

**ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS**  
**APPLICATION INFORMATION**

The Itasca Board of Fire and Police Commissioners welcomes you as an applicant for the position of Police Officer in the Village of Itasca, Illinois.

Review the enclosed information carefully. Failure to properly submit a complete application packet and requested documents may result in you being disqualified from the testing process.

All completed applications and all documents must be returned to the Itasca Board of Fire and Police Commissioners, c/o the Itasca Police Department. Application packets will be accepted in person until 11:00 a.m. on Thursday, August 10, 2017 or must be postmarked by this date.

- Return packets in person at the IPD Records Department Monday – Friday from 8:00am to 4:00pm or
- Return by mail to: Attn: Patrol Officer Application, Itasca Police Department, 540 W. Irving Park Road, Itasca, IL 60143.

Completed applications will be reviewed by the Commission prior to the testing date. Any candidates disqualified from participating in the written test will be notified via mail prior to the testing date.

The Written Examination will take place at Lake Park High School – East Campus, 600 N. Medinah Road, Medinah, IL at 9:00 AM on Saturday, August 26, 2017. **No applicants will be admitted to the test after 9:00 AM.**

NOTE: There is NO physical agility test given on this date.

**ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS**  
**APPLICATION PACKET CHECKLIST**

Use this checklist to ensure your application contains the following items before submission. **Packets that are missing information will not be accepted.**

**Application**

- If a question is not applicable, write N/A
- Incomplete or defective applications will not be accepted and will disqualify the applicant

**Application Packet Checklist**

- Dated and signed

**Background Liability Release and Authorization Form**

- Dated and signed

**Physician's Physical Agility Release Form**

- Dated and signed by a physician

**Physical Agility Test Release of All Liabilities Form**

- Dated and signed
- Must include a witness signature

**Proof of Educational Requirements**

- Photocopy of college degree is required
- Applicants must possess an Associate's degree in criminal justice or law enforcement from an accredited Illinois college, or a Bachelor's degree in any field from an accredited U.S. college or university **at the time of application.**

**Proof of Age**

- Photocopy of birth certificate, or driver's license or other state-issued identification is required.
- Applicants shall be under 35 years of age at the time of application and at such time as the initial eligibility list is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioners Act. Applicants, at the time their application is filed, must be 21 years of age.

**Photograph**

- Photocopy of driver's license or other state-issued identification is required.

I understand that if all of the above items are not complete, I shall be dismissed from further testing at this time.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

**Village of Itasca  
550 W Irving Park Rd  
Itasca, Illinois 60143**

**APPLICATION FOR EMPLOYMENT**

INSTRUCTIONS: FILL OUT THIS APPLICATION COMPLETELY AND ACCURATELY.

ALL STATEMENTS IN YOUR APPLICATION ARE SUBJECT TO VERIFICATION. **INCORRECT OR FALSE INFORMATION MAY BAR OR REMOVE YOU FROM CONSIDERATION, OR MAY RESULT IN TERMINATION OF EMPLOYMENT.** IF WRITING SPACE PROVIDED IS INADEQUATE, USE CONTINUATION SHEETS AT THE END OF THIS APPLICATION AND IDENTIFY ADDITIONAL INFORMATION BY QUESTION NUMBER.

