



Public Safety Recruitment
1127 S. Mannheim Rd., #203
Westchester, IL 60154
1-800-343-HIRE
www.publicsafetyrecruitment.com

City of Crystal Lake Police Department

Police Officer Minimum Requirements

- \$25.00 non-refundable application fee
- U.S. Citizenship
- No Felony Convictions
- High School Diploma or Equivalent
- 60 credit hours of completed coursework from an accredited college or university **OR** 2 years of full-time active continuous military service in the United States Armed Forces with an honorable discharge **OR** service within past 12 months from application deadline (05/14/2010) as a full-time certified police officer at another jurisdiction for a minimum of one year.
- Valid Driver's License
- Applicant must be 21 years of age at time of application, and UNDER 35 years of age at time of application and at such time as the initial eligibility list is established, except as otherwise determined by State Statute.
- Residency within 20 nautical miles of the Municipal Complex within 15 months of hire.
- Meet Visual Acuity Standard of correctable to 20/20 and shall not be color blind.
- Completion and submission of an online application and all required documentation (see checklist) by the deadline of Friday, May 14, 2010 at 12 noon.

Starting Salary: \$53,040.00

Illinois Certified Police Officers will receive preference on the final eligibility list and their starting salary may be negotiable: 2010/2011 Salary Range: \$53,040.00 to \$81,681.60 (max after 6 years)

Generous Benefit Package includes an innovative 5-2, 5-3 schedule that allows approximately 15 extra days off each year.

Application Instructions

- 1) Visit www.publicsafetyrecruitment.com to **complete the online application** for the position of Police Officer. When your application is completed and submitted, you will receive a confirmation number; save this number for your records.
- 2) **Return signed release forms and requested documents (SEE CHECKLIST!) to Public Safety Recruitment before 12 noon on Friday, May 14, 2010.** Faxed release forms will not be accepted. Sending release forms and other required documents via traceable carrier is suggested to ensure timely delivery. Documents may also be delivered by hand to Public Safety Recruitment during business hours (Mon.-Thurs. 9a-5p; Fri. 9a-3p; CLOSED HOLIDAYS AND WEEKENDS).
- 3) **Attend Orientation, Written Exam and Physical Ability Testing on Saturday, June 5, 2010 at Crystal Lake Prairie Ridge High School, 6000 Dvorak Road, Crystal Lake, IL 60012.** Orientation begins at 9:00 AM and testing will immediately follow. Arrive by 8:30 AM with photo identification to sign in.

Those passing both the physical ability test and written exam will be eligible to participate in an oral interview. Notification letters will be sent out the week of June 7, 2010 via email and postal mail. The date and time of your interview will be included.

All portions of the testing process are mandatory.
Failure to attend and complete any portion of the process will result in elimination from employment consideration.
Call 800.343.HIRE or email info@publicsafetyrecruitment.com with any questions.

CHECK LIST of REQUIRED DOCUMENTS

City of Crystal Lake Police Department

Application: <input type="checkbox"/> Confirmed online (The confirmation page immediately follows the references section of the online application)	Deadline: May 14, 2010 WRITE YOUR CONFIRMATION NUMBER HERE: _____
--	---

Release Forms: <i>*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.</i>	Deadline: May 14, 2010
<input type="checkbox"/> Consumer Reports*	<input type="checkbox"/> Employment Past and Present*
<input type="checkbox"/> Alcohol, Drug and Substance Abuse Screening*	<input type="checkbox"/> High School, College, University* Diploma
<input type="checkbox"/> Criminal History Information/ Fingerprint*	<input type="checkbox"/> Medical Records*
<input type="checkbox"/> Driving Record*	<input type="checkbox"/> Personal Information Release to Municipality*
	<input type="checkbox"/> Written Examination*
	<input type="checkbox"/> Physical Ability Test*
	<input type="checkbox"/> Physical Fitness Certificate* (Doctor's signature required)
	<input type="checkbox"/> EEO Questionnaire (optional)

Other required documents:	Deadline: May 14, 2010
<input type="checkbox"/> COPY High School Diploma or GED (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable)	
<input type="checkbox"/> Certified College/University Transcripts (if applicable)	
<input type="checkbox"/> COPY of DD-214 (if applicable)	
<input type="checkbox"/> COPY of Police Academy Certification (if applicable)	
<input type="checkbox"/> COPY valid Driver's License (copy of front and back if you received a renewal sticker)	
<input type="checkbox"/> COPY Birth Record	
READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document. <u>ONE</u> OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED:	
<input type="checkbox"/> Copy of <u>US</u> Birth certificate (Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories <u>Hospital copy not accepted.</u>)	
OR	
<input type="checkbox"/> Copy of Valid US Passport	
OR	
<input type="checkbox"/> Copy of Naturalization Papers	

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 Inc., 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 as indicated. CALL 800.343.HIRE WITH QUESTIONS.

