

# POLICE OFFICER TESTING CITY OF QUINCY, ILLINOIS

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Applicants must meet the following qualifications:

- 1. CITIZENSHIP -** Must be a United States Citizen. If not a resident of Quincy, applicant must agree to move to and live within the boundaries of Adams County within 6 months after appointment.
- 2. EDUCATION -** High School diploma or equivalent is required. Associates Degree is preferred.
- 3. AGE -** Not less than 20 1/2 years, nor more than 34 years.
- 4. TESTING -** All applicants must pass the following: physical agility test, written examination, background check, oral interview, psychological and polygraph tests, a physical examination and a drug test. A fact sheet explaining various points about being a police officer is included in this packet.

**STARTING SALARY**  
**\$45,624.74** (Plus subsequent increases and benefits)

The City of Quincy is an Equal Opportunity Employer. The Quincy Police Department is a Veteran's OJT Facility. **Women and minorities are encouraged to apply.**

Applications are available starting January 16, 2015 at Quincy City Hall, 730 Maine Street, Quincy, Illinois, 62301, 217-228-4545 from 8:30 a.m. to 4:30 p.m., Monday through Friday and online at [www.quincyl.gov](http://www.quincyl.gov) under "What's New". Pages 2-15 of the application must be returned to the Board of Fire and Police Commission, 730 Maine Street, Suite 123, Quincy, Illinois, 62301, no later than **4:30 p.m. on Friday, February 27, 2015**. The same pages can also be scanned and emailed to [fire&policeboard@quincyl.gov](mailto:fire&policeboard@quincyl.gov).

If you have any questions contact the Fire and Police Commission office at 217-228-4545, or e-mail your questions to: [fire&policeboard@quincyl.gov](mailto:fire&policeboard@quincyl.gov)

The study guide used for the written exam is the 5<sup>th</sup> Edition Candidate Test Preparation Manual for Entry-Level Police Officers by the Fire and Police Selection, Inc. A copy can be picked up at City Hall, 730 Maine Street, Quincy, IL Monday through Friday, 8:30 a.m. to 4:30 p.m. *It is required that this book be returned at the time of testing unless purchased.*

The agility testing will be **Saturday, March 14, 2015, at 9:00 a.m.** Applicants should report to Quincy University Health and Fitness Center, 1801 Oak Street. Please enter through the doors on the north side of the building. Parking is available in the lots on the east and west ends of the building. **The written test will be held at 1 p.m. on Saturday, March 14, 2015** at the City of Quincy Training Center, 1900 Seminary Road, which is north on 18<sup>th</sup> Street, across the street from QU's north campus. Parking is available on the east and west side of the building.

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- NOTE: Please return these and only these portions of this packet:**  
**Pages 2-15**  
**1. Application Form**  
**2. Equal Employment Opportunity Data sheet**  
**3. Release Form**  
**4. Authorization Form**

**It is essential that all forms are signed where indicated.**

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Are you \_\_\_ Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Separated

Are you living with your spouse? \_\_\_ Yes \_\_\_ No

If not explain \_\_\_\_\_

Give the following information regarding marriage(s):

Date	Where	Wife's full maiden name

If a marriage to which you were a party was ever dissolved, complete the following:

Date of Divorce/Annulment	Explain	To Whom Was Action Granted

Are you paying alimony? \_\_\_ Yes \_\_\_ No

If you had a previous marriage(s), list the name(s) and addresses of your former spouses.


List below every child born to you, adopted by you and stepchildren.

Name	Date of Birth	Place of Birth	Where and with Whom does child live

Have you ever been named as the natural father in a paternity proceeding?

\_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

Are you paying child support \_\_\_ Yes \_\_\_ No

Explain \_\_\_\_\_

**EDUCATION**

	Name	Address (include city, state, and zip)	From	To	Diploma/Degree	Major
High School						
College						
College						
Other Training						

Skills and/or Special Training: \_\_\_\_\_  
\_\_\_\_\_

**DRIVING HISTORY**

Can you operate an automobile? \_\_\_ Yes \_\_\_ No

Do you possess a valid Illinois driver's license?

\_\_\_ Yes \_\_\_ No Driver's License # \_\_\_\_\_

Has your license ever been suspended or revoked? \_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

Have you ever held a driver's license in another state? \_\_\_ Yes \_\_\_ No

If yes, list the state(s) and dates you held the license.


Have you ever had your license suspended or revoked in another state? \_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

List your addresses for the last ten (10) years starting with the present.

