



## **CITY OF CHAMPAIGN POLICE DEPARTMENT POLICE OFFICER HIRING PROCESS**

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Candidates for testing and for appointment as a Probationary Police Officer must:

- Apply online at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com) by 12:00 p.m. NOON Friday February 22, 2013.
- Submit \$25.00 non-refundable application fee; (or qualify for a waiver);
- Be a U.S Citizen or legally authorized to work in the U.S. (Must meet I-9 requirements);
- Possess a Valid Driver's License (valid Illinois Driver's License at time of hire);
- Must be a High School Graduate or equivalent;
- 21 years of age as of June 24, 2013
- No felony convictions; NOTE: Some convictions for misdemeanors or serious traffic offenses may also disqualify applicants from further consideration;

Candidates that meet these qualifications can proceed through the testing and selection process outlined below:

- STEP 1 - MANDATORY ORIENTATION (At selected location)**
- STEP 2 - WRITTEN EXAMINATION (At selected location)**
- STEP 3 - PHYSICAL ABILITIES TEST: SUNDAY APRIL 14, 2013**
- STEP 4 - ORAL BOARD INTERVIEW: APRIL 29 THRU MAY 2, 2013**
- STEP 5 - PREFERENCE POINTS**
- STEP 6 - PLACEMENT ON ELIGIBILITY LIST**
- STEP 7 - INTERVIEW WITH POLICE CHIEF**
- STEP 8 - BACKGROUND INVESTIGATION**
- STEP 9 - POLICE CHIEF RECOMMENDATION FOR APPOINTMENT**
- STEP 10 - MEDICAL EXAMINATION**

These steps are described in greater detail on the following pages. For specific dates, times, and locations for each step, see the Dates and Locations section (page 6).

## STEP 1 – MANDATORY ORIENTATION

There will be a Mandatory Orientation session held for all applicants who are interested in testing. Sessions will be offered on different dates in Champaign, and Macomb. ***Candidates must attend the entire Mandatory Orientation session in order to proceed with testing, even if you have already attended in the past. You must arrive on time, no exceptions. Late entry will not be allowed.*** Your spouse/significant other is encouraged to attend the orientation portion, although they may not sit in during the testing time.

Information will be provided at the Mandatory Orientation regarding the duties of a Champaign Police Officer, training opportunities, career advancement and the testing phases.

## STEP 2 - WRITTEN EXAMINATION

You will receive a test slip during the Mandatory Orientation that allows you to proceed to the written exam, scheduled immediately after orientation. **If you do not attend the orientation session, you will not be able to proceed to the written exam.** You must present a valid driver's license and your test slip in order to be admitted.

### **MANDATORY ORIENTATION AND WRITTEN EXAMINATION:** ***(ONE LOCATION ONLY)***

#### **MACOMB**

Saturday, March 23, 2013  
1:00 PM – 4:00 PM  
Stipes Hall Room 121  
1 University Circle  
Macomb, IL  
\*Doors open at 12:30 p.m.

#### **CHAMPAIGN-URBANA**

Saturday, March 16, 2013  
8:30 AM – 1:00 PM  
I-Hotel & Conference Center  
1900 First Street  
Champaign, IL  
\*Doors open at 8:00 a.m.

\*See maps on pages 12–13 for directions to testing facilities

**Anyone arriving after the specified start time will not be allowed to participate in the orientation or testing.  
No exceptions will be allowed.  
Allow enough time to park and arrive at the testing room **PRIOR** to the start of the orientation.**

### **OPTIONAL WRITTEN EXAMINATION STUDY SESSION AND PRACTICE EXAM**

**DATE:** Wednesday, March 6, 2013  
**LOCATION:** Chancellor Ballroom, I-Hotel & Conference Center  
1900 First Street, Champaign  
**TIME:** 6:00 p.m. to 8:00 p.m.

## **Study Guide & Practice Exam**

The National Criminal Justice Officer Selection Inventory-I (NCJOSI<sup>2</sup>) Enhanced Study Guide is \$19.95 plus tax, shipping and handling; the Enhanced Study Guide includes an 80 question Practice Exam. Online Practice Exams are available for \$17.95. Both the Study Guide and Online Exam are available at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

A maximum of 100 candidates with the top written exam scores will be allowed to proceed to the Physical Abilities Test. The Board of Fire and Police Commissioners reserves the right to adjust the cut-off score, thereby increasing or decreasing the number of passing candidates.

