

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 Friday, May 31 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, June 15, 2019. **No applicants will be admitted to the test after 9:00 AM.**

NOTE: There is NO physical agility test given until attendance at Academy.

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 by the applicant
- Must include a witness signature

Proof of Educational Requirements

- Photocopy of high school diploma or GED, college degree and transcript are required
- Applicants must possess an Associate's degree in criminal justice or law enforcement from an accredited Illinois college, or have successfully received credit for a minimum of 60 credit hours toward a bachelor's degree from an accredited college or university **at the time of application.**

Proof of Age

- Photocopy of birth certificate and valid driver's license.
- 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 at least 21 years of age.

Required Documents

- Photocopy of valid driver's license
- Photocopy of Social Security card
- Photocopy of Naturalization Paper (if applicable)
- Photocopy of name change documents, such as court order or marriage license
- Photocopy of military discharge papers, DD214, Member 4 copy (if applicable)
- Photocopy of law enforcement training academy graduation certificate (if applicable)

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 INSUFFICIENT, USE CONTINUATION SHEETS AT THE END OF THIS APPLICATION AND IDENTIFY ADDITIONAL INFORMATION BY QUESTION NUMBER.

PERSONAL DATA

TODAY'S DATE:		ARE YOU 21 YEARS OF AGE OR OLDER?	
YOUR FULL LEGAL NAME :			
ALIAS OR FORMER NAME(S):			
DATE OF BIRTH :		SOCIAL SECURITY NUMBER:	
STREET ADDRESS, CITY, STATE AND ZIP:			
DRIVER'S LICENSE # :		PRIMARY E-MAIL ADDRESS:	
HOME PHONE:	CELL PHONE:	WORK PHONE:	SEX:
HEIGHT:	WEIGHT:	COLOR EYES:	COLOR HAIR:
ARE YOU A U.S. CITIZEN? (CIRCLE ONE) YES NO			
FATHER'S NAME AND ADDRESS:			
MARITAL STATUS (circle one):			
Single	Married	Divorced	Separated Widowed
MILITARY STATUS (ATTACH A COPY OF DD214 LONG FORM)	BRANCH:	DATE OF ENTRY:	DATE OF DISCHARGE:
ARE YOU A CERTIFIED POLICE OFFICER? (CIRCLE ONE) YES NO (ATTACH COPY OF CERTIFICATION)			

NAME CHANGES

List any name changes in order of most recent to the oldest. Include adoption, marriage, and divorce. Documentation must be provided for each name change, e.g. marriage certificate, court order, etc.

PREVIOUS NAME:	DATE OF CHANGE:	REASON:
PREVIOUS NAME:	DATE OF CHANGE:	REASON:

Spouse's Full Name and Address (if different)*:

LAST NAME	FIRST	MIDDLE	(MAIDEN)	
STREET ADDRESS	CITY	COUNTY	STATE	ZIP CODE

Former Spouse's Name and Address (if applicable)*:

LAST NAME	FIRST	MIDDLE	(MAIDEN)	
STREET ADDRESS	CITY	COUNTY	STATE	ZIP CODE

*THIS INFORMATION IS FOR IDENTIFICATION PURPOSES ONLY

EDUCATION

Circle the highest year or level of education you have completed:

9 10 11 12 13 14 15 16 17 Associates Bachelors Masters Ph.D./J.D.

Did you graduate from high school or receive a GED? (Circle one) YES NO

List the school name, location, and year you graduated high school or received the GED certificate:

NAME OF SCHOOL	LOCATION	DATE
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If you attended college, list the name(s) of the college or university, the location, and the year(s) that you attended/graduated, your major, and number of credit hours or type of degree you obtained:

COLLEGE/UNIVERSITY	LOCATION	MAJOR	YEARS ATTENDED	DEGREE OR CREDIT HOURS EARNED
COLLEGE/UNIVERSITY	LOCATION	MAJOR	YEARS ATTENDED	DEGREE OR CREDIT HOURS EARNED
COLLEGE/UNIVERSITY	LOCATION	MAJOR	YEARS ATTENDED	DEGREE OR CREDIT HOURS EARNED

**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.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

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.

Any costs related to obtaining a signature on this form is the responsibility of the applicant.