Full Time Police Officer

Other

1. Name (Last)			(First)			(Middle)							
2. Home Address			City		State		Zip		3. Email				
4. Home Phone			Cell Phone			Work Phone							
5. Are you 21 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Sex <input type="checkbox"/> M <input type="checkbox"/> F		7. Height ____ FT. ____ IN.		8. Weight		9. Color Eyes		10. Hair		11. Date of Birth	
12. Are you a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No			13. <input type="checkbox"/> Native Born <input type="checkbox"/> Naturalized										
14. Driver's License Number			State			Class			Expiration Date				
15. High School Attended			Location										
16. Names of Colleges/Universities Attended			Location			Description of Courses, Major Subjects		Number of Credit Hours		Degree Received / Graduation Date			
17. Military Service			PLEASE ATTACH A COPY OF YOUR DD214 (LONG FORM)										
Branch _____			Date of Entry _____			Date of Discharge _____							
18. Are you a certified police officer? <input type="checkbox"/> Yes <input type="checkbox"/> No			PLEASE ATTACH A COPY OF CERTIFICATION										
Questions below answered with a "Yes" require an explanation in the Remarks Section below. If needed use a separate sheet to fully explain your answer(s).													
a. Have you ever applied with or worked for the Village of Itasca? If yes, when? _____										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
b. Have you ever used any other name? If yes, list all other names previously used: _____										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
c. Have you ever pled "Guilty", "Stipulated to the Facts", or been "Convicted" of any Criminal Offenses, other than minor traffic violations?										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
d. Have you ever used illegal drugs? If yes, list: _____										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
e. Do you have any relatives employed by the Village of Itasca? If yes, please name: _____										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
f. Have you ever been terminated, forced to resign, or resigned in lieu of being fired from any employment position?										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
g. Would you object if we contacted your present or past employer(s) for work reference?										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
REMARKS:													
_____													
_____													
_____													
_____													
_____													
Pursuant to the immigration Reform and Control Act (IRCA) of 1986, all New-Hire Applicants will be required to show proof of legal residence entitling them to work in the United States, prior to becoming an employee of the Village Of Itasca.													

**EXPERIENCE:** DO NOT ATTACH A RESUME IN LIEU OF PROVIDING THIS INFORMATION. BEGIN WITH YOUR MOST RECENT EXPERIENCE. LIST ALL POSITIONS SEPARATELY HELD FOR THE LAST TEN (10) YEARS, INCLUDING PERIODS OF UNEMPLOYMENT AND MILITARY SERVICE. YOU MUST PROVIDE ALL INFORMATION REQUESTED ABOUT YOUR QUALIFICATIONS AND WORK RECORD. USE EXTRA SHEET(S) IF NECESSARY

MO/YR TO MO/YR	NAME OF BUSINESS OR AGENCY/DEPARTMENT	TITLE OF YOUR POSITION	SUPERVISOR
HOURS PER WEEK	ADDRESS OF BUSINESS OR AGENCY/DEPARTMENT	WORK/CELL NUMBER	EMAIL
SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

MO/YR TO MO/YR	NAME OF BUSINESS OR AGENCY/DEPARTMENT	TITLE OF YOUR POSITION	SUPERVISOR
HOURS PER WEEK	ADDRESS OF BUSINESS OR AGENCY/DEPARTMENT	WORK/CELL NUMBER	EMAIL
SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

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SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

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HOURS PER WEEK	ADDRESS OF BUSINESS OR AGENCY/DEPARTMENT	WORK/CELL NUMBER	EMAIL
SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

**EXPERIENCE (continued)**

MO/YR TO MO/YR	NAME OF BUSINESS OR AGENCY/DEPARTMENT	TITLE OF YOUR POSITION	SUPERVISOR
HOURS PER WEEK	ADDRESS OF BUSINESS OR AGENCY/DEPARTMENT	WORK/CELL NUMBER	EMAIL
SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

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SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

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SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

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SALARY/MONTH \$	DUTIES: _____ _____ _____		
	REASON FOR LEAVING _____ _____ _____		

## PROFESSIONAL REFERENCES

Name	Professional Title	Phone Number – Work
Email Address	Phone Number – Home	Phone Number – Cell

Name	Professional Title	Phone Number – Work
Email Address	Phone Number – Home	Phone Number – Cell

Name	Professional Title	Phone Number – Work
Email Address	Phone Number – Home	Phone Number – Cell

## PERSONAL REFERENCES

Name	Professional Title	Phone Number – Work
Email Address	Phone Number – Home	Phone Number – Cell

