



Dear Applicant,

Thank you for your interest in serving the Village of Mt. Zion Police Department. Please read the enclosed information carefully and complete the application packet in its entirety. There are documents that must be signed, notarized, and returned with the packet. Further, all application questions must be answered and all boxes marked. Per the Rules and Regulations of the Mt. Zion Police Commission, the application packet is considered incomplete without this information and will be returned.

A completed application packet, whether mailed or delivered in person, must be returned to:

Mt. Zion Police Commission
P.O. Box 49
410 W. Main Street
Mt. Zion, IL 62549

Postmark deadline for the applications returned by mail is Friday, March 15, 2019. Deadline for applications delivered in person to the Mt. Zion Police Department is no later than 5pm on Friday, March 15, 2019.

Please contact the Mt. Zion Police Department at (217) 864-5414 with any questions.

Very truly yours,

Mt. Zion Board of Police Commissioners

VILLAGE OF MT ZION
BOARD OF POLICE COMMISSIONERS
POLICE OFFICER
APPLICATION AND TESTING PROCESS

The process to establish an eligibility list in conjunction with possible employment with the Mt. Zion Police Department begins with meeting the qualifications set forth below:

Applications are available from the Village of Mt. Zion website, <https://www.mtzion.com/police-commission-and-recruiting>, or in person at the Mt. Zion Police Department, 410 W. Main St., Mt. Zion, Illinois. Postmark deadline for the applications returned by mail is Friday, March 15, 2019. Deadline for applications delivered in person to the Mt. Zion Police Department is no later than 5pm on Friday, March 15, 2019. All candidates for the testing process and for appointment as probationary officers must, by the date of orientation indicated below:

- Be a citizen of the United States
- Be at least 21 years of age at the time of appointment
- Be under 35 years of age, unless exempt from the age limitation by provided in Section 5/10-2.1 of the Fire and Police Commissioners Act
- Be a high school graduate or equivalent
- Have at least 60 credit hours from an accredited college or university
 - Or 2 years active service in the U.S. Armed Forces
 - Or proof of 2 years of Law Enforcement experience (Full-time or part-time Police Officer, Auxiliary Officer, or Corrections Officer)
- Have no felony convictions
- Possess a valid driver's license
- Must be willing to relocate to within a 30 minute drive from the boundaries of the Village of Mt. Zion within 2 (two) years from their date of appointment
- Submit a completed application with no omissions

The Waiver/Release of Liability and Authority to Release Information must be signed, notarized, and returned with your application.

Proof of education and a copy of your birth certificate must also be supplied with the application.

Preferably, applications should be typed or hand printed. Applications received after the deadline date or incomplete in any way will be declared void.

PHOTO IDENTIFICATION IS REQUIRED TO PARTICIPATE
IN ALL PHASES OF THE TESTING PROCESS.

MANDATORY ORIENTATION

Applicants will be required to attend a mandatory orientation session to be held at 9:00 am on Saturday March 23, 2019 at the Mt. Zion Convention Center, 1400 Mt. Zion Pkwy., Mt. Zion, IL 62549. Information will be provided at the orientation regarding the duties of a police officer, training opportunities, career advancement, salary and benefits, as well as the remaining components of the testing process.

WRITTEN EXAMINATIONS

Immediately following the mandatory orientation the Mt. Zion Police Commission will administer the written exam. An overall passing score of 70% is required. **No individual exceptions will be made for the testing dates. Failure to take and pass the written examination will result of termination of the applicant's candidacy.**

ORAL EXAMINATION

Candidates successfully completing the written examination will be invited back for an oral examination to be administered at a later date. Group interview techniques will be utilized. During the oral examination, Board members will evaluate the applicant's personal skills and qualities, and assess applicant's ability to succeed as a police officer and as an official representative of the Mt. Zion Police Department in the community at large. The score for the oral examination is based on a maximum 100%. An overall passing score of 70% is required. **Failure to pass the oral examination will result in termination of the applicant's candidacy.**

PLACEMENT ON THE ELIGIBILITY LIST

Your written test score (weighing of 60%) along with your oral exam score (weighing of 40%) will determine your rank on the Initial Eligibility List. Candidates will be ranked in descending order.

All applicants on the Initial Eligibility List will receive written notification of their standing. Candidates will have a 10 day window to provide the Board of Police Commissioners with written evidence concerning preference points for veteran status. Candidates should be prepared to provide proper documentation during this 10 day window.

The Board of Police Commissioners will analyze written documents received. Candidates meeting required preference criteria will have said points added to their score on the Initial Eligibility List. Candidate's scores will be ranked in descending order and the Board of Commissioners will publish the Final Eligibility List.

Applicants for appointment to the Police Department who have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, may be given preference in appointment over non-certified applicants. (65 /LCS 5110-2.1-14) (from Ch. 24, par. 10-2.1-14)

PHYSICAL ABILITY TEST

When a vacancy occurs following the posting of the Final Eligibility List, the Board of Police Commissioners will schedule a physical ability test to be administered to the top candidate(s). On the day of the exam, applicant must sign a statement acknowledging certain risks involved in such physical activity.

