

VERNON HILLS POLICE OFFICER SELECTION PROCESS INFORMATION PACKET

INCLUDES:

- Job Description
- Village of Vernon Hills Salary and Benefits Profile
- Selection Process Overview
- Physical Ability Requirements
- Frequently Asked Questions

KEY REQUIREMENTS:

- **Application** Applicants are required to complete and submit all required documents via the National Testing Network website. Applications may not be submitted via email, mail, or dropped off in person. Required documents and information submission requirements are located on the National Testing Network website.
- **Written Exam** Written Examination available online only through www.nationaltestingnetwork.com \$55 fee*
Must be completed for application consideration
*Hardship subsidy is available. See job posting on NTN website for more information.
- **Physical Agility Test** Valid Physical Agility Test Card (POWER Test) through NIPSTA, Joliet Junior College, Triton College, or other acceptable provider is required. Card must be dated no more than six months prior to application date.
- **Oral Interview** Successful applicants will be contacted for a screening interview at the completion of the application process.

REQUIREMENTS:

- High school diploma or GED
- Completion of at least 60 credit hours of study at an accredited institution of higher learning.
- Between 21 and 34 years of age at time of application (exemptions for military or prior police experience).
- Possess a valid driver's license.
- No felony conviction.
- Successful completion of examination process.

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VILLAGE OF VERNON HILLS

Police Officer Salary & Benefits Profile

Salary Scale:

Police Officer:	
New Hire	\$89,113
After 1 Year	\$94,772
After 6 Years	\$123,088

Pension:

Sworn Officers are enrolled in the Illinois Downstate Pension Fund and contribute 9.91% to the Pension Fund - the Village also contributes to the fund.

Health Insurance:

The Village provides a choice of healthcare programs that provide comprehensive medical coverage for all employees. Employees currently contribute 20% of the premium cost.

Life Insurance:

Employees are provided life insurance coverage equal to three times their annual salary, up to a maximum of \$250,000. Employees contribute 1% of the annual premium.

Dental Insurance:

The dental plan pays 100% for in-network examinations, cleanings and x-rays up to the annual benefit maximum. Employees currently contribute 25% of the annual premium.

Vacation:

80 hours 1st through 4th full year of service
120 hours 5th through 9th full year of service
160 hours 10th through 19th full year of service
200 hours 20th + full year of service

Shift Differential:

Officers work a 12 hour shift with every other weekend a 3-day weekend off. Officers also receive additional compensation in the form of a shift differential for working nights as follows:
10% additional for working 10:00 p.m. to 6:00 a.m.

Other Incidental Benefits:

Sick Leave 8 hrs. per month to a maximum of 912 hours
Personal Days 32 hours per year
Holidays 9 paid holidays per year
Comp. Time can accumulate to 100 hours
Dry Cleaning allowance..... \$312 per year
Tuition Reimbursement Program Village reimburses up to \$5250 for qualified tuition and books
Uniforms All initial uniforms, weapon, and ballistic vest are provided - \$850/year uniform allowance.

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Position Description

VERNON HILLS POLICE DEPARTMENT

Patrol Officer

Sworn/Field Operations Division

Reports to: Sergeant

GENERAL DESCRIPTION

Under general direction, performs a wide variety of police services in accordance with the mission, goals and objectives of the department; provides for and assists in the protection of persons and property; assists in the prevention, detection, and investigation of crimes; maintains law and order in compliance with governing federal, state and local laws.

SUPERVISION RECEIVED

Direction and supervision provided by a Sergeant or higher ranking command officer.

SUPERVISION EXERCISED

None

BASIC FUNCTIONS

A position that involves the performance of a wide range of policing functions to ensure the safety and security of lives and property within the Village. Officers are assigned to a particular area of the Village in which they perform patrol, traffic law enforcement, and routine investigative duties. Officers may be assigned special projects on an ongoing or short-term basis. Officers are required to draw upon extensive training and the procedural guidelines, mandates and laws governing an officer's response and conduct when determining the appropriate action to take in a particular situation.