Name	Professional Title	Phone Number – Work
Email Address	Phone Number – Home	Phone Number – Cell

Name	Professional Title	Phone Number – Work
Email Address	Phone Number – Home	Phone Number – Cell

**Itasca Board of Fire and Police Commissioners  
550 W Irving Park Rd  
Itasca, Illinois 60143**

**CERTIFICATION OF APPLICANT:**

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE. I AGREE AND UNDERSTAND THAT MISSTATEMENTS OR OMMISIONS OF ANY MATERIAL FACT MAY BE CAUSE FOR DISQUALIFACATION OR DISMISSAL FROM EMPLOYMENT WITH THE VILLAGE OF ITASCA.

I UNDERSTAND THAT THE POLICE COMMISSION OR ITS DESIGNEE MAY INVESTIGATE MY DRIVING RECORD AND MY CRIMINAL RECORDS, AND THAT AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED.

I FURTHER UNDERSTAND THAT THE POLICE COMMISSION OR ITS DESIGNEE MAY CONTACT MY PREVIOUS EMPLOYERS, AND I AUTHORIZE THOSE EMPLOYERS TO DISCLOSE TO THE VILLAGE ALL RECORDS AND INFORMATION PERTINENT TO MY EMPLOYMENT WITH THEM. IN ADDITION TO AUTHORIZING THE RELEASE OF ANY INFORMATION REGARDING MY EMPLOYMENT, I HEREBY FULLY WAIVE ANY RIGHTS OR CLAIMS I HAVE AGAINST MY FORMER EMPLOYERS, THEIR AGENTS, EMPLOYEES OR REPRESENTATIVES, AS WELL AS OTHER INDIVIDUALS WHO RELEASE INFORMATION TO THE POLICE COMMISSION WHETHER FAVORABLE OR UNFAVORABLE ABOUT ME, AND RELEASE THEM FROM ANY LIABILITY, CLAIMS, OR DAMAGES.

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PRINTED NAME OF APPLICANT

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SIGNATURE OF APPLICANT

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DATE

ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS

PHYSICIAN'S PHYSICAL AGILITY RELEASE FORM

The undersigned certifies that he/she has examined \_\_\_\_\_,  
and found that applicant is physically capable of participating in a strenuous physical agility examination.

Signed:

Dated:

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be signed by a physician and returned by the applicant in their packet.



ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS  
PHYSICAL AGILITY TEST RELEASE OF ALL LIABILITIES

The undersigned hereby releases, remises, and discharges the Village of Itasca, Illinois, a Municipal corporation, its officers, servants, agents, and employees of any and all claims, demands and liabilities to me, due to any and all injuries, losses, and damages to my person which shall have been caused, or may at any time arise as the result of a certain police Physical Agility Examination conducted by the Itasca Board of Fire and Police Commissioners of Itasca, Illinois and to be taken by me; the intention hereof being to completely, absolutely, and finally release the Village of Itasca, Illinois and its officers, servants, agents, and employees of and from any and all liability arising wholly or partially from the cause aforesaid. I have read the requirements and I voluntarily agree to take the Physical Agility Examination and am physically capable of doing so.

Signed:

Dated:

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Printed Name:

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Address:

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Witnessed by:

Dated:

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Printed Name:

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ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS  
PHYSICAL TEST REQUIREMENTS FOR POLICE ACADEMY

The State of Illinois requires all candidates successfully perform a set of agility tests at the police academy. Candidates unable to meet each requirement will be dismissed.