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE CITY OF CRYSTAL LAKE OR THE CRYSTAL LAKE POLICE DEPARTMENT. PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

PUBLIC SAFETY RECRUITMENT ATTN: CLPD
1127 S. MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154



City of Crystal Lake,

Estimated Population:	41,797
Square Miles:	18.00
Households:	14,959
Median Selling Price:	\$180,000
Average Selling Price:	\$220,000
Schools:	9 Public Elementary Schools 3 Public Middle Schools 3 Public High Schools 4 Parochial Elementary Schools 1 Parochial High School 1 Community College 1 Private K-8 School
Churches:	38 Churches - 26 Denominations
Library:	180,000 volumes; 355 magazines; 5,000 videos; 1,800 audio books
Weather Conditions:	Average snow and rainfall - 60" Average winter temperature - 25 degrees Average summer temperature - 75 degrees

Crystal Lake, Illinois, located 50 miles northwest of Chicago, is a short drive from O'Hare International Airport, near several major highways and interstates. Metra commuter rail provides easy access to Chicago's Loop. The City boasts over 2.3 million square feet of retail shopping center space, and provides nearly 12,000 jobs through a large commercial, office and industrial base. The Crystal Lake Park District operates 1,000 acres of parks, an active recreation program, a 238-acre lake, a golf learning center, and an indoor/outdoor tennis club.

Local Attractions, Festivals and Events

- Crystal Lake Beaches and Water Sports
- Raue Center for the Arts, featuring major Broadway productions, community theater, and more!
- America's Cardboard Cup Regatta
- A Historical Downtown District
- Antiquing at Many Local Shops
- Excellent Hotel Accommodations
- Over 50 Local Restaurants
- Health Bridge Fitness Center
- YMCA of McHenry County
- Half-Marathons, Triathlons, and 5K Runs, including the Big Woolly Adventure Race, Bob Blazier Run for the Arts and more!
- Regal Cinema Theater
- Indoor Ice Skating at The Crystal Ice House
- X-treme Wheels Roller Skating Center
- The Historic Dole Mansion
- Colonel Palmer House (Museum & Archives)
- Housewalks of Local Architecture
- Farmer's Market
- Walkup Heritage Farm
- Night Clubs, Pubs and Eateries
- Chili Open Winter Golf Tournament
- Top-Quality Local Golf Courses
- Mini Golf
- CABA 9, 11, and 15 Year-Old World Series Tournament
- Indoor Playgrounds, Rock Climbing Center
- Over 50 miles of local bike paths
- Major Festivals/Events
 - RibFest at Main Beach
 - Lakeside Festival at the Dole Mansion
 - Independence Day Parade and Fireworks
 - Lights on the Lake at Main Beach
 - Johnny Appleseed Festival
 - Festival of Lights Parade
- Three Oaks Recreation Area Coming Soon!

POLICE OFFICER

Effective Date: March 17, 2008
Position Code: 0603
FLSA Status: Non-Exempt
Pay Range: See CBA

