



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 a regionally accredited college or university* **OR** two (2) years of full-time active and continuous military service in the United States Armed Forces with an honorable discharge **OR** service within the past 12 months PRIOR to application deadline (05/14/2015) as a full-time certified police officer at another jurisdiction for a minimum of one (1) year
- Valid Driver's License
- Applicant must be 21 years of age at time of application deadline, and UNDER 35 years of age at time of application deadline and at such time as the initial eligibility list is established, except as otherwise determined by State Statute.
- Must possess a current and valid NIPSTA POWER Test card issued within 12 months PRIOR to the written exam date (cards considered valid only if issued 6/27/2014 – 6/27/2015 – candidates taking the POWER test after 5/14/2015 are required to bring a photocopy of the valid POWER Test card on test day)
- Residency within 25 nautical miles of the Municipal Complex upon completion of probationary period
- 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 **Thursday, May 14, 2015 at 4:00 PM.**

Starting Salary: \$57,678.40

2014/2015 Salary Range: \$57,678.40-88,857.60

(max after 6 years)

Please note contract is currently being negotiated.

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

Candidates who successfully pass the written exam will receive a notification to participate in on-site interviews within 15 business days of testing date. An Initial Eligibility List of applicants will be established in numeric order based on a minimum passing score on the written examination and oral interview (written exam 70%; oral interview 30%). We anticipate the Final Eligibility List will be established and posted in August 2015. The Eligibility List is valid for a period of two years from the date of certification or until the list is exhausted.

Further participation in the process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps:

- Background Investigation with background interview and fingerprinting
- Polygraph examination which may include but is not limited to questions on topics such as: employment history; alcohol and illegal drug use; buying, selling or receipt of stolen property; theft or other criminal activity and driving record.
- In-depth psychological evaluation after conditional offer of employment
- Medical examination including drug screen after conditional offer of employment

*** The college or university must be accredited by one of the following associations:**

•Middle States Association of Colleges and Schools •North Central Association of Colleges and Schools •New England Association of Schools and Colleges •Northwest Association of Schools and Colleges •Southern Association of Colleges and Schools •Western Association of Schools and Colleges



CITY OF CRYSTAL LAKE POLICE DEPARTMENT

A Nationally Accredited Law Enforcement Agency



APPLICATION INSTRUCTIONS:

- 1) Visit recruitment.iosolutions.org to complete the online application for the position of Police Officer. Applications must be completed and confirmed online by 4:00 PM on May 14, 2015. You will receive a confirmation number when your online application is complete; save this number for your records.
- 2) Return signed release form and required documents (SEE CHECKLIST!) to IOS Recruitment, Attn.: CL Police, 1127 S. Mannheim Rd., Ste. 203, Westchester, IL 60154 BEFORE 4:00 PM on Thursday, May 14, 2015. Faxed/mailed release forms and required documentation 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 IOS Recruitment during regular business hours (Mon.-Thurs. 9a-5p; Fri. 9a-3p; CLOSED HOLIDAYS AND WEEKENDS). IOS Recruitment is not responsible for late or lost documents. It is the responsibility of the candidate to ensure all paperwork is submitted properly by the deadline date.
- 3) Applicants must submit proof that they have passed the Illinois Peace Officer Wellness Evaluation Report (POWER) Test at the Northeastern Illinois Public Safety Training Academy (NIPSTA) within 12 months PRIOR to the June 27, 2015 test date. POWER test registration MUST be completed at least one week prior to the selected POWER Test session date. For more information or to register, visit www.NIPSTA.org. POWER Test cards considered valid only if issued from 6/27/14 – 6/27/15. Those taking the POWER test after the application deadline MUST bring a photocopy on test day to sign-in.
- 4) Attend Orientation and Written Exam on Saturday, June 27, 2015 at Crystal Lake Prairie Ridge High School, 6000 Dvorak Road, Crystal Lake, IL 60012. Sign-in will begin at 7:00 a.m. Arrive by 8:00 a.m. with photo identification (valid driver's license or state ID) to sign in. **No late admittance allowed.** Orientation begins at 8:00 a.m. and testing will immediately follow. Those taking the POWER test after application deadline must additionally bring a photocopy of the valid POWER test card to sign-in.

