



Rickey Williams Jr., Mayor

CITY OF DANVILLE PROBATIONARY POLICE OFFICER APPLICATION

PROBATIONARY POLICE OFFICER APPLICANT LETTER

Probationary Police Officer Applicant:

We appreciate your interest in testing for the Probationary Police Officer eligibility list. The current 2 year list will expire December 6, 2022; however, another list could be established if the current listed is exhausted. The list will be comprised of applicants who have passed the physical agility test, written exam, and oral interviews. The minimum eligibility requirements for Probationary Police Officers are:

- Applicants shall be under 35 years of age, at the time of application and cannot be 35 or older at the time of appointment, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act. Applicants *must be at least 20 years of age to test and 21 years of age at the time of appointment*. If a candidate has not obtained the age of 21, that candidate can be passed and retain that position on the eligibility list. Proof of birth date will be required at time of application.
- Must be at least 21 and not yet 40 years of age if employed at the time of application as a full-time police officer in a police department of any municipality of the State of Illinois or currently serving as an auxiliary police officer in a police department of any municipality of the State of Illinois for the five years prior to application.
- Be physically fit and have good vision
- Be a citizen of the United States and not be a conscientious objector
- Be of good character and never convicted of a felony or crime involving moral turpitude
- Possess a high school diploma or GED and have at least 30 credit hours of course work from an accredited college or university in communications, languages, social sciences, humanities, psychology, criminal justice, and/or police science successfully completed, prior to the date of appointment.
- Must be able to pass eligibility tests including physical agility test, written exam (with a minimum score of 66%), and oral interview (with a minimum score of 66%) as administered by the Board of Fire and Police Commissioners of the City of Danville, Illinois.

The testing cycle is tentatively set to begin during September and a schedule of the dates for these events will be sent to each applicant and posted on our website at www.cityofdanville.org. Applications and supporting documents are due in the City's Human Resource Office by 4:30 p.m. September 30, 2020. The following documents are included with this application packet:

1. Application checklist which must be completed and returned with your application
2. Application form (*your signature must be notarized on page 6*)
3. Authorization for Release of Personal Information (*form is attached to the end of the application – page you're your signature must be notarized*)
4. Medical Clearance/Release Part A-Physician's Clearance Statement. If not turned in with your application you will not be allowed to proceed.
5. Preference Points Information Sheet
6. Application To Use Military Preference Points form (*copy of DD-214 form must be attached*)

The Danville Board of Fire and Police Commissioners is the governing body regarding original appointments to the Fire or Police Division. **Rules of the Board of Fire and Police Commissioners** provide that the rules governing the qualifications and selection process be available to applicants for appointment to the Fire or Police Division upon request. These rules are available on the City website.

Included in the application packet (page 7 of the application) is a **Release of Personal Information** form. Your signature on this release as well as page 6 of the application form **must be notarized**. Any unsigned applications will not be accepted.

Prior to taking the Physical Agility test all applicants must be examined by their licensed medical doctor to make sure they are medically fit to take the agility test. This will be documented on **Part A-Physician's Clearance Statement**. **Any applicant not completing Part A will not be allowed to participate in the test. A statement from the applicant that they did not need to see a licensed medical doctor because they are in good physical health will not be accepted.** Also, at the beginning of the physical agility test all applicants will be required to sign the **Part B-Applicant's Release Statement** indicating they are taking the agility test at their own risk.

A study guide for the written test will be distributed upon successful completion of the physical agility test. The study guide will help prepare you for the written examination, and **must be returned before you will be allowed to take the written test.**

Upon successful completion of both the physical agility and written tests, all applicants will be required to complete an extensive **Personal History Questionnaire**. The questionnaire must be submitted to the City Human Resources Office before the applicant can proceed to an oral interview with the Board of Fire and Police Commissioners, which is the final step in the eligibility process.

Also, at the time of appointment the candidate **must have a valid FOID card.**

If you have questions regarding the application process, please call Bill Westphal, FOIA Officer, at 217-431-2281. Remember, the physical agility tests, written tests and oral interview schedules will be posted on the city's website at www.cityofdanville.org.