## **STEP 3 – PHYSICAL ABILITIES TEST**

The Physical Abilities Test is designed to reflect the physical demands of law enforcement activities. The City of Champaign uses the Illinois Law Enforcement Training and Standards Board's **POWER Test** (Peace Officer Wellness Evaluation Report) to certify candidates' physical qualifications to qualify for the position of Police Officer. The test measures job related law enforcement physical capabilities. Not all applicants will take this test. A maximum of 100 candidates with the top written exam scores will be invited to take the Physical Abilities Test. A driver's license is required at the test. You'll be required to sign a waiver of liability at the testing site. **If you will require a special accommodation to take the Physical Abilities test, you must contact Public Safety Recruitment no later than Friday, April 5, 2013 by sending an email to [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com).** See the "Physical Abilities Test" section (page 7) for more information.

**Please note all invited candidates must attend the Physical Abilities Test in Champaign.**

## **STEP 4 – ORAL BOARD INTERVIEW**

**DATE: April 29 thru May 2, 2013**

The oral interviews will take place on **April 29, 30 and May 1, 2**. Candidates with the highest written test scores who also pass the physical abilities test will be issued a time for an oral interview. **Dates and times of oral interviews will be assigned after the Physical Abilities Test in April.** This interview is conducted under the supervision of the Board of Fire and Police Commissioners.

The interviews will be conducted by a panel of assessors who will ask candidates a series of questions. Professional attire is recommended for the interview. Candidates must bring their driver's license or other form of photo identification with them. Please note that it is essential that you arrive on time for the oral interview. It is your responsibility to account for unusual circumstances which may prevent you from arriving on time, such as weather and traffic conditions, location of the facility, etc.

## STEP 5 – PREFERENCE POINTS

VETERAN'S PREFERENCE POINTS: Those candidates who have served in the Armed Forces of the United States in certain times of hostilities with a foreign country may be eligible for five (5) veteran's preference points. The five points will be added to the final overall score.

- ◆ "Times of hostilities with a foreign country" shall mean the following time periods:
  - August 5, 1964 - May 7, 1975 (Vietnam)
  - October 23, 1983 - November 21, 1983 (Grenada)
  - August 25, 1982 - February 26, 1984 (Lebanon)
  - December 20, 1989 - January 31, 1990 (Panama)
  - August 2, 1990 - November 30, 1995 (end of Persian Gulf Hostilities)
  - September 11, 2001 - Date of Proclamation of End of War on Terrorism
- ◆ Armed Forces of the United States shall mean the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.
- ◆ "Served" shall mean the veteran has served, during the qualifying time: 1) a total of at least six (6) months; 2) or has served for the duration of hostilities regardless of the length of engagement; 3) or was discharged on the basis of hardship; 4) or was released from active duty because of a service connected disability and was discharged under honorable conditions.

EDUCATION PREFERENCE POINTS: Those candidates who have a higher education may be eligible for five (5) education preference points. The five points will be added to the final overall score.

- ◆ "Higher education" shall mean the following:
  - Bachelor's Degree, or
  - Associate's Degree in Law Enforcement, Criminal Justice, Fire Service or Emergency Medical Services

***Candidate's cannot use both Veteran's Preference points and Education Preference Points. Candidate's are eligible for only one or the other. Preference point document submission instructions will be provided through email communication.***

## STEP 6 – PLACEMENT ON ELIGIBILITY LIST

Placement on the final eligibility list is determined by your average combined score on the written examination and oral interview, with preference points added.

***The Police Officer eligibility list is in effect for a minimum of one (1) year. Your position on the eligibility list does not necessarily result in your appointment as a Police Officer. The Police Chief may recommend appointment(s) from among the top thirty eligible candidates on the eligibility list at the time of a projected vacancy. The posting of an eligibility list does not guarantee vacancies in the Police Department during that one-year period.***

## **STEP 7 - INTERVIEW WITH CHIEF OF POLICE**

The interview will be conducted by the Chief of Police and a panel of other representatives from the Police Department and from the community. Applicants will be allowed to ask questions. Professional attire is recommended.

## **STEP 8 - BACKGROUND INVESTIGATION**

Background investigations will be completed for the top candidates. The investigation includes past employment, personal references, reputation, driving record, education, training, criminal and credit history. The investigation results will be forwarded to the Chief of Police who may further narrow the list based on the results of the background investigations. Those who successfully pass background investigations will be allowed to proceed.

## **STEP 9 - POLICE CHIEF RECOMMENDATION FOR APPOINTMENT**

The Chief of Police recommends candidates for appointment. This recommendation is made after careful review of all relevant factors. The appointment is made by the Board of Fire and Police Commissioners contingent upon the candidate's successful completion of a medical examination.

