

**CITY OF PEORIA**

**Testing and Application Guide**

**POLICE RECRUIT**

**Examination Process - 2012**



**“Building a Partnership”**

The City of Peoria is  
An Equal Opportunity Employer

January 9, 2012

Dear Applicant:

Thank you for your interest in becoming a Police Officer for the City of Peoria, Illinois. This letter is to welcome you to the testing process and to explain the requisite qualifications, application procedures, the examination process, and generally what to expect throughout the process. Also contained in this brochure is an exam schedule which lists each mandatory and non-mandatory event, including the time and places each will take place. ***Please carefully examine all of the enclosed information.***

Although the process in becoming a Peoria Police Officer is lengthy, we believe this process provides the City of Peoria with the best-qualified and prepared Recruits. There are many challenges to be met in this decade and beyond within the field of policing. The Peoria Police Department is committed to meeting these challenges through professionalism as a police agency and to enhancing the quality of life for our citizens. By combining the skill and dedication of the Peoria Police Department with the talents and resources in the community, we can meet each challenge with confidence. On behalf of the men and women of the Peoria Police Department, I encourage you to join us as we build a partnership with the community we serve.

If you have any questions relating to the enclosed material, please contact the Human Resources Department at (309) 494-8575.

Sincerely,

*Steven M. Settingsgaard*

Steven M. Settingsgaard  
Police Chief

*Mary Ann Stalcup*

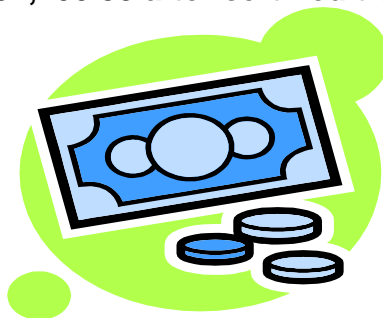
Mary Ann Stalcup  
Human Resources Director

## MINIMUM QUALIFICATIONS/REQUIREMENTS

1. Age: Must be 21 years of age by date of the written exam (04/21/2012); or 20 years of age for applicants who have successfully completed 2 years (60 hours) of law enforcement studies at an accredited college. By State Statute, you cannot have attained age 36 by date of entrance into Eligibility Pool. (Exceptions made for individuals with prior municipal police experience. See the Human Resources Department for additional information).
2. Education: Graduation from high school or GED equivalent minimum to apply; **Prefer applicants with an Associate's Degree or credit hours towards a Bachelor's Degree.**
3. Citizenship: Must be an U.S. Citizen or qualified Alien.
4. Driver's License: Must possess a valid driver's license.
5. Record: Must agree to be fingerprinted and found not to have been convicted of a felony or certain misdemeanors as listed in Illinois State Statutes.
6. Vision: Applicants must meet minimum standards for vision and hearing. Applicants who wear glasses or contact lenses must meet minimum standards of visual acuity. Vision with corrective lenses should not be less than 20/20 in the better eye, 20/40 in the worst eye, and 20/20 with both eyes open. Uncorrected vision should not be less than 20/200 in either eye.
7. Residency: Applicants need not be City residents to apply. If hired, must establish permanent City residency by the end of probationary period.
8. Physical Requirements: Must be able to perform the essential functions of the position and pass the physical agility exam. Candidates who are hired must pass the physical fitness entrance requirement of the Police Training Institute (P.O.W.E.R. Test).
9. Examinations: Must pass written and physical agility for placement into the Eligibility Pool; must pass background investigation, oral interview, polygraph, psychological and medical examinations including a drug screen prior to hire.

### **2012 SALARY**

**\$51,122.34 (\$52,400.38 after certified training)**



## APPLICANT PROCEDURES

All persons interested in participating in the written, physical and oral examinations **MUST** submit the following documents to the City of Peoria Human Resources Department **no later than 5:00 p.m., Friday, March 16, 2012, or postmarked or faxed by Friday, March 12, 2012.**

1. **Employment application** -- Individuals who already have a completed application on file for this testing period, need **NOT** submit a duplicate.
2. **Photocopy of Driver's License.**
3. **Photocopy of Birth Certificate.** NOTE: This should be a copy of the registered (or certified) birth certificate, which is on file at the courthouse in the county of birth. **The hospital certificate (with the footprints of the newborn) is NOT an acceptable document.**
4. **Photocopy of High School Diploma or GED Certificate.**  
(You still need to submit a copy of your High School Diploma/GED even if you have received a college degree.)