NATURE OF WORK

- This is responsible law enforcement work in the protection of life and property through the enforcement of laws and ordinances.
- Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, crime prevention, investigations, school resource duty, traffic enforcement, or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews and evaluates work methods and results through reports, observations, and discussions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Patrols residential and commercial property to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions; backs up other units as required.
- Responds to calls involving traffic accidents and other serious accidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; collects other related information and completes reports.
- Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; and prevents the blockage of sidewalks, streets, and other public accesses.
- Operates a radar unit in monitoring speed of traffic; stops violators and issues warnings or citations; may conduct appropriate tests for determination of intoxication.
- Responds to a wide range of citizen needs and requests, at times under emergency conditions; e.g., accidents, rescue efforts, search for missing person(s), alarms, and in-progress criminal activity.
- Responds to reports of criminal activity; searches buildings, residences, and surrounding areas for criminal subjects; secures scene to restore peace and protect evidence; calls for assistance as needed; provides backup to other officers engaged in confrontation or arrest activities.
- Interviews complainants and witnesses; analyzes probable sequence of events; seeks additional data through research, telephone calls, interviews and other methods; identifies, arrests, fingerprints, and takes into custody offender(s) for probable cause; advises such persons of their constitutional rights; searches for weapons or contraband; interrogates regarding act(s) committed; transports for incarceration; testifies in court proceedings to provide known facts and evidence.
- Serves as community policing officer; patrols neighborhoods on foot or in a vehicle; develops contacts with residents and business owners.
- May fill in for Community Service Officers (road obstructions, animal control etc.)
- On an assigned basis, serves as a field-training officer; patrols with recruits and instructs officers on police procedures; evaluates officers during probationary period. May be assigned as an in-house instructor for various disciplines (range officer, batons, etc.).
- May be assigned as the Officer in Charge (O.I.C) for the shift in the absence of a Sergeant.
- Periodically practices the use of a variety of firearms and attends continuing education seminars and lectures on various law enforcement practices and techniques.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

POLICE OFFICER (Continued)

OTHER JOB FUNCTIONS

- May be assigned to other areas such as School Resource or Training Officer, Investigations Unit, and K-9 unit. Job functions for these duties are described in additional documents.
- Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED); 60 credit hours of completed coursework from an accredited college or university OR 2 years of full-time active continuous military service in the United States Armed Forces with an honorable discharge, supplemented by the state-approved course of law enforcement training; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

- Knowledge of applicable federal, state, and local civil and criminal statutes and ordinances on which charges and arrests are executed, including laws of arrest, search, and seizure.
- Knowledge of police rules and regulations and standard operating procedures.
- Knowledge of street layout and the geography of the City and location of important buildings.
- Knowledge of Community Policing principles.
- Ability to handle sensitive public contacts and to deal tactfully and courteously, but firmly with the public.
- Ability to distinguish confidential material and apply departmental standards for security and privacy.
- Ability to testify in court and similar proceedings.
- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to operate a computer – both desktop and MDT.
- Ability to meet the physical requirements of the position.
- Ability to appropriately defend oneself.
- Ability to establish and maintain effective working relationships with other employees, and the public.
- Ability to communicate effectively, orally and in writing.
- Skill in the use of firearms and such other regular and special police equipment as may be assigned.
- Skill in the use of investigative and interviewing techniques.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Illinois driver’s license.
- Certification as a Police Officer by the Illinois Law Enforcement Training and Standards Board.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly while patrolling traffic in a vehicle. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may also be required to run and jump and may be involved in physical exchanges with others.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown conditions; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

PLEASE PRINT:

LAST NAME FIRST NAME SSN

IMPORTANT NOTICE TO APPLICANT: PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST

NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

This form, which you should read carefully, has been provided to you because I/O Solutions, Inc. (d.b.a. "Public Safety Recruitment") (hereinafter referred to as "the Company") or the Department(s) to whom you request the Company to forward your application (hereinafter referred to as "the Department(s)") may request consumer reports or investigative consumer reports. Any requests for consumer reports or investigative consumer reports from the Company will be made on behalf of any or all of the Department(s). The consumer reports or investigative consumer reports may then be reviewed by any or all of the Department(s).

For the benefit of the Department(s), the Company may perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Company, in whole or in part, at the Company's discretion. The Department(s) may also perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Department(s), in whole or in part, at the discretion of the Department(s).

The Company's and Department(s)' background checks may also include the use of consumer reporting agencies to gather and report information in the form of consumer or investigative consumer reports regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person (or entity) which for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing reports to third parties. The Company is not a consumer reporting agency nor are the Department(s).

The types of reports that may be requested from consumer reporting agencies under this policy, include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration by the Department(s) in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Any information contained in such reports may be used for other purposes required by law or ethical business practices.

If the Company or Department(s) request(s) an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive such a notice if the investigation is performed by the Company or a person or entity other than a consumer reporting agency.