From	To	Address	City and State

**Military Service**

Have you ever served in any military organization of the United States? \_\_\_ Yes \_\_\_ No

If yes, specify branch \_\_\_\_\_

What is your service serial number? \_\_\_\_\_

Are you now a member of a U.S. Reserve or National Guard Unit? \_\_\_ Yes \_\_\_ No

What was/is the highest rank you have ever held? \_\_\_\_\_

What was your rank at discharge? \_\_\_\_\_

List period(s) of active service.

From (Date)	To (Date)

Have you ever received any notice to report for active duty in the Armed Forces in the past six (6) months?  
\_\_\_ Yes \_\_\_ No

If yes, please explain


List any disciplinary action taken against you while a member of any branch of military services.

Date	Infraction	Discipline

**CRIMINAL HISTORY**

Have you ever been convicted of a crime other than a petty offense? \_\_\_ Yes \_\_\_ No

If yes, give details below.

Date Arrested	City/State	Charge	Disposition

Have you ever been placed on probation? \_\_\_ Yes \_\_\_ No

If yes, give details below.

Date on Probation	City/State	Charge	Probation Officer's Name

Have you ever been required to pay a fine in excess of \$25.00? \_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

Have you ever been fingerprinted by a police agency other than for an arrest? \_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

List all traffic citations you have received.

City/State	Approximate Date	Nature of Violation	Disposition of Case

Are there any warrants or charges now pending against you in any court? \_\_\_ No \_\_\_ Yes

If yes, explain \_\_\_\_\_

**EMPLOYMENT HISTORY**

List all jobs you have had in the last fifteen (15) years. Put your current or most recent job first. Include military service in proper time sequence and all temporary or part-time jobs.

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Your Title/Duties \_\_\_\_\_

Reason for leaving (be exact) \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Your Title/Duties \_\_\_\_\_

Reason for leaving (be exact) \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Your Title/Duties \_\_\_\_\_

Reason for leaving (be exact) \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Your Title/Duties \_\_\_\_\_

Reason for leaving (be exact) \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Your Title/Duties \_\_\_\_\_

Reason for leaving (be exact) \_\_\_\_\_

Have you ever submitted an application for appointment to another police department?

Yes  No

If yes, please explain \_\_\_\_\_

Have you ever been discharged or forced to resign because of misconduct or unsatisfactory service or while under investigation?  Yes  No

If yes, explain \_\_\_\_\_

Are you now or have you ever been engaged in any business as an owner, partner or corporate member?  Yes  No

If yes, please explain \_\_\_\_\_

**CREDIT HISTORY**

List three (3) commercial or business credit references (include bank or charge accounts, or firms you have borrowed money from for any purpose).

Name and address of the firm	Type of Business	Amount	Approximate date opened closed

Have you ever been sued?  Yes  No

If yes, give details \_\_\_\_\_

List any outstanding debts and list amounts and whether in arrears.

Amount of Original Debt	Amount Now Owed	In Arrears Yes/No	To Whom Debt Owed Name Address

Have you ever filed for bankruptcy?  Yes  No

If yes, please explain \_\_\_\_\_

**REFERENCES**

Fill in below the names of three (3) adults not related to you, and not former employers, who have known you for a period of time, preferably more than five (5) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

Name	Address	Home Phone	Business Phone

Have you ever, by word of mouth or in writing, advocated or advised that the government of the United States of America, or any state or political subdivision thereof, should be overthrown by force, violence or any other illegal means?     \_\_\_ Yes     \_\_\_ No

Do you have knowledge of any fact or circumstances whether mentioned or not, in response to the preceding questions, that might tend to disqualify you from the position sought?  
 \_\_\_ Yes     \_\_\_ No     If yes, explain fully \_\_\_\_\_

How did you become aware of this position?

\_\_\_ Newspaper Ad    \_\_\_ On Line Ad            \_\_\_ City Employee            \_\_\_ College Placement Office

Other (explain): \_\_\_\_\_

Do you have relatives employed by the City of Quincy?    \_\_\_ Yes            \_\_\_ No

If yes, what position? \_\_\_\_\_  
 If yes, what relationship? \_\_\_\_\_

Are you a former City of Quincy employee?            \_\_\_ Yes            \_\_\_ No

If yes, give dates of employment and position \_\_\_\_\_

Are you a current user of illegal drugs?            \_\_\_ Yes            \_\_\_ No

As an applicant, you agree to and understand the following:

