

**Crest Hill Police Department
Police Officer Application**

IMPORTANT NOTICE

All applications must be completed with **ALL** required information and submitted to the Crest Hill Police Department

No later than 9:00am on Monday, March 5, 2018.

Any application submitted after that time will be rejected and you will receive no further consideration in the testing process.

Submit only the application, if additional information is required, we will request it. If submitting an electronic application, the last page “Authorization to Release Information and Records”, will need to be printed out, signed, dated and mailed to:

Crest Hill Police Department
Attn: Deputy Chief Hertzmann
1610 Plainfield Rd., Crest Hill, IL 60403

If you have any questions, please contact the Crest Hill Police Department at 815-741-5115.

**City of Crest Hill
Police Department**

Police Officer

January 30, 2018

The City of Crest Hill has approximately 20,800 people including the Stateville prison population. The City is made up of single family, multi-family and high density multi-family residential areas as well as business and light industry.

The Crest Hill Police Department is authorized 30 sworn officers. These positions are as follows, 3 administrative, 5 sergeants, 2 investigators and 20 patrol officers. The Department also employs 3 civilian records clerks and 2 part time civilian community service officers.

The department currently works 12 hour shifts, dayshift and nightshift. Shifts are currently picked by seniority annually but may be adjusted by the administration as needed. Select assignments work a 5 day week schedule.

1) WAGES AND BENEFITS

a) Salary Range

The Current salary for police officer ranges from \$59,211.33 (\$27.11/hour) or \$67,682.02 (\$30.98/hour) with certification and at least one-year service as a Police Officer, to a maximum of \$82,974.94 (\$37.99/hour) after 6 years or 5 years in the case of the certified officer. Salaries were effective May 01, 2017. Additional salary increases after 20 years of service and 25 years of service respectfully.

b) Benefits

i) Insurance –

- (1) Health – single or family – after 30 days of employment – employee contribute \$40 per pay period for single and \$80.00 per pay period for family coverage
- (2) Dental – employee and family
- (3) Vision – employee and family
- (4) Disability – employee only
- (5) Life - \$20K – employee only

ii) Longevity

- (1) \$299/year after 6 years
- (2) \$598/year after 12 years
- (3) \$897/year after 18 years

iii) Education incentive

- (1) 1% for each acceptable 10 credit hours of college level education
- (2) Maximum amount allowed is 10%
- (3) Takes effect after completion of probation

iv) Uniform & equipment allowance

- (1) Quartermaster
- (2) Everything provided except for footwear, gloves, personal items
- (3) Cleaning provided at a local business

v) Holidays & personal leave

- (1) 9 paid holidays – paid at double time and a half if worked or extra 12 hours paid if off
- (2) 8 hours floating holiday

(3) 16 hours of personal leave

vi) Sick leave

- (1) Accrue at the rate of 8 hours per month
- (2) 1120 hour maximum accumulation

vii) Vacation leave

- (1) 80 hours after 1 year of employment
- (2) 120 hours after 5 years of employment
- (3) 128 hours after 6 years of employment
- (4) 136 hours after 7 years of employment
- (5) 144 hours after 8 years of employment
- (6) 152 hours after 9 years of employment
- (7) 160 hours after 10 years of employment
- (8) 200 hours after 15 years of employment

viii) Overtime/compensatory time

- (1) Overtime is paid at the rate of time and a half base pay (includes longevity and education incentive pay) for all hours worked over 12 hours in a day or 84 hours during a two week pay period – holiday overtime is paid at the rate of 2 ½ base pay.
- (2) Compensatory time may be earned (employee's choice) in lieu of paid overtime at the same 1½ time rate.
 - (a) 60 hour maximum accrual
 - (b) 40 hour maximum carryover to the next fiscal year
 - (c) Can be sold back to the city quarterly
 - (d) Can be used with advanced approval of the Chief of Police or his designee or for 2 hours or less with the approval of the shift supervisor.

2) PENSION PLAN/DEFERRED COMPENSATION/CREDIT UNION

a) Standard Downstate Police Pension Plan

- i) After 20 years minimum service and age 55 an employee qualifies for a pension equal to 50% of base (this includes base pay + education pay + longevity)
- ii) A maximum pension of 75% can be earned after 30 years of employment
- iii) Employee contribution is equal to 9.91% of base pay (everything except overtime) – tax deferred

- iv) No social security, however 1.45% for Medicare
- b) 457 Deferred Compensation Plan – ICMA Retirement Corp
 - i) Can defer up to \$18,000 annually (2017)
 - ii) Available to the employee after separation as taxable income
- c) Membership in Will County Credit Union available

3) BASIC REQUIREMENTS

- a) U.S. Citizen
- b) 21 to 34 years old at time of taking test or Previous or Current Certified Full time Police Officer
- c) High school diploma or equivalent
- d) Good health and physical condition
- e) Eye sight at least 20/20 with correction
- f) Hearing within acceptable standards
- g) Weight proportional to height
- h) Possess a valid Illinois driver's license with a driving record reflective of a responsible driver
- i) Have a past and current personal history of responsible social conduct

4) TESTING PROCEDURE & REQUIREMENTS

- a) Written examination
 - i) Minimum passing score = 70% per section (4 sections)
 - ii) Date to be set by Civil Service Commission
- b) Background investigation - advisory to the Civil Service Commission

- c) Personal Interview
 - i) Conducted by the Civil Service Commission
 - ii) Minimum passing score = 70%
 - iii) The date will be set by Civil Service Commission
- d) Physical Ability Test
 - i) State Equivalent POWER TEST (flexibility, sit-ups, bench press & 1.5 mile run, copies of requirements available here or on-line at www.ptb.state.il.us)
 - ii) Conducted at Joliet Jr. College - Pass or Fail
- e) Employment conditional upon successfully passing
 - i) Psychological & Polygraph examination - Pass or Fail
 - ii) Medical examination - Pass or Fail

5) CERTIFICATION & APPOINTMENT

- a) After completion of testing requirements (a) through (c) an eligibility list will be established with the applicant having the highest composite score being first on the list. The list will then be adjusted for military preference points and a final eligibility list will be posted. The eligibility list will be in effect for two years or until depleted.
- b) As positions become available, applicants will be drawn from the eligibility list in numerical order. An offer of employment will be conditional upon the applicant successfully completing requirement 4 d) & e).
- c) Following appointment, the applicant must successfully complete any State required training.
- d) Appointees must successfully complete a 6 month probationary period, excluding time spent in any formal Illinois State Training Board required training (Basic Academy), during which the appointee will undergo in-service training and evaluation as to suitability.
- e) Appointees will be required to sign a contract with the city guaranteeing at least 2 years of service. Failure to complete the contracted service will require the police officer to reimburse the city for testing, training and equipment costs on a prorated basis.

6) APPLICATION

Applications will be available at the Crest Hill Police Department, 1610 Plainfield Road, Crest Hill, IL 60403. Electronic Applications are also available at: www.cityofcresthill.com under the “Employment” tab. If submitting an electronic application, the last page “Authorization to Release Information and Records”, will need to be printed out, signed, dated and mailed to: Crest Hill Police Department, Attn: Deputy Chief Hertzmann.

**COMPLETED APPLICATIONS MUST BE RETURNED NO LATER THAN 9:00AM ON MONDAY, MARCH 5, 2018.
ANYONE NOT RETURNING A COMPLETED APPLICATION BY THAT DATE AND TIME WILL NOT BE ALLOWED TO TAKE THE WRITTEN EXAMINATION.**