If any adverse decision is made with regard to your application for employment or subsequent employment by a Department(s), based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, the Department(s) are required to notify you and give you a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, the Department(s) may not base an employment decision solely on this information.

Your consent is required by law before the Company or the Department(s) may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your submission of an application for employment with a Department. Your signature below indicates that you have carefully read and understand that the Company and the Department(s) may request and review a consumer report or investigative consumer report regarding you, consistent with this policy, in connection with your application for employment and that you consent to the release of such consumer reports or investigative consumer reports to the Company and the Department(s) for employment purposes, including any future decisions concerning your employment, promotion, reassignment or retention. You also consent to release of this information to the Company and the Department(s) for other purposes required by law or ethical business practices. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing, as described below.

Refusal to consent to a consumer report or investigative consumer report as required by this notice may result in rejection of an application, or withdrawal of an offer of employment.

©Copyright 2010 by I/O Solutions, Inc.

Crystal Lake Police **REQUIRED RELEASE DOCUMENT: 1 of 12**

DO NOT SUBMIT WITHOUT ORIGINAL DATED SIGNATURES WHERE REQUIRED. WITNESSES MAY BE ADULT FAMILY MEMBERS OR FRIENDS LIVING WITHIN THE U.S.; DOCTOR SIGNATURE MUST BE OF MD or DO. SEE CHECKLIST FOR ALL DOCUMENTS DUE 5/14/10 by 12 NOON.

CONSENT STATEMENT

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the City of Crystal Lake or I/O Solutions, Inc. (hereinafter referred to as "the Company") (and thereby to the departments to whom I have requested the Company to forward my application (hereinafter referred to as "the Department(s)"). I further understand that this consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement below and returning it to the Company, at 1127 S Mannheim Rd, Suite 203, Westchester, IL 60154, or sending a signed letter or statement to the Company at the same address, indicating that I revoke my consent to the Company's obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to the City of Crystal Lake or to the Company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company and confirm that all such information is true and correct.

Name of applicant (Printed)

Social Security Number

Applicant Signature

Date

REFUSAL OR REVOCATION OF CONSENT STATEMENT DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT TO THE CITY OF CRYSTAL LAKE OR THE COMPANY OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT OR OTHER PURPOSES.

I do not consent to the City of Crystal Lake or I/O Solutions, Inc. (hereinafter referred to as "the Company") obtaining consumer reports or investigative reports about me in connection with my employment or any other purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after the Company receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of the Company who typically request consumer reports for the Company.

Name of applicant (Printed)

Social Security Number

Applicant Signature

Date

DO NOT SIGN ABOVE UNLESS YOU DO NOT CONSENT!

ALCOHOL, DRUG AND SUBSTANCE ABUSE SCREENING

CONSENT

I hereby consent for the City of Crystal Lake or I/O Solutions, Inc., or either of its authorized representatives to collect blood, urine or saliva samples from me and to conduct other necessary medical tests to determine the presence in my body or use by me of alcohol, drugs or controlled substances.

I understand that the presence of certain medications in my blood and/or urine may affect test results. To aid in the analysis of the test results I would like to inform the City of Crystal Lake, I/O Solutions, Inc., and either of its authorized representatives that I have taken the following medications in the last seven (7) days:

RELEASE

I understand that release of my medical records by this written authorization will result in disclosure of these test results. I hereby consent to the release of the test results and other relevant medical information to authorized representatives of the City of Crystal Lake, 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 drug, alcohol and substance abuse screening or due to the disclosure of the test results as authorized herein by me.

Agreed to:	Applicant Name, printed	Date
	Applicant Signature	Date
	Witness Name, printed	Date
	Witness Signature	Date

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

CRIMINAL HISTORY INFORMATION / FINGERPRINT

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from Federal, State and local law enforcement agencies for any reportable criminal history information concerning you using your fingerprints. This information can include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

RELEASE

I agree to be fingerprinted by the City of Crystal Lake and acknowledge that these fingerprints will be used to investigate my criminal history and conviction record. I agree to and understand the release of the results of the investigation, to determine my criminal history information, will result in the disclosure of information concerning whatever criminal history exists regarding me to third parties.