1. The City of Quincy is an equal opportunity employer. Pursuant to law, discrimination because of race, color, religion, national origin, physical or mental handicap, or status as a disabled veteran or veteran of the Vietnam era is prohibited. If you believe you have been discriminated against, you are encouraged to contact the City's Human Resources Director or you may notify the appropriate federal or state agencies.
2. A medical evaluation or examination shall be required prior to employment. Employment shall be conditional until results are known.
3. You must meet minimum/maximum age requirements of applicable laws.
4. Your eligibility for a City of Quincy Police pension is based on the requirements set forth by the Police Pension Board, the provisions of which will be provided to you upon your employment.
5. You will not be considered eligible for employment as a Quincy police officer if you have been convicted of a felony offense or a crime involving moral turpitude (65 ILCS 5/10-2.1-6.(j)).
6. The City of Quincy shall conduct investigations, including verifications of prior employment history, criminal and driving records, education and personal and business references. By signing the application you indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment, or if employed, may result in your dismissal.
7. The Board of Fire and Police Commission of the City of Quincy reserves the right to conduct such additional testing as it sees fit to qualify applicants for employment. Such testing may include, but is not limited to: Written test(s), oral interview(s), polygraph exam(s), physical agility test(s), psychological exam(s), medical exam(s), background investigation(s), and any other exam(s) deemed necessary by the Board.

#### **CERTIFICATION OF APPLICATION**

I hereby certify that there are no misrepresentations in or falsifications of these statements and answers to questions. I am aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my applications for future positions will not be accepted. I am also aware that falsification of this application or any accompanying data may result in my dismissal from any position with the City of Quincy. I understand that acceptance of employment does not create a contractual obligation upon the City to continue to employ me in the future.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



**BOARD OF FIRE AND POLICE COMMISSION  
QUINCY POLICE DEPARTMENT**

**AUTHORIZATION TO OBTAIN PERSONAL INFORMATION**

I authorize and empower the City of Quincy's Board of Fire and Police Commission, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently to obtain, prepare, use and/or furnish any of the following information including, but not limited to:

- 1) Any information concerning my current and former employment;
- 2) Any information concerning arrests and police reports/contacts on me from any law enforcement agency;
- 3) any information regarding my 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 matters.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

**BOARD OF FIRE AND POLICE COMMISSION  
QUINCY POLICE DEPARTMENT**

**PHYSICAL AGILITY TEST - RELEASE OF ALL LIABILITIES**

The undersigned for and in consideration of the review of their application for employment as a firefighter or police officer with possible employment to result therefrom hereby releases, remise and discharges the City of Quincy, a municipal corporation, its officers, servants, agents and employees of and from any and all claims, demands and liabilities to me and on account of any injuries, losses and damages, to my person shall have been caused, or may at anytime arise as the result of a certain fire and/or police examination agility test conducted by the Board of Fire and Police Commission of said City of Quincy the intention hereof being to completely, absolutely and finally release said City of Quincy and its officers, servants, agents and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

Emergency Contact \_\_\_\_\_

Phone number \_\_\_\_\_

**BOARD OF FIRE AND POLICE COMMISSION**  
**CITY OF QUINCY**  
**PROBATIONARY POLICE OFFICER**  
**FACT SHEET**

Below is a list of the various points you should know about being a police officer in Quincy, Illinois. Please read these carefully so there will be no misunderstanding of what you can expect and what will be expected of you. Be sure you and your family want you to be a police officer.

**BENEFITS**

1. Starting Salary: \$45,624.74
2. Hospital Insurance: Provided for each police officer with their dependents covered for 50% of the cost.
3. Educational Incentive: Up to \$1,596.87 per year bonus for college level educational achievement.
4. Sick Day Benefit: Officers shall receive 8 hours of sick time per month of service, accumulated to 720 hours. Once an officer has received 720 hours, he/she will be compensated for all sick time which exceeds 720 hours at the end of the fiscal year at one hundred percent (100%) of the officer's daily rate of pay for a maximum of 96 hours.
5. Vacation: Upon completion of one year of continuous service, officers shall receive 112 hours of vacation time plus 80 hours of holiday time annually with pay.
6. Opportunity for Advancement
7. Training: Persons appointed to the department who have not previously met this requirement must successfully complete a basic training course at a State approved Police Training Academy no later than six months after appointment, and pass an Illinois Police Officer Certification Examination upon completion of the academy. This training is paid for by the department and the employee's salary will continue while attending this training.

**WORKING CONDITIONS**

1. Hours of Work: The Police Department is never closed. It works 24 hours a day, seven days a week. Officers are assigned to work 12-hour fixed shifts.
2. Uniforms: Police Officers are required to wear uniforms provided by the City.
3. Hair Styles: Department rules prohibit hair styles that are unsafe or interfere with the performance of a police officer's duties.
4. Probationary Period: Each new police officer is on probation for 18 months before becoming a permanent member of the department. During this period, anyone who, in the judgment of the Board, does not prove to be qualified to be a police officer will be dismissed.