ESSENTIAL DUTIES

- Patrols designated areas of the Village (i.e., foot, bicycle, or motor vehicle) enforcing all laws including criminal statutes, traffic laws, and local ordinance regulations while providing security and detecting violators. Performs traffic law enforcement and customer service related tasks.
- Responds to calls for service including complaints, vehicle crashes, disturbances and/or requests for service, assesses situation and determines most appropriate response to prevent potentially dangerous or violent situations from occurring or continuing. Assists fire department on fire and medical calls.
- Investigates criminal matters by identifying, gathering and securing evidence, interviewing witnesses, and recording pertinent information. Obtains and executes arrest and search warrants; participates in the apprehension of suspects and/or confiscation of contraband. Conducts investigative surveillance when required.
- Conducts arrests of persons violating the law including physically detaining person according to established guidelines and procedures.
- Responds to emergency situations and begins to administer basic first aid to injured persons as necessary. Performs various other tasks to assist other emergency personnel such as crowd control, directing traffic, etc.
- Maintains records of activities and prepares police reports to provide information to investigators and/or prosecutors. Submits reports for supervisor's review.
- Testifies in court proceedings to present evidence and give personal account of incident/crime.

- Establish and preserve good relationships with the public. Works with community residents and businesses to cooperatively provide for their police service needs.
- Participate in continuous training to enhance law enforcement skills including: firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Performs other duties as assigned.

CONTACTS OUTSIDE OF DEPARTMENT

Contacts outside of the police department include: personnel in other Village departments, residents, community organizations, law enforcement officials in other communities (including prosecutors), and general public.

TOOLS & EQUIPMENT USED

Police cars and other Village vehicles, lethal and less-lethal weapons, traffic control equipment, handcuffs, general office equipment, squad mobile data computer, hand held radar, portable radio, baton, flashlight, road flares, evidence kit, breathalyzer machine, fire extinguisher, clip board, in-car video camera, digital camera, computer and its processing software, AED (Automatic External Defibrillator) and other such equipment that may be utilized or introduced on occasion.

PHYSICAL DEMANDS

Work is performed mostly while patrolling traffic in a vehicle. Work will occasionally be performed in an office setting. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; grasp with hands and arms; climb or balance; stoop; kneel; crouch; bend; or crawl. Must be in overall physical condition to apprehend violators and criminals, and physically defend self and physically defend others, and to physically and mentally perform the duties of Police Officer.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown condition; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

WORKING CONDITIONS

- In outside elements 90% of the time. In clean, quiet office 10% of the time.
- Possible exposure to physical harm. Often exposed to dark, hazardous environment when doing building checks.
- Occasionally handles dangerous drugs, hazardous materials, and may come in contact with bodily fluids such as, but not limited to, blood and saliva.

MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

Education/Experience

- Minimum of sixty (60) hours of college (a Bachelor's Degree in Law Enforcement or Criminal Justice concentration preferred) required.

Knowledge/Skills/Abilities

- Requires knowledge of modern police procedures and techniques and their appropriate application in various situations.
- Requires knowledge of state and federal law, particularly criminal law.

- Requires knowledge of principles of investigation and interrogation.
- Requires excellent oral and written communication skills.
- Requires knowledge of basic first aid/life saving techniques.
- Requires skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities. Must be able to maintain a “pass” status in firearms qualification.
- Requires skill in the use of computer hardware and applicable computer software.
- Requires skill in communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Possess personal and professional integrity.
- Requires ability to read and write reports, correspondence, and instructions in English.
- Must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone.
- Must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.
- Must have strong analytical skills to problem solve as well as work together with a team of diverse individuals.