**THE HUMAN RESOURCES DEPARTMENT WILL NOT BE RESPONSIBLE FOR PROVIDING PHOTOCOPY SERVICES FOR YOUR ORIGINAL DOCUMENTS.**

Applicants should notify the Human Resources Department immediately at (309) 494-8575 if there are any problems securing these documents or if there are any questions. **Failure to provide the required documents or submitting incomplete information by the deadline date will result in ineligibility to participate in the examination process.** Documents may be provided as an attached document to your on-line application, in person, or mailed to: City of Peoria, Human Resources Department, 419 Fulton Street, Room 302, Peoria, IL 61602, faxed to 309-494-8587 or e-mailed to [humanresources@ci.peoria.il.us](mailto:humanresources@ci.peoria.il.us). If application is on file, please indicate so on the documents when forwarding them.

## POLICE RECRUIT EXAM SCHEDULE

1. **APPLICATION DEADLINE**

**Friday, March 16, 2012, 5:00 p.m.**

All required documents (**Photocopy of Driver's License, Birth Certificate and High School Diploma or GED Certificate**) must accompany application and be received or postmarked by this date. No late applications will be accepted.

2. **ORIENTATION (Not Mandatory- You can attend one session)**

**Wednesday, March 28, 2012, 4:00pm - 6:00pm**

Peoria Public Library, 107 NE Monroe, Auditorium (Basement), Peoria, IL 61602

**OR**

**Saturday, March 31, 2012, 9:30am - 11:30am**

Peoria Public Library, 107 NE Monroe, Auditorium (Basement), Peoria, IL 61602

3. **PHYSICAL AGILITY PRACTICE SESSIONS (Not Mandatory)**

**Thursday, April 19 and/or Friday, April 20, 2012, 4:00 p.m. – 7:00 p.m.**

Peoria Civic Center, 201 SW Jefferson, Exhibit Hall "C", Peoria, IL

4. **WRITTEN EXAM (Mandatory) - NO ONE ADMITTED AFTER 9:00 am (No exceptions)**

**Saturday, April 21, 2012, 9:00 a.m.**

**(Report prior to 8:45 a.m., test begins promptly at 9:00 a.m.)**

Peoria Civic Center, 201 SW Jefferson, Meeting Rooms 220-222, Peoria, IL

Candidates who pass the written exam will be notified immediately following the exam of the exact date and time to report for the physical agility exam.

5. **PHYSICAL AGILITY EXAMS (Mandatory) You only have to attend one examination date.**

**Saturday, April 21, 2012, 2:00 p.m. – 7:00 p.m.**

Peoria Civic Center, 201 SW Jefferson, Exhibit Hall "C", Peoria, IL

**OR**

**Sunday, April 22, 2012, 8:00 a.m. - 7:00 p.m.**

Peoria Civic Center, 201 SW Jefferson, Exhibit Hall "C", Peoria, IL

6. **CANDIDATES CERTIFIED FOR ELIGIBILITY POOL** **Wednesday, May 2, 2012**

The Fire and Police Commission approve and place into effect the Eligibility Pool at their regular monthly meeting. You need not be present at this meeting.

Please notify the Human Resources Department in advance of the testing process if accommodations are required.

## DESCRIPTION OF WRITTEN & PHYSICAL EXAMINATIONS

PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT IN ADVANCE OF THE TESTING PROCESS IF ACCOMMODATIONS ARE REQUIRED.