## QUALIFICATIONS AND ESSENTIAL JOB FUNCTIONS

1. Education: A high school diploma or equivalent certificate is required.
2. Citizenship: You must be a United States citizen. If appointed and you do not live within the boundaries of Adams County, Illinois you are required to do so within six (6) months after appointment.
3. Age: All applicants will not be less than 20 ½ years of age nor older than 34 years of age. However, no person will commence service until they are at least 21 years of age.
4. Duties and Responsibilities: As a Quincy Police Officer, you will have many duties, responsibilities and tasks, and there are many essential job functions that you must be able to perform. A copy of the Quincy Police Department Patrol Officer Job Analysis has been included here. During oral interviews or other tests, you may be asked to demonstrate to the Board your ability to perform the essential functions of the Patrol Officer position. If you cannot perform the essential functions, you may explain why not, and how reasonable accommodations could permit you to perform such functions.

## HIRING PROCEDURE

The hiring procedure is long and difficult and the time involved will vary depending upon the outcome of tests and the availability of testing facilities. Although the procedure is arduous, it will be a rewarding position for those who pass all the tests.

If you require reasonable accommodations in order to complete any part of the testing and interview procedure below, please notify the Board as soon as possible and in the case of written and physical agility testing, at least two weeks before the scheduled date. Inadequate notice may prevent the Board from being able to implement desired accommodations.

If you meet all the above qualifications, can perform all of the essential functions for the job, and you want to make a career in law enforcement, you should proceed as follows:

1. Carefully read the application form, the job qualifications and essential functions of the job. Also, read the Physical Agility Test Release of Liability form and the Authorization for Release of Personal Information Form.
2. Fill out the application in your OWN HANDWRITING. When filling out the application, please be sure that all addresses are complete and correct. Handwriting **MUST** be neat, accurate and easily read by others.
3. Sign, date and return the Agility Test Release of All Liabilities form and the Authorization for Release of Personal History Information form along with your application. If you have any doubt as to your medical condition regarding your ability to take this test we suggest you consult with your physician.
4. After the application has been completed and accurately filled out, please be sure it is signed in all the necessary places before it is returned.
5. **Return the application, the Agility Test Release Form, Authorization for Release of Personal History Information Form, along with your service discharge and college certificate or transcript, as applicable, to the Board of Fire and Police Commission Office, 730 Maine Street, Suite 123, Quincy, IL 62301.**

**Please Note: All of the requested information must be included with your application before it will be accepted.**

6. Applicants who are not properly qualified will be notified accordingly by the Board.

## ORDER OF AND EXPLANATION OF TESTING

### **A. Step I**

1. Written Test(s): Written testing will be conducted on the date indicated on the cover sheet of this packet.
2. Physical Agility Testing: Physical agility testing will be conducted on the date indicated on the cover sheet of this packet. An explanation of the physical agility test is included in this application package.
3. Preliminary Eligibility List: After the written and physical agility testing, applicants who have successfully passed both phases will have their names placed on a preliminary eligibility list based on their relative excellence as determined by the testing.
4. Oral Interview: The Board will conduct an oral interview with those candidates who are ranked on the preliminary eligibility list. The time and date for the interview will be provided to candidates at least 7 days prior to the interview. The Board reserves the right to limit the number of persons eligible for the oral interview.
5. Initial Background Examination: Applicants who pass the written test, agility test, and the oral interview exam will have been required to sign an "Authorization" that allows the Board to inquire into an applicant's background, to include at this point, current and former employment, personal and business references, education, credit history, general reputation, family and neighborhood interviews, and other matters that establish the candidate's mode of living. This investigation will be conducted by the Quincy Police Department, at the discretion of the Board. The Chief of Police will be responsible for conducting the inquiry and providing the results to the Board.

### **B. Step II**

1. Eligibility List: Applicants who pass all Step I testing will have their names placed on an eligibility list in the order of their relative excellence as determined by the testing.
2. Conditional Offer of Employment: When an opening is available in the Police Department as determined by the Chief of Police, the Board will provide a conditional offer of employment to one of the top three candidates on the eligibility list for each opening available. This offer of employment will be conditioned on the candidate successfully completing the final tests in Step III.

### **C. Step III**

An applicant who has received a conditional offer of employment must pass all the testing remaining in Step III. The order in which these tests are given may vary, but generally will be in the following order unless given simultaneously. An applicant who fails any of these tests will not be eligible for further testing.