Test	Male				Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
<p><b><u>SIT AND REACH</u></b></p> <p>Measures flexibility of the lower back and upper leg area; an important area for performing police tasks involving range of motion and 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 inches reached.</p>	16.0''	15.0''	13.8''	12.8	18.8''	17.8''	16.8''	16.3
<p><b><u>1 MINUTE SIT-UP</u></b></p> <p>Measures muscular endurance of the abdominal muscles; an important area for performing police tasks involving the use of force and maintaining good posture and minimizing lower back problems. The score is the number of sit-ups performed in one (1) minute.</p>	37	34	28	23	31	24	19	13
<p><b><u>MAXIMUM BENCH PRESS RATIO</u></b></p> <p>Based on maximum weight pushed from the bench press position, it measures the amount of force the upper body generates; important for performing police tasks requiring upper body strength. The score is a ratio of weight pushed divided by body weight.</p>	.98	.87	.79	.70	.58	.52	.49	.43
<p><b><u>1.5 MILE RUN</u></b></p> <p>Measures the heart and vascular system's capability to transport oxygen; important for performing police tasks involving stamina and endurance and minimizing the risks of cardiovascular problems. The score is based on minutes and seconds.</p>	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

For further information regarding physical test requirements, please review the Peace Officer Wellness Evaluation Report (POWER) on the Illinois Law Enforcement Training and Standards Board website:  
(<http://www.ptb.state.il.us/pdf/POWER.pdf>)

ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS

BACKGROUND LIABILITY RELEASE FORM

To Whom it May Concern:

I respectfully request that you forward to the Itasca Board of Fire and Police Commissioners any and all information that you may have concerning me, my work record, or my reputation.

Please give any information that may appear in my personnel file. This information is to be used to determine my qualifications and fitness for the position I am seeking with the Itasca Police Department.

I hereby release you and/or your employer from any liability and damage of whatsoever nature as a result of furnishing the information requested above.

Signed:

Dated:

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Printed Name:

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Address:

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**AUTHORIZATION**

I authorize and empower the Itasca Board of Fire and Police Commissioners, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently, to obtain, prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics, and mode of living, through correspondence or personal interviews with neighbors, friends, or associates, or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Upon written request I understand that said Board will provide me with information regarding the scope of the investigation if one is made.

Signed:

Dated:

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Printed Name:

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# ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS

## WRITTEN EXAMINATION

Date: Saturday, August 26, 2017

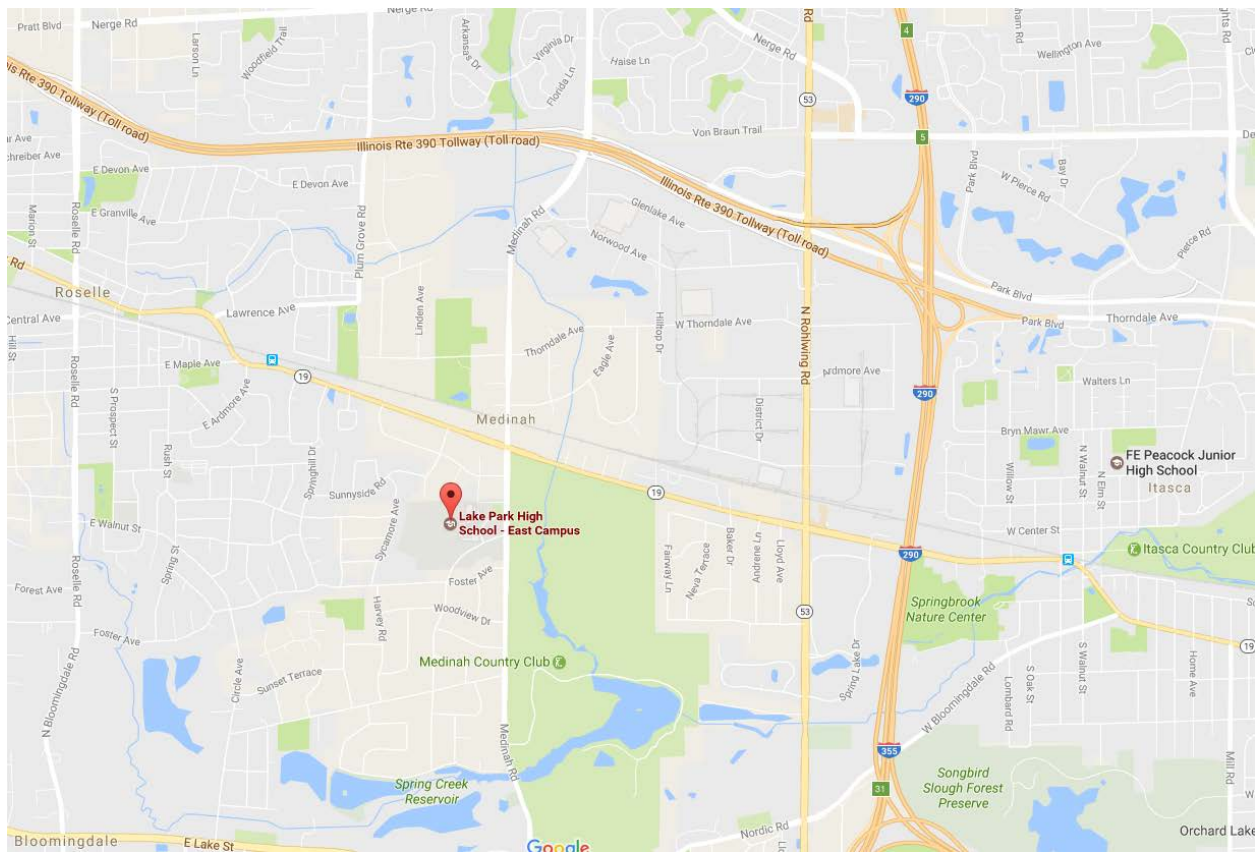
Time: 9:00 AM

Lake Park High School – East Campus

600 N Medinah Road

Medinah, IL

- LPHS is located one block south of Irving Park Road and Medinah Road
- A Metra station is located ½ block north of Irving Park Road and Medinah Road
- When traveling on the Elgin-O’Hare Expressway (I-390), the exit for Medinah Road is the same exit used for Meacham Road



**POSITION DESCRIPTION**  
**ITASCA POLICE DEPARTMENT**  
**POLICE OFFICER**

**POSITION SUMMARY**

The police officer is sworn to enforce all laws and ordinances for which the Itasca Police Department is responsible to protect the lives and property of all persons, and to maintain peace and order within the Village of Itasca. When properly required to do so, the police officer will provide any service that is necessary for the furtherance of the department's mission and objectives.

**GENERAL RESPONSIBILITIES**

The police officer will take the appropriate police actions within the limits of legal authority, whenever and wherever required. The police officer will maintain professional decorum and will display a proper attitude in all dealings with citizens, supervisors, and other personnel. The police officer is expected to understand and comply with orders, directives, policies, procedures, rules, and regulations of the Itasca Police Department.

1. Obey all lawful orders of supervisors regardless of assignment.
2. Report for duty at the time and place specified by superior officers and remain on duty until properly relieved.
3. Develop and maintain a working knowledge of appropriate federal, state, and local laws, statutes, and ordinances in order to ensure performance of duty in accordance with legal requirements.
4. Develop and maintain a working knowledge of judicial case law in the areas of self-incrimination, right to counsel, arrest, search and seizure, interrogation and confessions, and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
5. Develop and maintain a working knowledge of department policies and procedures, rules and regulations, and reference materials in order to ensure action in compliance with administrative and operational guidelines.
6. Maintain uniform and personal appearance at a high standard in accordance with department rules and regulations in order to enhance the public image of the department.
7. Promptly and properly prepare and submit the required reports obtained as a result of any official assignment or investigation.
8. Regularly review department publications, daily blotter, crime analysis, and traffic data to ensure timely awareness of activity occurring in the Village.
9. Attend and successfully complete training courses assigned by the Chief of Police/Director of Police to increase and enhance professional knowledge and skill levels.
10. Use proper radio procedures, maintain radio discipline, and promptly respond to all calls from the Communications Center.