I hereby acknowledge the results of the investigation to determine my criminal history will be released to authorized representatives of the City of Crystal Lake or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities 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 Crystal Lake, 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 into my criminal history and the disclosure of any of that information.

Agreed to: _____
Applicant Name, printed

Date_____

Applicant Signature

Date_____

Witness Name, printed

Date_____

Witness Signature

Date_____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

DRIVING RECORD

DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from the Secretary of State regarding your driving record. This information can include a record of your current driver's license issuance information (exclusive of information on judicial driving permits); convictions and orders entered revoking, suspending, or canceling your driver's license or privilege.

RELEASE

I hereby acknowledge the results of the investigation of my driving record will be released to authorized representatives of the City of Crystal Lake or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities 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 Crystal Lake 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 into and the disclosure of my driving record.

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

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

EMPLOYMENT: PAST AND PRESENT

CONSENT

I hereby consent to a thorough investigation of my past and present employment activities and agree to cooperate in such investigation. I hereby authorize my past and present employers to release the requested information and to comment on my work record.

RELEASE

I understand that by this written authorization my past and present employment records will be disclosed to third parties. I hereby consent to the release of the results of the investigation into my past and present employment and other relevant information to authorized representatives of the City of Crystal Lake and I/O Solutions, Inc. for appropriate review and dissemination to those municipalities 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 Crystal Lake, 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 of my past and present employment and the disclosure of the results of that investigation as authorized herein by me.

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

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA

CONSENT

I hereby consent to an investigation to determine the authenticity of my high school or General Education Diploma, college, or University diploma. I hereby authorize my secondary school or its equivalent to release such information regarding the authenticity of my high school (or its equivalent), college, or university diploma to representatives of the City of Crystal Lake or I/O Solutions, Inc.

RELEASE

I understand that by this written authorization that information gathered regarding the authenticity of my diploma or its equivalent will be disclosed to third parties.

I hereby consent to the release of results of the investigation of the authenticity of my diploma or its equivalent to authorized representatives of the City of Crystal Lake or to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities 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 Crystal Lake, 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 of the authenticity of my high school (or its equivalent), college, or university diploma and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: _____
Applicant Name, printed

Date_____

Applicant Signature

Date_____

Witness Name, printed

Date_____

Witness Signature

Date_____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

MEDICAL RECORDS

CONSENT

I hereby consent for I/O Solutions, Inc., or its authorized representative to obtain my medical records from my primary physician for the period of time that my name appears on the City of Crystal Lake's Final Eligibility List.

RELEASE

I understand that release of my medical records by this written authorization will result in disclosure of my medical records. I hereby consent to the release of my medical records to authorized representatives of the City of Crystal Lake or to I/O Solutions, Inc. for appropriate review and/or dissemination to those municipalities and/or Police/Fire departments 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 Crystal Lake, 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 disclosure of my medical records as authorized herein by me.

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

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

PERSONAL INFORMATION RELEASE TO MUNICIPALITY

DISCLOSURE

This is to inform you that in processing your application an investigation will be 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 Crystal Lake 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 Crystal Lake 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	

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

WRITTEN EXAMINATION

RELEASE

By this written authorization I understand that release of the results of my Written Examination will result in disclosure of those test results to third parties.

I hereby consent to the release of the results of my Written Examination for dissemination to the City of Crystal Lake and to those municipalities 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 Crystal Lake, Crystal Lake Prairie Ridge High School 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 Police Officer Examination or due to the disclosure of the test and survey results as authorized herein by me. In the event that I have a disability which will affect my ability to take any examination, I will so inform the I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

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

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

PHYSICAL ABILITY TEST

RELEASE

I understand that as part of the examination process I must submit to a Physical Ability Test. I acknowledge that the Physical Ability Test is strenuous and there are risks of injury or death associated with participation in the Physical Ability Test and I voluntarily assume these risks.

I certify that I am now in good health and know of no limitations that I have which would prevent me from performing the Physical Ability Test or which if communicated to the officers, servants, agents, and employees of I/O Solutions, Inc. would cause them to refuse to permit me to take the Physical Ability Test.

I understand that by this written authorization I am consenting to the release of the results of my Physical Ability Test and that release will result in disclosure of those test results to third parties.