1. Psychological Test: Applicants will be given a psychological exam to determine their fitness for duty.
2. Polygraph/Honesty Testing: Applicants will be given polygraph/honesty tests to determine their fitness for duty.
3. Medical Exam and Drug Screen: Applicants will be given a medical examination and drug screen testing to determine their fitness for duty.
4. Final Oral Interview: The Board reserves the right to conduct a final interview of the candidate to determine his/her desire or fitness to be a Quincy Police Officer.

Applicants who are not properly qualified will be notified by the Board at whatever phase of testing they become unqualified. Entry into the Quincy Police Pension Fund is not required, nor is it automatic. Newly appointed police officers must make application for entry into the pension fund through the Pension Board and may be required to furnish additional medical information.

**QUINCY POLICE DEPARTMENT  
BOARD OF FIRE AND POLICE COMMISSION**



**PHYSICAL FITNESS ASSESSMENT TEST  
FOR POLICE OFFICER**

The following Physical Fitness Assessment tests will be administered in conjunction with the overall testing process for consideration for employment with the Quincy Police Department. The tests are designed to evaluate your general physical fitness. The standards utilized for comparison are based upon the general public norms. The tests shown are those required by the State Training Board for Police Officers in the State of Illinois. The Board of Fire and Police Commission may consider an applicant that fails to meet these minimum standards in one area, if the applicant shows an ability to attain the minimum standards.

The following are the minimum requirements for each test.

<b>1.5 Mile Run</b>		<b>MALE</b>	<b>FEMALE</b>
	Age 20-29	13:46	16:21
	Age 30-34	14:31	16:52
<b>Flexibility</b> (Sit & Reach)		<b>MALE</b>	<b>FEMALE</b>
	Age 20-29	16.0"	18.8"
	Age 30-34	15.0"	17.8"
<b>Dynamic Strength/ Muscular Endurance</b> (Bent Knee Sit-Ups)		<b>MALE</b>	<b>FEMALE</b>
	Age 20-29	37	31
	Age 30-34	34	24
<b>Absolute Strength</b> (Bench Press - % of body weight)		<b>MALE</b>	<b>FEMALE</b>
	Age 20-29	98%	58%
	Age 30-34	87%	52%

Mandatory stretching exercises will be conducted prior to the tests. Appropriate attire (clothes and shoes) should be worn by the applicant in order to properly participate in the tests.

The **Flexibility Test** (sit and reach) consists of the applicant sitting flat on the floor with their legs extended towards and touching a box. The applicant in stocking feet will place their heels eight inches apart and touching the front edge of the box. A yardstick, attached to the top of the box extends toward the applicant from the front edge of the box for fifteen (15) inches. The applicant will then slowly reach forward, with one hand overtop of the other, as far as possible and then hold that position momentarily. The distance reached on the yardstick by the fingertips is then recorded. The best of three tries is considered the score for this test.

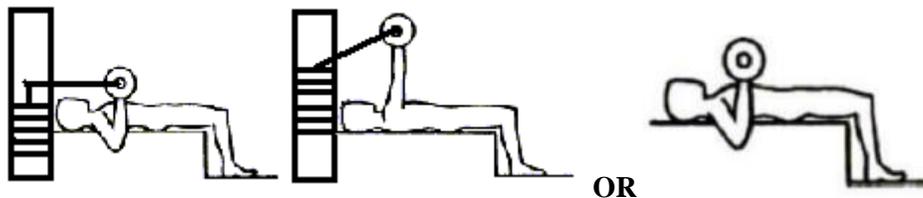


The **Dynamic Strength/Muscular Endurance Test** (bent knee sit-ups) consists of the applicant starting by lying flat on their back with their knees bent and their fingers laced behind their head. The applicant then sits up touching their elbows to their knees before returning to the start position. The applicant will perform as many correct sit-ups as possible in one (1) minute's time for the score in this test. An assistant will help hold down the applicant's feet.



The **Absolute Strength Test** consists of an applicant using a bench press machine to press the maximum number of pounds they can in one repetition. The score in this test will be the maximum number of pounds pressed divided by the applicant's body weight to obtain the percentage of body weight lifted. This test will be performed as follows:

1. An estimate of the weight the applicant can press in one maximum effort will be made.
2. Two-thirds of this estimated weight will then be set on the bench press machine.
3. The applicant will then be instructed to press this weight once for an easy warm-up.
4. Weights will be added in five to ten pound increments to the maximum weight level. The applicant will be instructed to lift, at each additional weight increment, for one repetition. The first three to four repetitions will serve as warm up lifts in order to prevent muscle injury and to prepare the applicant for the maximum lift repetition.