11. Observe proper safety standards and practices within the workplace.
12. Observe proper safety standards and practices in the use of department vehicles and equipment.

### **PATROL ACTIVITIES**

1. Operate police vehicles or on foot within assigned geographic areas at the direction of a supervisor or own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
2. Investigate the activities of suspicious persons as encountered, or upon citizen complaint, using standard police techniques and in conformance with legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.
3. Remain alert to the emergency needs of citizens and take appropriate action to protect life.
4. Foster positive relationships with residents and merchants in order to develop rapport and enhance positive police community relations.
5. Locate and/or recover stolen or lost property as encountered. Act upon information provided by citizens, suspects, or other means in order to return lost or stolen property to the legal owner.
6. Maintain surveillance of licensed liquor establishments to ensure compliance with the legal requirements of statutes and ordinances in order to deter or detect violations.
7. Enforce Village Ordinances as encountered, or upon citizen complaint, in accordance with department policies and procedures in order to protect the health and safety of the community.

### **TRAFFIC REGULATION AND CONTROL RESPONSIBILITIES**

1. Issue citations for violations of the Illinois Vehicle Code and local ordinance as observed or determined in conformance with legal requirements and department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
2. Develop and maintain a working knowledge of traffic accident investigation skills, including basic diagramming, accident causation, and reporting.
3. Issue parking citations for identified violations as encountered according to legal requirements and department policies and procedures in order to ensure compliance with current Village Ordinances.
4. Direct vehicle and pedestrian traffic as required in order to ensure a safe, orderly flow of traffic.
5. Assist disabled motorists as encountered in order to facilitate traffic flow, reduce traffic hazards, prevent injury, and enhance police community relations.
6. Identify and arrest motorists driving under the influence of alcohol and/or drugs in conformance with legal requirements and department policies and procedures to prevent related traffic accidents and injuries.

## **POLICE PROCEDURES**

1. Conduct premise examinations of commercial and residential buildings using standard police procedures in order to protect property and prevent crimes.
2. Execute warrants or summons in conformance with legal requirements and department policies and procedures in compliance with court orders.
3. Interview or interrogate witnesses or suspects in accordance with legal requirements and department policies and procedures using standard interview and interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
4. Search individuals and their property prior to taking them into custody in compliance with legal requirements and department policies and procedures using standard police search techniques to ensure the safety of the officer, other department personnel, and the arrested person(s).
5. Incarcerate arrested persons as required in accordance with legal requirements and department policies and procedures using standard police techniques in order to detain arrested persons pending further investigations and/or processing through the criminal justice system.
6. Intervene in domestic violence complaints using standard police practices and department policy and procedures to restore order, prevent injury, or loss of life.
7. Disperse unruly gatherings as encountered, or upon citizen complaint.
8. Counsel juveniles and adults, and when deemed appropriate, refer them to the persons or agencies where further assistance can be rendered.

## **MISCELLANEOUS ORDER MAINTENANCE**

1. Observance, recognition, and reporting public hazards such as gas leaks, traffic signal malfunction, traffic obstructions, and other safety hazards.
2. Assist in response to requests for ambulance and/or fire service.
3. Administer first aid, including CPR, to sick and injured persons.
4. Conduct death investigations including determination of circumstances and acts as a liaison with family, relatives, and witnesses.
5. Provide assistance to persons in distress.
6. Direct and/or supervise others (civilian, public, and employees) at scene of crimes, accidents, or disasters.

## **POLICE OFFICER SCHEDULING**

The police officer's work scheduling involves regular shift work and shift rotation necessary to provide 24 hour a day, 365 days a year, police manning. Work may be extended in the event of emergency, disaster, manpower shortage, work load, or work in progress determined by department policy and procedures.