I hereby consent to the release of my Physical Ability Test results and other relevant information to authorized representatives of the City of Crystal Lake, Crystal Lake Prairie Ridge High School and to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities 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 Crystal Lake, Crystal Lake Prairie Ridge High School 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 my participation in the Physical Ability Tests (including but expressly not limited to: any and all injuries, losses, damage to my person or my death, which shall have been caused by, or contributed to by or resulted from my physical and/or medical condition) and/or by reason of the disclosure of the results of those tests as authorized herein by me. I further agree that I will not assign any right to which I may have to a cause of action against any of the foregoing persons or entities, to any person or legal entity.

In the event that I have a disability which will affect my ability to take any examination, I will so inform I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation. This release is binding on myself, my heirs, assigns, executors and administrators.

Agreed to: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.

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 which include a bench press, a 1.5 mile run, a sit-and-reach test, and a 1-minute sit-up exercise.

ATTACH DOCTOR'S BUSINESS CARD HERE

*ADDRESS STAMP ACCEPTABLE
IF CARD NOT AVAILABLE*

DOCTOR'S CERTIFICATION

Signed this _____ day of _____, 2010.

APPLICANT'S VERIFICATION

Signed this _____ day of _____, 2010.

DOCTOR'S SIGNATURE (M.D. OR D.O.)

INK signature required; stamp NOT accepted; MD or DO ONLY! Absolutely NO EXCEPTIONS!

Applicant Signature INK signature required

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

Applicant Name, printed

Street Address, printed

Street Address, printed

City, State Zip Code, printed

City, State Zip Code, printed

Telephone Number

Fax Number

Telephone Number

This certificate must be returned to Public Safety Recruitment by the specified deadline. No applicant will be permitted to take the physical ability test or to continue with the written testing process unless this signed certificate is completed and on file with the City of Crystal Lake and dated within no more than one (1) year prior to the date of the Physical Ability Examination (June 5, 2010). Forms submitted with alterations to wording (crossing out or rephrasing of wording stated at the top) may be denied.

Only ORIGINAL documents with ORIGINAL SIGNATURES will be accepted; NO COPIES or FAXES accepted.

PERSONNEL APTITUDE SCREENING SERVICE PHYSICAL ABILITY ASSESSMENT REQUIREMENTS

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual having the physiological readiness to perform maximum physical effort when required. Physical fitness consists of four areas:

Aerobic capacity and cardiovascular endurance pertaining to the heart and vascular system's capacity to transfer oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.

Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.

Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

WHY IS PHYSICAL FITNESS IMPORTANT AS A JOB RELATED ELEMENT FOR FIRE AND LAW ENFORCEMENT SERVICES?

It has been well documented that law enforcement and firefighting personnel (as occupational classes) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Fire and law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "known" health risk for fire and law enforcement personnel.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These four fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations. Data has also shown that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. An unfit employee is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

IMPORTANCE OF WARM-UP AND COOL-DOWN

The warm-up should consist of low-level exercises that involve the use of large muscle groups, and is designed to increase the internal body temperature. In addition, the warm-up slowly and gradually accelerates the heart rate and blood pressure. The body is now physiologically ready

for activity because the respiratory and circulatory systems are functioning above resting levels and prepared for more strenuous effort.

The warm-up should be composed of general low level exercise. Stretching the muscles before exercise is advised to avoid strained or pulled muscles. However, stretching exercises alone, although beneficial, are not adequate to increase heart rate and circulation. General low level activity must be used, like pedaling a bicycle at a lower workload or jogging at a slower pace and gradually increasing the intensity. Difficult exercises like pull-ups or push-ups should be avoided because they can lead to early fatigue before you begin exercising. Without the warm-up, strenuous exercise is associated with inadequate blood flow to the heart and may cause abnormal heart rhythms as detected by the electrocardiogram (ECG). Research shows that even a two-minute warm-up of jogging in place eliminates these abnormal ECG changes. So, if you're serious about your exercise program, before accepting the challenge—be prepared!

Under normal conditions during exercise, heart rate and blood pressure increase along with vasodilation (blood vessel dilation) to increase blood flow (oxygen) to the working muscles. In most exercise programs, the legs receive a large portion of the oxygen since they contain the largest group of working muscles. When activity ceases, heart rate and blood pressure return towards normal resting values but blood vessels are still somewhat dilated. The combination of reduced blood pressure and increased flow towards the lower body can cause a hypotensive state in the upper body. This hypotensive state can lead to dizziness, lightheadedness, and even unconsciousness.