Information concerning the test is provided to give applicants adequate opportunity to prepare for the test. A description of the test, all four parts of which must be passed, is also included.

No individual exceptions will be made for testing dates. Failure to take and pass the physical ability test during their scheduled appointment will result in termination of applicant's candidacy.

BACKGROUND INVESTIGATION

This investigation pertains to past employment, personal references, reputation, driving record, education, training, and criminal history.

RECOMMENDATION FOR APPOINTMENT

Results from the background investigation are reviewed by the Board of Police Commissioners to determine if the candidate should be rejected for cause or allowed to proceed. If the results are satisfactory, the Board approves the candidate's appointment, pending the successful completion of a personality assessment and medical examination.

PERSONALITY ASSESSMENT

A psychologist designated by the Board of Police Commissioners conducts a personality assessment and reports its results to the Board for consideration.

FOLLOW-UP BOARD INTERVIEW (CONDITIONAL)

Following the background investigation or the personality assessment, the Board may, at its discretion, recall the candidate for further interview if it deems additional information is required.

MEDICAL EXAMINATION

The medical examination is conducted at a medical facility designated by the Board of Police Commissioners. The examination will include drug screening. Any candidate failing the medical examination will be removed from the Final Eligibility List.

RESIDENCY REQUIREMENTS

All applicants for positions as sworn personnel with the Mt. Zion Police Department shall be citizens of the United States of America. Sworn personnel shall be required to establish a residence no more than a 30 minute drive from the boundaries of the Village of Mt. Zion within 2 (two) years from their date of appointment.

FINAL NOTE

The Board reserves the right to modify this process in accordance with its rules and procedures. Any change in the above-described process will be explained at the mandatory orientation session.

ENTRY-LEVEL POLICE OFFICER PHYSICAL ABILITY EXAMINATION

SUMMARY

The Police Officer Physical Ability Examination is the one that was developed by the Illinois Local Governmental Law Enforcement Officers Training Board. This is the same physical ability examination that is being utilized by the various police academies in the State of Illinois. The examination consists of four parts, each of which is scored on a pass-fail basis. Different standards are used according to the age and sex of the applicant. Applicant must pass every test. The following is a brief description of these events.

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. This test involves stretching out to touch the toes or beyond with arms extended from the sitting position. The score is in the inches reached on a yard stick.

	Age Category			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
Male	16.0"	15.0"	13.8"	12.8"
Female	18.8"	17.8"	16.8"	16.3"

2. One Minute Sit-up Test

This test is used to measure 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 important for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups performed in one minute. Minimum scores are as follows:

	Age Category			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
Male	37	34	28	23
Female	31	24	19	13

3. One Repetition Maximum Bench Press

This test consists of a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is important for determining the ability to perform police tasks requiring upper body strength. The minimum weight requirement is the ratio of weight pushed divided by body weight. Minimum scores are as follows:

	Age Category			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
Male	.98	.87	.79	.70
Female	.58	.52	.49	.43

4. Mile and One-Half Run

This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is important for determining the ability to perform police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is measured in minutes and seconds. Minimum scores are as follows:

	Age Category			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
Male	13.46	14.31	15.24	16.21
Female	16.21	16.52	17.53	18.44

Note:

1. You will be expected to complete the test in order of admission. Moderate rest periods will be allowed between parts of the examination. Anyone who is unable to complete the test within the time prescribed by the test administrator will be marked as a fail.
2. All parts of the test must be completed; however, if you fail any portion of the physical ability examination, you will not be allowed to go any further.
3. No one will be allowed to take part of the test more than once to change a score. If you dispute a score, contact the test administrator immediately. All scores entered at the conclusion of the test will be final.

MT. ZION POLICE OFFICER EMPLOYMENT APPLICATION CHECKLIST

PLEASE USE THE FOLLOWING CHECKLIST TO ENSURE ALL THE NECESSARY DOCUMENTS ARE INCLUDED WITH YOUR APPLICATION:

- _____ Completed Application
- _____ Photocopy of Birth Certificate
- _____ Photocopy of Proof of Education
- _____ Authority to Release Information Signed & Notarized
- _____ Waiver/Release of Liability Signed & Notarized
- _____ Disclosure/Authorization of Background Completed & Signed

VILLAGE OF MT. ZION

2019 EMPLOYEE BENEFIT PACKAGE

Health Insurance Individual Coverage Provided

Family coverage available. Employee pays 20% of the monthly premium plus contributes to an HSA account. HSA/HRA combination with Blue Cross/Blue Shield HSA deductible.

Dental Insurance

Maximum \$1,000 per calendar year

\$50 deductible

80% / 20% for cleaning/fillings

60% / 40% for restorative (crowns, partial plates, etc.)

Term Life Insurance Policy of \$25,000

Twelve (12) Paid Holidays per Year

Ten (10) Paid Vacation Days after the 1st Year

Sick Days

One (1) day earned per month

Total accumulation of 130 days allowed

Downstate Police Pension

Represented by Police Benevolent and Protective Association (PBPA)