REQUIRED TESTING

All applicants for the position of Police Officer with the Vernon Hills Police Department must pass an extensive seven-phase testing process consisting of the following:

Written Examination: A written test designed to test an applicant's reading comprehension, reasoning ability, decision-making ability, data interpretation skills and problem solving ability. All applicants will be required to take the written exam available through National Testing Network. Applicants will go to www.nationaltestingnetwork.com and locate the Vernon Hills Police Department listing with further instructions. There is a fee for participating in this exam.

Physical Ability Test: Applicants will obtain a Physical Agility Test Card (POWER Test) through NIPSTA, Joliet Junior College, Triton College, or other acceptable provider. Cards must be dated no more than six months prior to application date.

Oral Interview: Each applicant will have the opportunity to exhibit their knowledge and interest in the position of police officer. Applicants will be assessed on comprehension and judgment in problem-solving situations and will be asked questions concerning their job history and job-related abilities. Communications skills will also be observed at this time. Applicant's personal values and ethics will be questioned in relationship to the mission and values of the Vernon Hills Police Department.

Background Investigation: An in-depth investigation into the applicant's personal history will be conducted by contacting current and former employers, friends, relatives and neighbors, along with checking police records and credit ratings.

Psychological Examination: Applicants will participate in a written exercise, along with a clinical interview to determine their psychological aptitude for the position.

Polygraph Examination: Applicants will participate in a pre-test interview and subsequent polygraph examination. The areas tested include employment history; theft of property, merchandise and money from past employers; criminal activity; falsification of information on their Vernon Hills application; buying and selling stolen merchandise; past and current use of illegal drugs; use of excessive force; domestic violence; paying or receiving any bribes; and recent shoplifting activities.

Medical Examination: Applicants will receive a standard physical examination, which includes hearing and vision tests, laboratory blood tests and drug screening.

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.

In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Kevin T. McClain
Executive Director

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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 *rainability* and academy performance.

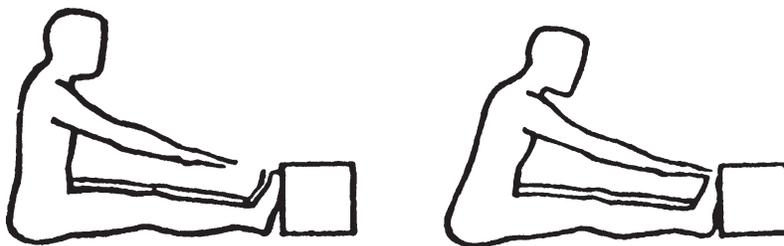
- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

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 yard stick.*



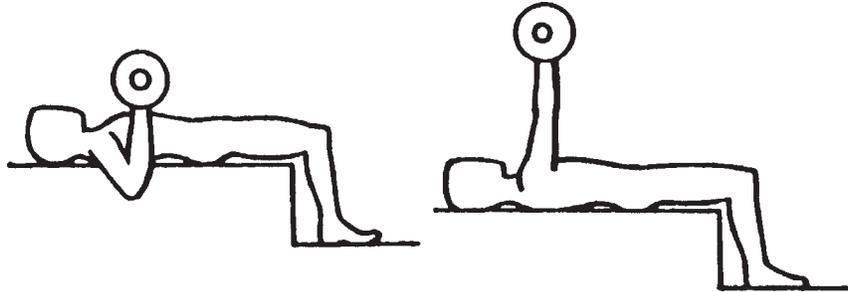
2. 1 Minute Sit-Up Test

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 systems' 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.*



APPENDIX A Physical Fitness Standards

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 important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Sit and Reach	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	16.0	15.0	13.8	12.8		18.8	17.8	16.8	16.3
12-15-22	14.4	13.0	12.0	10.5		17.0	16.5	15.0	14.8

2. ONE 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 an important area for maintaining good posture and minimizing lower back problems.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: One Minute Sit Up Test	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	37	34	28	23		31	24	18	13
12-15-22	33	30	24	19		24	20	14	10

3. ONE 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.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Bench Press	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	98%	87%	79%	70%		58%	52%	49%	43%
12-15-22	88%	78%	72%	63%		51%	47%	43%	39%

4. 1.5 MILE RUN: This is a timed run to measure the heart and vascular systems' 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.