## **STEP 10 - MEDICAL EXAMINATION**

The medical examination, including a drug screening and post-offer psychological exam, is completed after the Board of Fire and Police Commissioners has approved the candidate's appointment.

# **DATES AND LOCATIONS**

Please mark your calendar with the dates and times of all steps of the selection process listed below. Candidates must participate in each required step as scheduled.

## **STUDY SESSION FOR WRITTEN EXAM (OPTIONAL):**

Wednesday, March 6, 2013

6:00 PM – 8:00 PM

I-Hotel & Conference Center, Chancellor Ballroom

1900 First Street

Champaign, IL 61820

## **MANDATORY ORIENTATION AND WRITTEN EXAMINATION:** ***(CHOOSE ONE LOCATION ONLY)***

### **MACOMB**

Saturday, March 23, 2013

1:00 PM – 4:00 PM

Stipes Hall Room 121

1 University Circle

Macomb, IL

\*Doors open at 12:30 p.m.

### **CHAMPAIGN-URBANA**

Saturday, March 16, 2013

8:30 AM – 1:00 PM

I-Hotel & Conference Center

1900 First Street

Champaign, IL

\*Doors open at 8:00 a.m.

**Anyone arriving after the specified start time will not be allowed to participate in the orientation or testing.**

**No exceptions will be allowed.**

**Allow enough time to park and arrive at the testing room **PRIOR** to the start of the orientation.**

## **PHYSICAL ABILITIES TEST**

Sunday, April 14, 2013

University of Illinois Armory

505 E. Armory

Champaign, IL 61820

**\*See maps on pages 12–13 for directions to testing facilities**

## **ORAL INTERVIEWS:**

April 28, 29 and May 1, 2 (your actual interview date will be determined after written exam and physical testing is completed)

Champaign Police Department

2<sup>nd</sup> Floor Conference Room

82 East University Ave Champaign, IL

# PHYSICAL ABILITIES TEST

*A maximum of 100 candidates with the top written exam scores will be invited to take the Physical Abilities Test.*

The physical abilities test reflects the physical demands of a number of law enforcement activities. The test measures cardiovascular endurance, muscle strength, and flexibility – all important for successful performance of law enforcement duties.

The City of Champaign uses the Illinois Law Enforcement Training and Standards Board’s **POWER Test** (Peace Officer Wellness Evaluation Report) to certify candidates’ physical qualifications to qualify for the position of Police Officer. The test consists of FOUR parts:

- Sit and Reach Test
- One-Minute Sit Up Test
- One-Repetition Maximum Bench Press
- 1.5 Mile Run

This is a pass/fail test. The successful applicant must pass all four components. The performance standards are based upon age and sex. These are the same standards required to enter a certified police academy in the State of Illinois. The required standards for each test are listed below.

The City of Champaign does not assume any responsibility for medical consequences that may arise from participating in this test. If, for any reason, you feel there is a condition that might cause injury, illness or result in a health emergency, you are strongly urged to see your physician prior to participation in the physical abilities test.

**If you require a special accommodation in order to take the test, you must contact Human Resources at (217) 403-8770 no later than one week prior to the test date.**

## Physical Abilities Requirements

<u>TEST</u>	<u>MALE</u>				<u>FEMALE</u>			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
SIT AND 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 (IN MINUTES)	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44

# **SALARY AND BENEFITS**

## **SALARY**

Probationary Police Officer	\$52,913
After a 15 month probationary period	\$57,607

## **BENEFITS**

- ◆ 10 Paid Holidays.
- ◆ Personal leave credit each fiscal year (24 hours).
- ◆ Vacation and Sick leave is accrued at 3.69 hours per pay period. Accrual rates for vacation increase with years of service.
- ◆ Generous longevity pay based upon completed years of continuous employment with the City.
- ◆ 100% paid health insurance for employee coverage; 50% paid health insurance for dependent coverage.
- ◆ \$20,000 term life insurance policy for each full-time employee and the option to purchase additional life insurance through payroll deduction.
- ◆ Coverage by the Police Pension Fund.
- ◆ Option to join the Champaign Municipal Employees Credit Union.
- ◆ Option to participate in the City's deferred compensation 457 Plan administered by the International City Management Association Retirement Corporation (ICMA-RC).
- ◆ Retirement Health Savings (RHS) program.
- ◆ Uniforms and equipment are provided for all police officers. In addition, each police officer shall be eligible to receive an annual uniform allowance to be used by the police officer to dry clean his/her uniform or to purchase additional clothing and equipment.



# **MOST COMMONLY ASKED QUESTIONS**

Q: Where/when is the test?