### WRITTEN EXAMINATION

The Written Examination is scheduled for **SATURDAY, APRIL 21, 2012**. No make-up date for this examination. Candidates should report to the test site prior to 8:45 a.m. on April 21, 2012, and expect to remain at the site for 4 to 4.5 hours. **Please Note: NO CANDIDATE WILL BE ADMITTED TO THE WRITTEN EXAM AFTER 9:00 A.M.; NO EXCEPTIONS.**

***Candidates must bring one form of photo identification such as a driver's license to the test site for entry to the Examination.***

The Written Examination may be a little different than some other tests you have taken. The exam covers a broad range of skills and abilities (competencies) that have been found to be important for the job. There are 5 competencies being measured on this test. They include **1. Basic Education Skills** (Reading, Writing, and Mathematics), **2. Practical Skills** (Problem Solving, Judgment & Common Sense, Accomplishing Goals, Thinking clearly, quickly & logically in complicated situations), **3. Interpersonal Skills** (working well with others, appreciating diverse groups of people, service attitude, teamwork & flexibility), **4. Emotional Skills** (Integrity, Dependability, Initiative, Work Ethic, Self Control/Impulse Control, Capacity for Empathy, Respect for Authority), and **5. Stress & Responsibility** (Effectiveness under stress, Courage, Personal Responsibility).

There will be **Situational Questions**. These questions describe situations related to an event or subject and ask what you would do, what the person in the situation should do, or what you think about the situation.

There will also be **Questions About You**. These are questions that ask how you feel or think about a specific topic, or that ask you to describe yourself in various ways.

The scores in the different components are combined into a Total Score to provide a final score and ranking for each applicant. Each applicant will have a maximum of 3 hours and 15 minutes to complete the exam. (Some applicants will finish early). The test is multiple choice and the questions are numbered sequentially. Exams will be graded on site by an independent testing source to determine the applicant's eligibility. Applicants who fail will be excused. Applicants who pass will be given a date and time to report for the Physical Agility Examination.

The Study Guides for the Written Examination will be mailed beginning the week of **March 19, 2012**, to all applicants who have submitted completed applications by that week and through the deadline date. The Study Guide is provided to help applicants prepare for the written test. The Study Guide does not contain information to memorize, but it does familiarize applicants with the content and format of the test. The Study Guide will also provide ideas for other study resources. Bring your study guide to the Orientation Session if you have any questions from the guide.

***Please do not bring study material to the exam site.***

## PHYSICAL AGILITY EXAMINATION

The Physical Agility Examination is scheduled for **SATURDAY, APRIL 21<sup>ST</sup> & SUNDAY, APRIL 22<sup>ND</sup>, 2012.** No make-up date for the examination. All candidates who pass the Written Exam will be given a date and time to report for the Physical Agility Exam-on that same date or the next day. Every effort will be made to schedule out-of-town candidates on the same date. Candidates must report 15 minutes prior to their scheduled time. Candidates should expect to remain at the examination site for approximately 1-1½ hours. ***Candidates must bring one form of photo identification such as a driver's license to the test site for entry to the examination.***

## ORIENTATION PROGRAM

### Date & Time:

Wednesday, March 28, 2012  
4:00 p.m. – 6:00 p.m.

**OR**

### Date & Time:

Saturday, March 31, 2012  
9:30 a.m. – 11:30 a.m.

### Location:

Peoria Public Library  
107 NE Monroe  
Auditorium (Basement)

**\*NOT MANDATORY\***

**\*YOU CAN ATTEND ONE ORIENTATION SESSION\***

The orientation is not mandatory, however it is suggested that you attend to learn more about the Police Department's goals and structure, crime statistics in the Peoria area, hiring outlook, qualifications of a Police Recruit and career opportunities with the department. The testing process will also be discussed in detail and staff from both the Police and Human Resources Departments will be on hand to answer all your questions.



## ORAL INTERVIEWS

Oral interviews with a panel of the Board of Fire and Police Commission will be held with candidates after departmental interviews are conducted. This step takes place after certification of the Eligibility Pool and when positions become available.

Candidates selected for oral interviews will be notified by the Human Resources Department of the date and time of the oral interview, as required by the Fire and Police Commission. This process is only done when we anticipate filling positions.



