the employment of any individual whose name appeared on the duly established and approved eligibility lists of the Fire and Police Commission as of October 6, 1986. Nothing herein shall be interpreted as requiring an employee at the time of an election be discharged because a relative described herein has been elected an officer of the City.

At the date of this reading, are you related to any of the above Naperville employees, elected, or appointed officials?

Please circle one. YES NO

If "YES," please list names below.

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand this ordinance.

\_\_\_\_\_  
Applicant Name, printed Date

\_\_\_\_\_  
Applicant Signature Date

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 2008.

\_\_\_\_\_  
**Notary Public**

(NOTARY SEAL)

## WAIVER/RELEASE OF LIABILITY APPLICANT FOR PUBLIC EMPLOYMENT

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2008, between \_\_\_\_\_, an applicant for employment as a Police Officer with the Naperville Police Department of the City of Naperville, Illinois, (the "Applicant") and the City of Naperville, Illinois; its Board of Fire and Police Commissioners; the City's and the Board of Fire and Police Commissioners' employees, agents, representatives and assigns (specifically any testing agency employed by the City or its Board of Fire and Police Commissioners) (hereinafter collectively referred to as the "City"), witness:

Whereas, Applicant has applied to the City for employment as a Police Officer; and,

Whereas, the City is required to subject the Applicant to a competitive testing process; and,

Whereas, the Applicant has agreed to submit to a variety of examinations including a written examination, physical ability, oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the City; and,

Whereas, the City has agreed to administer said exams, on an as needed basis and as provided by the rules and regulations of the City's Board of Fire and Police Commissioners, without expense to the Applicant; and,

Whereas, both parties hereto agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment, by the City, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability examination) or background investigation conducted by or for the City as part of its pre-employment screening process for the position of Police Officer. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the City may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, §40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant's own choosing.

Witness our hands and seals the day and year above written.

APPLICANT

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name, printed

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
**Notary Public**

FOR USE BY THE CITY OF NAPERVILLE, ILLINOIS  
BOARD OF FIRE AND POLICE COMMISSIONERS

By: \_\_\_\_\_  
Board Chairman

# Naperville Police Department



## Illinois Criminal Justice Officer Physical Ability Test Candidate Orientation Guide

Developed by I/O Solutions, Inc.



# Introduction to the ICJOPAT

This orientation and preparation guide has been developed to introduce you to the ICJOPAT (Illinois Criminal Justice Officer Physical-Ability Test), a job-simulation physical-ability test that you will be taking as part of the Naperville Police Department's entry-level hiring process. The test consists of a series of job-related tasks designed to ensure that candidates will be able to perform the necessary job functions they will face as police officers. Because these simulation exercises were developed to mirror police officers' most critical job tasks, the test is a highly valid and realistic assessment of the physical aspects of the job.

Based on the expert judgment of command-rank personnel, the following four physical-ability test components were identified:

- Vehicle Exit
- Stair Climb
- Fence Obstacle
- Dummy Drag

This test will be **pass/fail** based on a cut-off score that equates to the minimum level of physical ability necessary to perform the police officer job. **Only those candidates that pass the physical ability test will be eligible for employment.**

In this guide, you will learn more about what these components measure, the regulations you must follow when performing these test components and tips to help you study for this examination. By reading this guide carefully, you will be better prepared for the test and are more likely to perform according to your true potential.

## The Components of the Test

The following events will be timed continuously although you may not complete them in the order that is presented here. You will be given an on-site orientation, and proctors will lead you on a tour of the course before you begin. During the examination, proctors will be there to monitor your progress and to assist you if necessary. The total length of the course will be approximately 200-250 yards in length.

### Vehicle Exit

Police officers are often required to address crimes or violent situations in progress, and they must be ready for action as soon as they arrive on the scene. This component of the test will determine how quickly you can exit a vehicle in a seated position while restrained by a seat belt. In this event, you will be seated in a squad car with your seat belt fastened and the driver's side door open. When the proctors start the clock, you will unfasten the seat belt and exit the vehicle.

## **Stair Climb**

Police officers often assist citizens in high-rise buildings, large apartment complexes, multistory homes, etc., and part of their duties requires climbing stairs. During this event, you will enter the staircase and climb to the second level where you will place both of your feet on a square that is marked on the landing. You will then immediately descend the staircase. You are not required to climb the stairs in any particular fashion, and you may use the railings. And although you need to complete this portion of the test quickly in order to meet the overall time requirement, you must exercise great caution when climbing and descending the stairs.

You can prepare for this component by ascending and descending staircases at home or in multi-story buildings. You should practice climbing two flights of stairs as quickly as possible after you have engaged in other physically taxing activities.

## **Fence Obstacle**

In order to capture fleeing perpetrators and suspects, the police often have to pursue them not only in their squad cars but also on foot, sometimes climbing over walls and fences to eventually make an arrest. Therefore, in this portion of the physical-ability test, you will be required to climb over a six-foot wall. The wall will be fitted with rungs that will assist you as you climb. You may climb over the wall in any way you wish, but keep in mind that in order to pass the test, you must meet the overall time requirement.

You can prepare for this component by climbing over obstacles of various construction types. You may want to start by climbing over four-foot chain-link fences. After you are comfortable with this height, you should practice climbing over five and six-foot fences. Remember, the fence you climb during the test will have rungs that will help you to ascend to the top. Do not practice climbing structures that are too high or lack structural integrity.

## **Dummy Drag**

Police officers are sometimes required to pull subjects to the ground in order to restrain them or drag people away from a hazardous scene, such as a fiery automobile accident. This exercise will test your ability to perform both activities. During this event, a 165-pound dummy will be placed in a seated position inside a vehicle. You will be required to pull the dummy out of the vehicle and onto the ground. You will then continue dragging the dummy for a distance of 25 feet from the vehicle. Once both you and the dummy cross the finish line, the clock will be stopped. There are no restrictions on holding the dummy, pausing, or adjusting your grip.

You can prepare for this component by dragging a sled or other object weighing approximately 165 pounds by a rope. You should be able to drag the weight on a flat surface for a minimum of 25 feet. You should start with lesser weight and build up to 165 pounds to avoid injury.

## Helpful Hints and Strategies

The most important thing to keep in mind when preparing for any physical-ability test is to practice and train well in advance of the examination day. Many candidates have been overheard saying, “I haven’t run in a long time” or “I’ve never lifted this much weight before.” Test administrators are not surprised when these candidates quickly fail. Make sure that you are physically fit and can meet all test requirements **before** the examination date. Spend the rest of the time before the test maintaining that level of fitness.

Some of the ICJOPAT exam components may be recreated at home. For example, you may practice climbing stairs or holding your arms at the proper position for the trigger pull event. If you are going to try to practice ICJOPAT events at home, please be sure to **take all necessary safety precautions**. You will not be able to pass the test if you injure yourself while practicing!

Be sure to get a good night’s rest the night before the test so that you wake up refreshed and prepared to do your best.

You are required to wear athletic shoes to this examination. We also strongly recommend that you wear a short-sleeved shirt and long pants.

Be prepared to arrive at the examination site early so that you can complete required sign-in procedures and attend mandatory orientation sessions. By arriving early not only will you display your interest in a career with the Naperville Police Department, but you will also prevent your disqualification due to tardiness.

Once again, please **use caution** when participating in this examination. You may complete the first component or two faster than any other candidate, but you will fail if you injure yourself and cannot complete the rest of the test.

Good luck to you on the examination and in your future career!