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:

Printed Name:

Address:

Witnessed by:

Dated:

Printed Name:

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><u>SIT AND REACH</u></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><u>1 MINUTE SIT-UP</u></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><u>MAXIMUM BENCH PRESS RATIO</u></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><u>1.5 MILE RUN</u></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:

Printed Name:

Address:

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:

Printed Name:

ITASCA BOARD OF FIRE AND POLICE COMMISSIONERS

WRITTEN EXAMINATION LOCATION

Date: Saturday, June 15, 2019

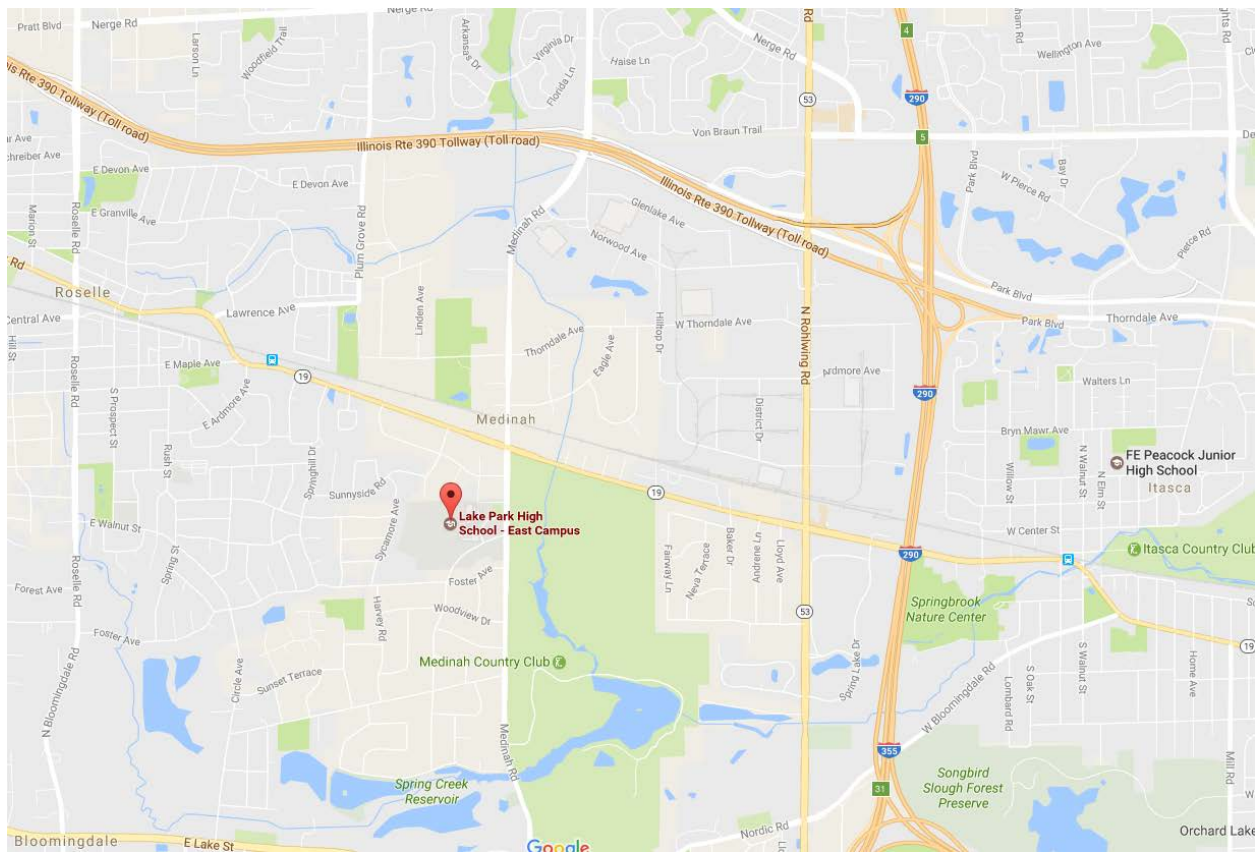
Time: 9:00 AM

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's degree in criminal justice or law enforcement from an accredited Illinois College, or have successfully received credit for a minimum of 60 credit hours toward a bachelor's degree from an accredited college or university at time of application, 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.