## ILLEGAL DRUGS POLICY

It is a primary function of the Board of Fire & Police Commissioners to pass upon the qualifications and fitness of candidates for entry-level positions in the City of Peoria Fire Department and Police Department.

In the interest of consistency, it is the desire of the Board to establish some general guidelines to assist Commissioners in making those judgments. These guidelines are not intended as hard and fast rules and it is expected that these guidelines may be added to and revised, as the Board may find helpful based upon its use of the guidelines.

While the Commission continues to believe that issues of illegal drug usage or involvement must be decided on a case-by-case basis, it is the consensus of the Commissioners that in the absence of exceptional circumstances, certain conduct clearly demonstrates a lack of commitment to a career as a public safety officer with the City of Peoria. This would include, but not be limited to:

- a. Unlawful delivery or manufacture of a controlled substance or cannabis for profit;
- b. Unlawful uses of a controlled substance or cannabis while a candidate in a current eligibility pool for **two years** prior to the establishment of that pool.

**APPROVED AND ADOPTED** by the Board of Fire & Police Commission on September 13, 2000, effective with the Police Eligibility Pool dated May 3, 2000.



## **CRITERIA FOR PASSING THE PHYSICAL AGILITY EXAM:**

1. Candidates must complete all events in or under the designated time. The cutoff time for passing the exam has been set at **One Minute/28 Seconds (88 seconds)**.
2. Candidates must complete all events in the specified amount of time in the required sequence or they fail the examination.
3. Candidates must correctly identify the suspect.
4. Candidates must accurately indicate their location when prompted.

Upon completion of the test, candidates will be told their time and will be informed of their pass/fail status.

**APPLICANTS ARE ADVISED TO OBTAIN THE CONSENT  
OF THEIR PHYSICIAN BEFORE PARTICIPATING IN THE  
PHYSICAL AGILITY EXAMINATION.**

### **PHYSICAL AGILITY PRACTICE SESSIONS**

The City will offer a program designed to familiarize and help prepare applicants for the physical agility exam. There is no cost to applicants and participation is strictly voluntary.

It is recommended that anyone applying for the position of Police Recruit participate in the practice session.

Physical Agility practice sessions will be held as follows:

**Thursday, April 19, 2012 & Friday, April 20, 2012**

**4:00 p.m. – 7:00 p.m.**

### **LOCATION**

**Peoria Civic Center  
201 SW Jefferson, Exhibit Hall “C”  
Peoria, IL 61602**

NOTE: This program is not a requirement; nor does participation guarantee applicants will pass the test. Applicants are strongly cautioned to get a medical exam before participating in any physical program or examination listed in this brochure.

## **PHYSICAL AGILITY EXAM**

A content-oriented strategy was used to develop a valid physical agility examination, which measures the basic physical skills necessary for successful performance as an entry-level Peoria Police Officer. The entire examination is composed of job-related skills. Only those skills, which do not require training, are assessed. A subject matter expert panel conducted with law enforcement personnel at the Peoria Police Department, along with an analysis of data collected from incumbent Police Officer's, provided the background knowledge necessary to develop this job-related physical agility examination.

**TIME TO COMPLETE PHYSICAL AGILITY:** There is a certain allotted time in which to complete the physical examination in order to pass the examination. The allotted time to pass the physical agility examination has been set at **One Minute/28 Seconds (88 seconds) or less.** Candidates must complete all events in that amount of time in the required sequence or they fail the examination.

**CLOTHING:** Candidates **must** wear pants with belt loops and **must wear or bring** their own personal belt. **Because they have no belt loops, sweat pants are not allowed. Shorts are not allowed for safety reasons. A belt is required** because a police utility belt needs to be attached to it. A tee shirt or any type of shirt is appropriate. Sport shoes (sneakers) are recommended. Candidates must remove all watches, rings, pagers and gloves for this test.