To avoid these uncomfortable symptoms, it is advised to complete your exercise routine with an active recovery (gradually taxi to the gate). The cool-down can be performed by simply walking, pedaling, or jogging at a slower pace (spread your wings). The cool-down allows the heart rate and blood pressure to safely and gradually return towards pre-exercise levels (slowly apply your brakes). It is important to keep moving after exercise because motion helps the muscles pump blood back towards the heart. If the cool-down is neglected, blood may pool in the lower extremities. So continue your dedication, but avoid the consequences of abrupt termination and not knowing why.

HOW WILL THE PHYSICAL ABILITY BE MEASURED?

The physical ability consists of four pass-required steps and four assessment tools. Each event is a scientific and valid test. The test will be given in sequence with a rest period between each event.

The required performance to pass each event is based upon sex and age. While the absolute performance is different for the categories, the relative level of effort is identical for each age and sex group. All candidates are required to meet the same percentile rank in terms of their respective age and sex groups. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

TEST	MALE				FEMALE			
	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"
Minute Sit-Up	37	34	28	23	31	24	19	13
Bench Press	0.98	0.87	0.79	0.7	0.58	0.52	0.49	0.43
1.5 Mile Run	13.46 min	14.31 min	15.24 min	16.21 min	16.21 min	16.52 min	17.53 min	18.44 min

I ONE MINUTE SIT-UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing fire and police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups performed in one minute.

Preparing for the sit-up test: The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in one minute. At least three times a week do three (3) sets (3 groups of the number repetitions done in one minute).

II SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing fire and police tasks involving range of motion, and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. The score is in the inches reached on a yard stick with 15 inches representing the toes.

Preparation for the sit and reach test: performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

- A. Sit and reach: Do five repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes, keeping legs straight. Hold for ten seconds.
- B. Towel stretch: Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel, extending the torso toward the toes.

III MAXIMUM BENCH PRESS (One Repetition)

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing fire and police tasks requiring upper body strength. The source is a ratio of weight pushed divided by body weight.

Preparation for the maximum bench press:

- A. If one has access to weights, determine the maximum weight one can bench press one time. Take 60% of that poundage. This will be the training weight. One should be able to complete 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2.5 to 5 pounds every week.
- B. If one does not have weight equipment, then the push-ups exercise can be utilized. Determine how many push-ups one can do in one minute. At least three times a week, do three sets of the amount one can do in one minute.

IV ONE AND ONE HALF (1.5) MILE RUN

This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing fire and police tasks involving stamina and endurance minimizing the risk of cardiovascular problems. The score is in minutes and seconds. This run is measured using a treadmill within a controlled atmosphere (we hold the option of testing on treadmill or an indoor or outdoor track).

Preparation for the 1.5 mile run: Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance on the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.

Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20-17	5/Week
2	Walk	1.5 Miles	29-25	5/Week
3	Walk	2 Miles	35-32	5/Week
4	Walk	2 Miles	30-28	5/Week
5	Walk/Jog	2 Miles	27	5/Week
6	Walk/Jog	2 Miles	26	5/Week
7	Walk/Jog	2 Miles	25	5/Week
8	Walk/Jog	2 Miles	24	4/week
9	Jog	2 Miles	23	4/week
10	Jog	2 Miles	22	4/week
11	Jog	2 Miles	21	4/week
12	Jog	2 Miles	20	4/week

KEEP THIS FORM

CHANGE OF INFORMATION FORM

If your name appears on the final employment eligibility list for Police Officer, it is your responsibility to notify the City of Crystal Lake, in writing, if your name, address, telephone number, or job-related certifications change.

.....
I am currently on your eligibility list for Police Officer and need to amend the information originally presented in my application.

Please provide the following information, as it appeared on your application:

Name (please print)

Street Address

City State Zip Code

Telephone Number Email Address

Please provide the updated information:

Name (please print)

Street Address

City State Zip Code

Telephone Number Email Address

Signature

Please send this form to: City of Crystal Lake
Attn: Human Resources
100 West Woodstock Street
Crystal Lake, Illinois 60014