## Illinois Law Enforcement Training and Standards Board



### Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report** (POWER) test for entering any of the Illinois certified police academies.

The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

### What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

## Why Is Fitness Important as a Job-Related Element for Law Enforcement Officers?

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

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

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

## How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five-minute rest is recommended between each test with a fifteen-minute rest before the 1.5-mile run. The tests will be given in the following sequence with a rest period between each test.

### 1. Sit and Reach Test

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

### 2. 1 Minute Sit-Up Test

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

### 3. 1 Repetition Maximum Bench Press

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

### 4. 1.5 Mile Run

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. *The score is in minutes and seconds.*

## What Are the Standards?

The actual performance requirement for each test is based upon norms for a national population sample.

The applicant must pass every test.

The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40<sup>th</sup> percentile for each age and sex group.

**POWER CHART**

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
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	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

## How Does One Prepare for the Power Test?

### 1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

**Sit and Reach.** Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



**Towel Stretch.** Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



### 2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).



### 3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 1.2 to 5 pounds every week.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



#### 4. Preparing for the 1.5 Mile Run

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



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

QUINCY POLICE DEPARTMENT  
POLICIES AND PROCEDURES MANUAL

Job Analysis

Position Title: Patrol Officer  
Division: Operations  
Immediate Supervisor: Patrol Sergeant  
Employees Supervised: DNA  
Span of Control: DNA  
Probationary Period: Eighteen Months  
Status: Sworn officer - permanent rank of Patrol Officer

I. Essential Functions, Responsibilities and Tasks:

- A. The Patrol Officer is one of the primary employees in performing the mission of the organization and delivering the services of the Department to the general public. Such duties performed include but are not limited to:
1. Performing general police work involving the protection of life and property, preserving the peace, enforcement of laws, investigation of crimes, and performing other police related assignments and activities on an assigned shift or in an assigned unit.;
  2. Patrolling a designated area of the City by radio equipped car, motorcycle, bicycle, or on foot, to prevent, discover, and deter the commission of crimes, to enforce criminal and traffic laws and parking regulations of the City and State, provides crowd control and vehicular/pedestrian traffic direction as needed for various public gatherings and events, crime and/or incident scenes;
  3. Responding to all calls and complaints involving fire, automobile accidents, domestic and neighborhood disturbances, assaults, robberies, thefts criminal damages and other misdemeanors and felonies whether a suspect is known or not;

4. Performing self-initiated activities, responding to radio, MDC or telephone calls for service to many types of public safety incidents, and taking such action as is appropriate to the situation;
5. Performing safety and security checks of public facilities; residential, business and industrial areas, rendering assistance to the general public, including helping stranded motorists, providing information, performing security escorts, delivering emergency messages, giving directions, removing/reporting road hazards, performing vacation house checks,
6. Reporting hazardous conditions to the appropriate authorities and summoning other emergency services as needed such as medical and/or fire assistance and when necessary providing first aid, CPR, and/or extinguishing small fires by appropriate means. Participating in rescue operations of natural and/or man-made disasters, etc.);
7. Participating in daily roll call, unless otherwise engaged in police duties, recording all appropriate information relayed, attending training sessions and departmental meetings as may be required;
8. Responsible for, either through self discovery or through assignment, conducting thorough preliminary and/or follow-up investigations, of all adult and/or juvenile criminal and non-criminal incidents, traffic accidents, traffic law violations and other complaints or calls for service and assessing each individual case to determine the appropriate action to be taken including making arrests, issuing citations and/or making referrals where appropriate and consistent with departmental procedure.
  - a. Investigations may include identifying and interviewing complainants, victims and/or witnesses, interrogating suspects, identifying, collecting, photographing and preserving evidence, submitting evidence for possible use in court and/or for analysis, securing scenes for pending further investigation, and completing all required reports and forms and submitting them to the appropriate person in a timely manner;