**WAIVER:** Applicants must sign a waiver before being allowed to participate in any physical agility testing. The physical agility examination is a strenuous physical qualification exam designed to test job-related skills. Candidates may view a sample waiver form in the City's Human Resources Department.

**TEST COMPONENTS:** The physical agility examination consists of the following 11 events:

1. **Patrol Car:** Wearing a police utility belt and equipment provided, the candidate will sit in the driver's seat of a patrol car with the doors closed and await further instructions.
2. **Physical Description:** A test monitor will give the candidate verbal instructions to pursue a fleeing felony suspect (fictitious) by providing a description of what the suspect is wearing (for example, a baseball hat and red T-shirt). The test monitor will provide two pieces of descriptive information. Finally, the test monitor will tell the candidate to "GO". The applicant must then complete the following physical tasks:
3. **Run:** The candidate must get out of the car and run a total distance of about 130 yards. Timing begins when the candidate opens the car door.
4. **Obstacle course:** The candidate must maneuver, in a zigzag manner, around a series of traffic cones.
5. **Fence climb:** The candidate will encounter and climb over a wooden fence approximately 4 feet high. The candidate must climb over the fence and not allowed to go around it.
6. **Location Description:** At two points through the course, the candidate will be required to relay information regarding his/her current location and bearing. The candidate will have to respond to cues in the obstacle course consisting of street signs. For example, the candidate may be asked "What is your current location and direction?" and will be required to respond, "Heading north on Main Street."

## EVENTS OF PHYSICAL AGILITY EXAM (continued):

7. **Open Door:** Next, the candidate will run to a doorway, open the door and run through the doorway.
8. **Stair Climb:** After proceeding through the doorway, the candidate will run up a flight of stairs, and run back down a flight of stairs.
9. **Stair Climb/Elevated Platform Jump:** After proceeding back down the stairs, the candidate will run a short distance to a set of steps. The candidate will climb the steps and jump down approximately 4 feet to the ground from the elevated surface.
10. **Suspect Identification:** While running past an enclosed area, the candidate must identify the proper suspect from four targets, each numbered and dressed differently. The identified suspect must match the description given at the beginning of the course.
11. **Suspect/Victim Move:** The candidate will then move a dummy weighing approximately 165 pounds to a designated line 15 feet away. The dummy will be sitting on a chair when the candidate approaches it. Timing of the events stops when the entire dummy passes over the marked line.

## DETAILED HEARING STANDARDS (MINIMUM) CITY OF PEORIA ENTRY LEVEL POLICE RECRUIT

<b><u>GRADING</u></b>	<b><u>INTERNATIONAL STANDARDS ORGANIZATION CALIBRATION</u></b>
H1	Hearing loss no greater than 30 dbs in both ears in the 500 to 6,000 Hz.
H2	Hearing loss no greater than 30 dbs in the better ear in the 500 to 3000 Hz ranges. Hearing loss no greater than 30 dbs in the worst ear in the range of 500-2900 Hz and no more than 50 db in the worst ear at 3000 Hz.
H3	Hearing loss not greater than 30 dbs in the better ear in the 500 to 2000 Hz frequency range.
H4	Hearing loss not greater than 50 dbs in the better ear in the 500 to 2000 Hz frequency range.
H5	Hearing loss greater than 50 dbs in the better ear in the 500 to 2000 Hz frequency range, which cannot be improved to H4 level by surgical intervention or the use of a hearing aid.

**NOTE: If there is any doubt or question with regard to one's ability to pass these hearing standards, please contact your Audiologist. Candidates are subject to these hearing standards in the medical examination, which occurs a few months prior to hire from Eligibility Pool.**



## DETAILED VISION STANDARDS (MINIMUM)

**NOTE:** If there is any doubt or question with regard to one's ability to pass these vision standards, please contact your ophthalmologist or optometrist. Candidates are subjected to these vision standards in the medical examination, which occurs a few months prior to hire from the Eligibility Pool.

### Distance Visual Acuity

Corrected acuity should be 20/20 in the better eye, 20/40 in the worst eye, and 20/20 with both eyes open. Uncorrected acuity should not be worse than 20/200 in either eye. Candidates who wear corrective devices, eyeglasses or contact lenses, will be asked to remove them for the uncorrected acuity portion.