Those passing the written exam will be eligible to participate in an oral interview. Notification letters will be sent out the week of July 6, 2015 via email. The date and time of your interview will be included.

Thank you for your interest in employment with the City of Crystal Lake. Applications must be submitted to IOS Recruitment by the position closing date. Should it be determined that there are minor errors or omissions in your application, you will have the opportunity to correct those errors or omissions within the time period set by IOS Recruitment. You must meet the deadline requirements for each portion of the process as published or directed by IOS Recruitment. Should you be unsuccessful in this process, for applicants who meet the minimum qualifications as listed, there is no limit on re-applying for Police Officer testing processes in the future.

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 recruitment@iosolutions.org with any questions.

Please visit our website to pay the application fee and complete the online application
recruitment.iosolutions.org

If you have any questions, please contact IOS Recruitment

1-800-343-HIRE ~ e-mail: recruitment@iosolutions.org

9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday; CLOSED holidays and weekends.

CHECKLIST: CRYSTAL LAKE POLICE DEPARTMENT

Application:	Deadline: MAY 14, 2015 AT 4:00 PM
<div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 60%;"><input type="checkbox"/> Confirmed Online Application</div><div style="width: 35%;">Write Your Confirmation Number Here: _____</div></div>	
<input type="checkbox"/> Consent and Release Agreement (1 page) – <u>must</u> be signed and dated by applicant.	
<input type="checkbox"/> EEO Sheet *providing this information is voluntary* (1 page)	
Other Required Documents:	Deadline: MAY 14, 2015 AT 4:00 PM
<input type="checkbox"/> COPY of 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"/> COPY of valid Driver's License (copy of front and back if you received a renewal sticker)	
<input type="checkbox"/> COPY of 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 OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED:</u>	
<div style="margin-left: 40px;"><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>)</div>	
<div style="margin-left: 20px;">OR</div>	
<div style="margin-left: 40px;"><input type="checkbox"/> Copy of Valid US Passport</div>	
<div style="margin-left: 20px;">OR</div>	
<div style="margin-left: 40px;"><input type="checkbox"/> Copy of Naturalization Papers</div>	
 One of the Following:	
<input type="checkbox"/> <u>Original, Official</u> College/University Transcripts from a regionally accredited school MUST show completion of at least 60 credit hours of college coursework (if applicable) (Transcripts must be issued by registrar's office or similar and on watermarked paper with seal to be considered certified and official. NO photocopies accepted.)	
<input type="checkbox"/> COPY of DD-214 (must show two (2) years of full-time active and continuous military service with an honorable discharge)	
<input type="checkbox"/> COPY of Police Academy Certification issued by your local Law Enforcement Training and Standards Board (must be full-time, state certified, and with another jurisdiction for one (1) year)	
POWER Test Card/Certificate:	DEADLINE: MAY 14, 2015 AT 4:00 PM OR Bring with on Test Day
<input type="checkbox"/> COPY of valid NIPSTA POWER Test Card issued within 12 months <u>prior</u> to the June 27, 2015 written exam date (Cards considered valid only if issued 6/27/14 – 6/27/15)	
 CANDIDATES TAKING THE POWER TEST <u>AFTER</u> THE DEADLINE ARE REQUIRED TO BRING A COPY WITH THEM ON TEST DAY.	

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. IOS 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.

PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

**IOS RECRUITMENT
ATTN: CL POLICE
1127 S MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154**

**DO NOT SUBMIT REQUIRED DOCUMENTS TO THE CITY OF CRYSTAL LAKE OR THE CRYSTAL LAKE
POLICE DEPARTMENT.**



Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Crystal Lake Police Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation and medical evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

I hereby certify that I have read this document and I understand its content.