9. Locating missing persons, patrolling places where children may gather so as to investigate or identify suspicious persons or activities that might be of danger to children, engaging in community oriented policing activities, making routine contact and developing rapport with residents, business owners, visitors, etc., making presentations regarding such topics as crime prevention, drug and gang avoidance, traffic safety, etc., and maintaining a courteous and professional demeanor when interacting with all members of the public;
10. Establishing sources of intelligence and information, conducting inquiries of suspicious events and persons, observing and searching the scene of a crime for physical evidence, collecting, photographing, and/or preserving evidence found for possible use in future legal proceedings, obtaining and/or assists in serving search warrants, completing special investigations when assigned, locating wanted persons, determining sufficiency of probable cause for warrantless arrests or validity of arrest warrants, making warrantless arrests and serving arrest warrants, transporting prisoners to various locations, completing all necessary booking paperwork and processes, completing all necessary case, investigation or arrest paperwork in such detail as is needed for prosecution, preparing for and serving as a witness in court cases and obeying all lawful subpoenas;
11. Providing back-up support to other officers, maintaining contact with other officers, supervisors, other governmental departments, and other law enforcement and criminal justice agencies as needed to coordinate activities, exchanging information, providing general information about departmental activities, and providing mutual assistance during emergency situations, requesting specialized assistance, as may be required, to handle specific problems encountered, i.e. Crime Scene Technician, Detective, CIT officer, etc;
12. Performing specialized assignments or duties as may be assigned by the Chief of Police, superiors or other competent authority, remaining obedient and responsible to all verbal and written orders issued by superiors and to all work assignments or duties transmitted to the officer by authorized persons, answering and executing all orders from 911 dispatchers as if they were a direct order from a superior officer, notifying or updating dispatch either by radio, MDC or telephone of their location, the reason and/or any pertinent information for being out of service, on any self initiated call for service such as a vehicle stop, out with a subject, building check, etc. as well as all assigned requests for police service.

13. Completing and submitting all reports, documentation, forms and any other paperwork required for all aspects of the job and associated duties i.e. case reports, training evaluations, mileage tickets, etc. prior to the end of their tour of duty;
14. Inspecting and maintaining the operational condition of departmental uniforms and equipment issued and used by them during the performance of their duties including vehicles, radar guns, Mobile Data Computers, cameras, etc., replenishing exhausted supplies, keeping department facilities clean and reporting any problems or maintenance needs to the appropriate authorities
15. Participating in training classes to gain/maintain required duty related knowledge and skills, maintaining a working knowledge of departmental policies, procedures, rules and regulations and any changes made to them, attending Departmental meetings as directed, performing all job duties, in accordance with federal and state law/regulations, city ordinances and Departmental policies, procedures, rules and regulations, in order to achieve Departmental goals and objectives;
16. May serve as a department instructor, Field Training Officer, Officer-in-Charge (in the absence of ranking officers), as a member of specific department units or as a member of various committees, teams or boards;
17. Performing such other duties as may be required by state law, city ordinances, departmental rules and policies, or as may be assigned by a superior officer.

II. Essential Qualifications and Selection Criteria:

- A. Successful completion of the twelfth grade or certification equivalent (GED), must meet all requirements required for application process and successfully complete all aspects of the hiring process, appointment to the rank of Patrol Officer by the Board of Fire and Police Commission, certification as a Police Officer in the State of Illinois, and successful completion of the department's Field Training.

- B. Requires physical strength and mobility sufficient to perform all essential functions of the job and to meet police duty requirements such as to stand/walk for extended periods of time in order to perform guard duty, direct traffic, conduct riot or crowd control or security missions, to drive a squad car sometimes for extended periods of time, to walk, run, jump, climb stairs, get in and out of a squad car without assistance so as to meet police duty requirements. Additionally required is the ability to see in order to identify violators, recognize violations of the law, to see and identify potential dangers to oneself, other officers or members of the public, to lift and/or drag heavy objects in order to be capable of carrying an uncooperative arrestee or to move an injured or unconscious person and the ability to hear in order to recognize human speech, commands, orders, instructions, noises, emergency sirens, and calls for help or assistance to/from the public and other officers.
- C. Requires the ability to speak fluent English to citizens and others and to be able to understand the English language when spoken to, to read and understand written communications in the English language and to be able to write and be understood by citizens, supervisors and peers in the English language.
- D. Requires the ability to establish a working knowledge of the geography of the City of Quincy, thoroughfares, common locations, adjoining jurisdictions and location of important buildings, to establish a working knowledge of pertinent federal and state laws and municipal ordinances in order to enforce all criminal and traffic laws and to establish a working knowledge various skills required to perform the duties of the job such as first aid and CPR and to be able to administer such skills when necessary.
- E. Requires the ability to work in all types and extremes of weather, temperature and lighting conditions, indoors and outdoors, tight or close areas, heights or subterranean areas, various types of terrain or landscapes either dry or wet, in circumstances that might constitute personal danger, i.e. fires, smoke, chemical leaks/spills, armed and/or dangerous persons/animals, persons and/or articles with contagious/communicable diseases, or other hazards associated with natural or man made disasters, to effectively deal 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.