### Near Visual Acuity

Near visual acuity with correction to J3.

### Color Vision

Normal or Anomalous Trichromatic or basic color naming skills.

### Binocular Vision

Clear, comfortable binocular vision with good stereopsis at all normal working distances and viewing angles with correction.

### Visual Field

Normal visual fields (180).

### Pathology

An applicant shall be free from pathological conditions, which would impair visual performance; and free from the following:

1. Any severe active, chronic, or progressive disease of the eye;
2. Marked muscle imbalance or astigmatism;
3. Marked Nystagmus;
4. Diplopia.

**NOTE:** The City of Peoria does not require or endorse the use of Radial Keratotomy (RK) or other elective surgery to correct vision defects. Candidates who have obtained Radial Keratotomy (RK) or related surgery must wait six (6) months from the date of the surgery before any vision test can be given for a City position.



## FINAL PROCEDURES

Applicants who meet all of the minimum eligibility requirements and who pass the written and physical examinations will have their names placed in the Police Recruit Eligibility Pool and will be eligible for hire for up to a two-year period. Candidates who are being considered for hire will also be required to participate in and pass a departmental interview and an extensive background investigation. A panel of the Fire and Police Commissioners will conduct an oral interview with candidates screened into the process after the departmental interview. After the Commission oral interviews, the department will submit a list of candidates to be hired. This is a rank ordered list of candidates to be hired as positions become available. When this list is exhausted, interviews will be conducted again by the department and the Fire and Police Commission and another eligibility list will be made. When the applicants are given an offer of employment, they will then be required to undergo a polygraph examination, psychological evaluation and a medical examination including a drug screen. The offer of employment is conditional upon passing the polygraph, psychological and medical examination.

Once you are in the pool, you must send in, If applicable, a copy of your college diploma and/or transcripts. **It is mandatory that documentation be provided in order to receive credit in the pool for obtaining a college degree.** Also, send in a photocopy of DD214 Form -- If you are a veteran or are currently serving in the U.S. Military.

Any individual, unless they have already met equivalent training requirements, who becomes employed as a Police Recruit for the City of Peoria will be required to attend and pass all requirements of the Police Training Institute (PTI) in Champaign, Illinois. These requirements include academic proficiency and a fitness entrance requirement, namely, the State of Illinois P.O.W.E.R. (Peace Officer Wellness Evaluation Report) Test. The P.O.W.E.R. Test is comprised of four basic tests: Sit & Reach, 1-Minute Sit up Test, 1 Repetition Maximum Bench Press, and a 1.5 Mile Run. Participants are required to pass each test. 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. Further, the employment relationship with the City of Peoria will be terminated.

If you would like further information regarding the P.O.W.E.R. Test, please contact the City of Peoria, Human Resources Department at (309) 494-8575.



# Peoria Police Department

## Mission Statement

The men and women of the Police Department are dedicated to building a strong Peoria. Through the delivery of exemplary service with a focus on problem solving, we are committed to enhancing the quality of life in our neighborhoods by **“Building a Partnership”** with the community we serve.



For additional information, please call or write:

**City of Peoria  
City Hall  
Human Resources Department  
419 Fulton Street, Room 302  
Peoria, IL 61602  
Phone (309) 494-8575  
FAX (309) 494-8587**

E-MAIL: [humanresources@ci.peoria.il.us](mailto:humanresources@ci.peoria.il.us)  
Website: [www.ci.peoria.il.us](http://www.ci.peoria.il.us)

**PLEASE REMOVE THE TESTING AND APPLICATION  
GUIDE AND SEND IN THE COMPLETED APPLICATION  
ONLY**



**ALSO ATTACH THE FOLLOWING DOCUMENTS:**

- **Photocopy of Driver's License**
- **Photocopy of Birth Certificate  
(Certified copy from Courthouse)**
- **Photocopy of High School Diploma or  
GED Certificate**