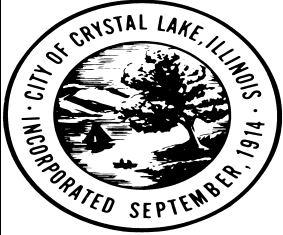
Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____

City of Crystal Lake
Police and Fire Testing Process Questionnaire

The City of Crystal Lake is an equal opportunity employer. The City maintains information regarding individuals who apply for employment to document selection ratios for various positions. This information will not accompany your application and will not be used in any way to decide whether you will be hired. This information is CONFIDENTIAL. Applicants are encouraged to complete this form; however, this is strictly VOLUNTARY and is not a condition of employment.

1. **Date:** _____
2. **Mr.** ☐ _____
Mrs. ☐ _____
Ms. ☐ _____
- (Last Name) (First Name)
3. **Job applied for:** ☐ Police Officer or ☐ Firefighter Paramedic
4. **Birth Date:** _____
5. **Sex:** ☐ Male ☐ Female
6. The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 6a, please also answer question 6b.
- a. Are you Hispanic or Latino?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
☐ Yes ☐ No
- b. Please select the racial category or categories with which you most closely identify by placing a check in the appropriate box. Check as many as apply.**
- ☐ **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American:** A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
7. **What is the highest level of education you have completed? Choose ONE answer.**
- ☐ High School/GED ☐ Master's Degree
☐ Associate's Degree ☐ PHD
☐ Bachelor's Degree ☐ Other: _____
8. **Are you a veteran?** ☐ Yes ☐ No
9. **How did you hear about the position?**
- ☐ Flyer from City of Crystal Lake
☐ Word of mouth
☐ Walk-in
☐ Cable TV
☐ Internet – name of website: _____
☐ Newspaper/Publication – name of newspaper/publication: _____
☐ Other: _____



City of Crystal Lake, Illinois

Estimated Population:	40,743 (2010 Census)
Square Miles:	18.7
Fire Protection Dist. Population:	52,000
Fire Protection Dist. Square Miles:	45
Households:	15,176
Median home price:	\$227,300
Mean household income:	\$87,493
Schools:	9 Public Elementary Schools 3 Public Middle Schools 3 Public High Schools 4 Parochial Elementary Schools 1 Parochial High School 1 Private K-8 School McHenry County College, Columbia College of MO. And Webster University
Churches:	38 Churches - 26 Denominations

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 City of Crystal Lake is home to over one thousand acres of dedicated parks and open space where residents and visitors can enjoy golf, tennis, baseball, football, swimming, cycling and hiking in well-maintained, accessible areas. The Three Oaks Recreation Area provides swimming, hiking, fishing, boating and more in unique, natural environment with pristine, clear waters.

Local Attractions, Festivals and Events

- The Three Oaks Recreation Area and Crystal Lake beaches and water sports
- Raue Center for the Arts, featuring major Broadway productions, community theater, music and more!
- America's Cardboard Cup Regatta
- Historical Downtown District
- Antiquing at local shops
- Excellent hotel accommodations
- Over 50 local restaurants
- Numerous fitness and exercise centers
- 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
- The historic Dole Mansion
- Colonel Palmer House (Museum & Archives)
- Housewalks featuring local architecture
- Farmer's Market
- Walkup Heritage Farm
- Night Clubs, Pubs and Eateries
- Chili Open Winter Golf Tournament
- Top-Quality Local Golf Courses
- 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
 - Memorial Day Parade
 - Johnny Appleseed Festival
 - Festival of Lights Parade
- National Night Out
-and much more!

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 police-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.).
- 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.

OTHER JOB FUNCTIONS

- May be assigned to other areas such as School Resource or Community Relations 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.
- Current police officers from other jurisdictions may also apply.

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.

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