- F. Requires the ability to analyze situations, to adopt a quick, effective and reasonable course of action, to act quickly, calmly and decisively in emergencies and under stress, to speak clearly, to give precise and understandable directions, to communicate effectively both verbally and non-verbally, to make a forceful, physical arrest and/or to be able to defend oneself or another from physical attack before or during a forceful arrest, to search, control and restrain an arrestee both by verbal commands and physical force, including the use of deadly force, if necessary to maintain order, apprehend violators of the law, preserve the public peace and prevent crime to use good discretion, to deal courteously, but firmly with the public, and to handle situations tactfully and impartially.
- G. Requires the ability to obtain an Illinois Driver's License and to maintain a valid license through entire career. (A record of suspension and/or revocation so as to show disrespect for the law may exclude an applicant or be the subject of discipline or discharge), to establish and maintain a record of honesty and respect for the law and departmental rules and regulations in order to establish credibility and ability to testify in court under oath, and be believed both in oral testimony or written reports and documents
- H. Requires the ability to prepare clear, concise, comprehensive and legible written and/or typed reports, and/or simple diagrams, to understand and respond quickly and accurately to written and oral directions, instructions, inquiries, requests, and/or orders,
- I. Requires the ability to drive a car and talk on a mobile radio microphone or portable radio and/or conduct a foot pursuit and use a portable radio to relay present locations, conditions, and other information including being able to provide descriptions of suspects, clothing, automobiles, etc. and to be specific with details such as sizes, shapes, colors, etc.
- J. Requires the ability to learn to operate and become proficient with equipment required to perform the duties of a police officer as well as to communicate with dispatchers, supervisors, peers and the public such as a mobile radio, a portable radio, a telephone, a cellular phone, a Mobile Data Computer, office equipment.

- K. Requires a history free of alcohol abuse (that would indicate an inability to maintain sobriety on the job or a lack of respect for the law or pose a direct threat the health or safety of him/herself, other individuals in the workplace, members of the public, or to property) and illegal use of drugs, either prescription or nonprescription drugs, (that would show a lack of respect for the law or that would pose a direct threat to the health or safety of him/herself, other individuals in the workplace, members of the public, or to property), also a lack of dependence upon any legally prescribed drugs or use of any legally prescribed drugs that would prevent the performance of the essential functions of the job.
- L. Requires a history of emotional stability, absence of reality distortion, appropriate judgment, ability to remain calm in stressful situations, good work habits, psychological stability, absence of psychopathology, appropriate judgment and decision making, absence of excessive anger and suspiciousness, and sufficient intellectual capacity to perform all essential functions of the job, or does not pose a direct threat to the health or safety of him/herself, other individuals in the workplace, members of the public, or to property.
- M. Requires the ability to meet the department's attendance requirements as prescribed by department policy and rules as to time and place to report for duty so as to provide the employer with reasonably regular, predictable attendance, to establish and maintain effective relationships with staff, fellow workers and the general public and a desire to follow the Rules and Regulations and Policies and Procedures of the Quincy Police Department
- N. Requires the ability to use department issued handguns, shotguns, rifles, tear gas propulsion systems, ASP batons, riot batons, handcuffs and any other lethal or non-lethal weapon or equipment and possess ability to qualify with such lethal or non-lethal weapons or equipment as required by the department.
- O. Requires the ability to complete a Field Training Program Course of in service instruction as prescribed by the department in the Field Training Program Manual and to continue training by attending training classes, meetings, schools, etc. which may require travel and staying outside of Quincy
- P. Requires the ability to work various shifts, hours, holidays and days of the week as assigned or required or to work overtime hours, days off or vacation days, with just compensation, as may be necessary to carry out the requirements of the police mission

III. Work Conditions:

- A. The majority of job tasks associated with this position are performed outside while working from a patrol vehicle or other conveyance and will vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles and move quickly to avoid dangers. Mental alertness is very important because of the need to disseminate and make quick decisions concerning subtle cues of impending danger or to discover inconsistencies in suspect's statements, circumstances, etc. Physical and mental demands may change dramatically within a matter of seconds; therefore, officers must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals, situations and equipment. This position involves regular and irregular shift work necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year including weekends and holidays. Work shifts may be extended due to work loads, emergencies, disasters, officer shortages, or other good causes.

IV. Removal:

- A. Officers can be removed with or without fault of the officer or the agency. Reasons for termination may include, but are not limited to, economic conditions which cause a reduction in work force; the officer's inability to attend work regularly; chronic illness; failure to competently perform any of the critical tasks of the position; failure to support the agency's mission; or behavior which brings disrepute to the agency or undermines the public trust in the police department.

Nothing in this Section shall be construed as limiting the authority of the Chief of Police and/or a Superior Officer from assigning such functions or responsibilities as are necessary to establish and maintain maximum departmental efficiency and effectiveness.