A: Written testing will be offered on different dates in Champaign and Macomb. Dates and locations are listed on page 6 of this booklet.

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Q: How can I prepare for the written exam?

A: You are encouraged to attend a study session for the written exam, scheduled for March 6th from 6:00 p.m. to 8:00 p.m. at the I-Hotel Hotel & Conference Center, Illinois Ballroom, 1900 First Street, Champaign. You do not need to register to attend this session. Study guides and practice exams are available for purchase online at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

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Q: How can I prepare for the physical abilities test?

A: Candidates are encouraged to begin preparing for the physical abilities test well in advance, as the test is pass/fail and only those who pass may move forward in the selection process.

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Q: If I don't pass the written exam, can I take it again?

A: Candidates who do not pass the written exam may not take it again during this testing cycle. You may, however, apply to take the test again during the next testing cycle.

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Q: I am not available on the dates listed for board interviews. Can I have a different interview date?

A: No. Scheduling logistics make it impossible for us to accommodate adjustments to the oral interview schedule.

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Q: What should I wear to the interviews?

A: Professional attire is recommended for the interview before the Board of Fire and Police Commissioners and the interview with the Chief of Police.

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Q: When will the candidates know the results of the Board oral interview?

A: The interview results will be tabulated by the end of May. However, candidates will not be informed of their total scores until the eligibility list, including tentative preference points information, is tabulated and the tentative list is published on the City's website in May. Scores will not be released over the phone.

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Q: How is the final score for the entire testing process figured?

A: The final testing score is an average of the written and the oral interview scores. Veterans or educational preference points, if applicable, are added to arrive at the final overall score.

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Q: How are the candidates placed on the eligibility list?

A: Candidates are placed on the eligibility list according to their scores in rank order.

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Q: When will the list be approved by the Board of Fire and Police Commissioners?

A: The Board will approve the list on June 24, 2013.

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Q: What happens after the eligibility list is approved?

A: Once the eligibility list is approved the top candidates will be required to complete a background investigation packet. The background investigation packet pertains to past employment, personal references, driving record, education, training and criminal history. Following a review of those packets, candidates may be invited to an oral interview with the Police Chief. After the interview the Police Chief will order a complete background check investigation for the top candidates. The Chief of Police then recommends appointments to the Board of Fire and Police Commissioners from the available top thirty candidates on the eligibility list.

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Q: How long is the eligibility list in effect?

A: For a minimum of one year.

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Q: Are there any current openings?

A: Police Officer vacancies occur from time to time. We anticipate approximately 2-4 openings due to normal turnover. Openings are also filled through the City's experienced officer program.

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Q: Is there a maximum age limit?

A: No, there are no maximum age limits for applicants.

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Q: I cannot find an answer to my question. Who may I contact for further questions?

A: Please contact Public Safety Recruitment at 1-800-343-HIRE Monday thru Friday from 9:00 a.m. to 5:00 p.m.; 9:00 a.m. to 3:00 p.m. Friday or by email [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com).

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For further information about the City of Champaign, visit the City's website at [www.ci.champaign.il.us](http://www.ci.champaign.il.us).  
**TOURISM INFORMATION: Contact the Champaign County Convention and Visitors Bureau, (217) 351-4133.** This agency can provide you with information on restaurants, hotels, motels, and shopping.

The City of Champaign is an outstanding community to live. Along with the City of Urbana, it is home to the flagship campus of the University of Illinois. With a student enrollment over 40,000, the university brings cultural diversity to the community that is typically only found in cities much larger than Champaign. This allows residents of Champaign to enjoy many of the amenities provided in a larger city yet still enjoy the advantages of living in a smaller community.

Living in Champaign is also quite affordable and there are a variety of neighborhood options. Whether it's a new condominium in Champaign's thriving downtown, an older home in a turn-of-the-century neighborhood, or a large home in a newly developing area of the city, residents truly have a choice in where they desire to live. In addition to being home to a world-class university, Champaign is strategically located close to major metropolitan areas such as Chicago (2.5 hours), Indianapolis (2 hours) and St. Louis (3 hours). Although Champaign is located on major interstates, the community is also a stop for Amtrak's direct service to Chicago with three routes per day.

Population:

Champaign 81,055  
Urbana 41,250  
Champaign County 201,081

# CHAMPAIGN TESTING LOCATION & PHYSICAL ABILITIES TEST



**Physical Abilities Test  
University of Illinois Armory  
505 E. Armory  
Champaign, IL 61820**

**Written Exam & Study Session  
I-Hotel & Conference Center  
1900 First Street, Champaign, IL**