## **ENVIRONMENTAL FACTORS**

The police officer position involves exposure to, and requires the police officer to function in, the presence of:

1. Weather conditions, including all extreme weather conditions;
2. Lighting conditions, including all and extreme lighting conditions, daylight and night light, with and without artificial light available, and indoor and outdoor;
3. Fire, smoke, and chemical leaks and/or spills in as close proximity as necessary to provide emergency services; and
4. Personal danger, including, but not limited to:
  - a. Armed and/or dangerous persons and/or animals;
  - b. Persons and/or articles with contagious and/or communicable diseases;
  - c. Hazards associated with emergency driving, traffic control, and working in and around traffic; and
  - d. Hazards associated with natural and man-made disasters.

## **EQUIPMENT**

The police officer position requires the ability to operate the following equipment:

1. Motor vehicles, reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time;
2. Firearms, with demonstrated proficiency in the care and use of assigned and/or authorized weapons;
3. Basic office equipment, including, but not limited to, typewriters, telephones, computer terminals, etc.;
4. Writing implements and basic drawing technology, including the ability to write legible documents and produce simple diagrams; and
5. Basic tools and equipment necessary to perform job tasks and functions, including, but not limited to, speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs, and other personal restraint devices, flashlights, batons, and other simple weapons, gas masks, helmets, standard police uniform, simple tools (pry bars, hydrant wrenches, tape measure, etc.), cameras, fingerprinting equipment, etc.



## **POLICE OFFICER CHARACTERISTICS**

The police officer position requires the employee to have and maintain the physical condition needed to:

1. Effect arrest;
2. Subdue resisting individuals;
3. Chase fleeing suspects;
4. Run to persons requiring emergency assistance;
5. Lift and carry equipment and injured and/or deceased persons;
6. Force entry into buildings;
7. Climb flights of stairs and/or ladders;
8. Walk, stand, or sit for long periods of time, including driving;
9. Endure exposure to extreme weather and disease;
10. Perform life-saving procedures, including CPR, first aid, etc.;
11. Communicate effectively, verbally, and non-verbally;
12. Operate required equipment;
13. Perform required job tasks and functions; and
14. Provide assistance to citizens and co-workers in distress, including, but not limited to manually pushing stalled motor vehicles.

Effective audio-visual discrimination and perception needed to:

1. Make observations;
2. Read and write; and
3. Drive and operate equipment safely.

Ability needed to:

1. Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective actions;
2. Understand, interpret, and apply applicable Federal and State statutes, local ordinances, court decisions, and police department and Village rules and policies.
3. Understand and respond quickly and accurately to written and oral directions, instructions, inquires, and requests;
4. Work independently and effectively within the confines of standard operating procedures;
5. Initiate appropriate interpersonal and intra- and inter- agency communications;
6. Act quickly, calmly, and decisively in emergencies and under stress;
7. Handle situations firmly, courteously, tactfully, and impartially;
8. Express oneself clearly and concisely, orally and in writing;
9. Record information clearly and completely;
10. Facilitate effective conflict arbitration and/or resolution;
11. Maintain confidentiality in the performance of duties;
12. Assimilate, retain, and effectively use geographic knowledge concerning the Village and the surrounding vicinity; and
13. Possess basic mathematical skills in addition, subtraction, multiplication, and division.

Emotional and psychological stability needed to:

1. Accept constructive criticism in a mature fashion;
2. Effectively communicate and interact positively with fellow employees and citizens;
3. Tolerate stress;
4. Function effectively under stress; and
5. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic, and the otherwise unpleasant or unusual facets or results of human behavior.

**ACCEPTABLE EXPERIENCE AND TRAINING**

An Associate Degree in Law Enforcement or Criminal Justice from an accredited Illinois Community College or a Bachelor Degree in any field from an accredited college or university at time of appointment, meeting the age and other physical requirements prescribed by the Village and the Board of Fire and Police Commissioners at the time of examination, and possession of a current valid driver's license.