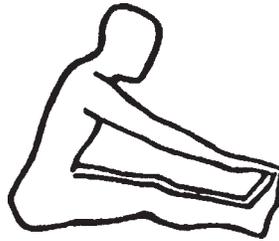
	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: 1.5 Mile Run	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	13:46	14:31	15:24	16:21		16:21	16:52	17:53	18:44
12-15-22	14:00	14:34	15:24	16:58		16:46	17:38	18:37	20:44

How Does One Prepare for the Power Test?

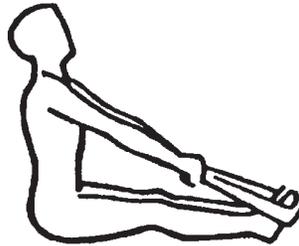
1. Preparing for the Sit and Reach Test

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.



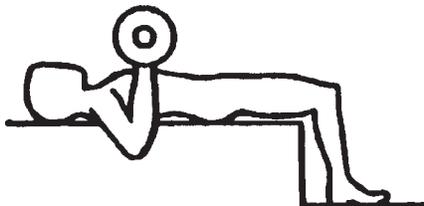
2. Preparing for the Sit-Up Test

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).

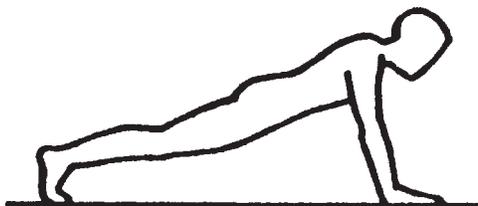


3. Preparing for the 1 Repetition Maximum Bench Press

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 ½ 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.



Week	Activity	Distance	Time	Frequency
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

Frequently Asked Questions:

1. Do I have to be a US Citizen?
“Applicants for examination must be citizens of the United States and/or an alien admitted for permanent residence or lawfully admitted for temporary residence and who produces evidence of intention to become a citizen of the United States.”
2. What should I do if I do not have a Physical Agility Test Card?
Applicants must obtain a test card from NIPSTA, Joliet Junior College, Triton Community College or other acceptable provider.
3. Do I have to have my degree finished in order to apply?
Education requirements must be completed at time of application. Current education requirements state that each applicant must complete 60 credit hours of study from an accredited institution of higher learning.
4. Do I need a degree if I have military experience?
To apply for the position of police officer, applicants must complete 60 credit hours of study from an accredited institution of higher learning. Military experience does not supersede the education requirement.
5. If I am over 35, but have prior police or military experience may I apply?
“Applicants shall be under 35 years of age unless exempt from such age limitation as provided in sections 10-2.1-6 of the Act.” Refer to 65 ILCS 5/10-2.1-6 for information on age exemptions. Any applicants with qualifying military experience must provide their DD Form 214.
6. I’m not 21, may I take the test?
Applicants must be at least 21 years of age and shall not have attained 35 years of age at application submission deadline, unless exempt from such age limitation as provided in 5/10-2.1-6a of the Act. Applicant must be within age requirement at time of appointment. Proof of birth date shall be required at time of application. Refer to 65 ILCS 5/10-2.1-6 for information on age exemptions.
7. Do I have to take the written and physical agility tests if I am currently a police officer?
Yes. All applicants must participate in all portions of the testing process. Current officers may opt to apply as a lateral entry if they qualify. See www.vhpd.org for information regarding that application process.

APPLICANT CHECKLIST

Did You Remember To:

- Fill out Personal History Questionnaire?
- Complete all portions of the online exam including PSSA?
- Include the following documents:
 - Birth Certificate (If in a language other than English, please include a translated copy.)
 - High School Diploma or GED
 - Power Test Card (NIPSTA, Joliet Junior College, Triton Community College or other acceptable provider)
 - All College Transcripts
 - DD214 (if applicable)