PLEASE SIGN THIS LETTER SHOWING THAT YOU HAVE READ AND UNDERSTAND ITS CONTENTS, AND RETURN A COPY WITH YOUR APPLICATION.

I have read and fully understand the contents of this "Probationary Police Officer Applicant Letter".

Applicant Signature

Date

Applicant's Printed Name

Document #1



City of Danville, Illinois
Board of Fire and Police Commissioners

Application Check List

Probationary Police Officer Applicants

INCLUDE THIS CHECKLIST WITH YOUR APPLICATION PACKET WHEN RETURNING IT.
RETURN THE APPLICATION AS SOON AS POSSIBLE.

Applications are to be mailed to:

City of Danville
Human Resources Office
Robert E. Jones Municipal Building
17 West Main Street
Danville, IL 61832

or hand delivered to:

1st Floor Lobby
Robert E. Jones Municipal Building
17 W. Main Street
Danville, IL 61832

We cannot accept faxed copies of applications or the required attachments.
Phone 217- 431-2281 for clarification on any questions.

EACH APPLICATION SUBMITTED MUST INCLUDE ALL ITEMS LISTED BELOW – PLEASE CHECK:

_____ Application Form pages 1-6 (Completed in full with signature on page 6 **NOTARIZED**)
Be sure that all past employer data include a current address and phone number. No application will be process without this information.

THE FOLLOWING ATTACHMENTS MUST ACCOMPANY YOUR APPLICATION:

- _____ Signed Copy of Probationary Police Officer Applicant Letter
- _____ Authorization for Release of Personal Information (page 7 of application ***NOTARIZED.***)
- _____ Applicant Data Record Form
- _____ Copy of Applicant's Birth Certificate (court house copy not the hospital document)
- _____ Copy of Applicant's current Vehicle Operators License
- _____ Copy of High School Diploma or GED Certificate
- _____ Official College Transcripts, if attended. (30 college credit hrs. required of Police Officers at time of appointment.)
- _____ Part A – Physicians Medical Clearance Statement (Must have to participate)
- _____ Copies of Certificates for any related training or military courses
- _____ Copy of Discharge (DD-214) from Armed Services (if applicable)
- _____ Copy of valid FOID card
- _____ Two (2) Character reference letters (including their contact information)
- _____ Two (2) Social/Personal personal reference letters (including their contact information)
- _____ Application for Military Preference Points (if applicable)
(Supporting documents must be attached)

The schedules for physical agility tests, written exams and oral interviews will be emailed to you and posted on our website at www.cityofdanville.org .



City of Danville, Illinois
APPLICATION for APPOINTMENT
to the position of
PROBATIONARY POLICE OFFICER

SUBMIT TO: City of Danville
Robert E. Jones Municipal Building
17 West Main Street
Danville, Illinois 61832
ATTN: Human Resources

TELEPHONE: (217) 431- 2281

INSTRUCTIONS: *Please Print or Type.* Notarized signature is required on the last page. Applicant may attach resume and/or other documentation in support of the application. All documents should be on letter size paper (8 1/2" x 11"), and should read from the top or left side. Staple the completed application and all documents in the upper left hand corner. Do not use binder, folder or presentation cover.

Applicant's Name: _____
First Name Middle Last Name Previous Last Names

Present Address: _____
No & Street Apt/Unit No City State
Zip

Telephone: Home: (____) _____ **Work/Daytime:** (____) _____

Leave Message: (____) _____ **Other:** (____) _____

Email Address: _____

Birth date: _____
(Must be under the age of 35 and cannot be 35 or older on the date of appointment unless you have a valid DD214 which could extend the age.)

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

It is the policy of the City of Danville and the Danville Board of Fire and Police Commissioners that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, or physical or mental handicap unrelated to ability, provided the employee or applicant is qualified and meets the physical requirements and regulations of the job.

BOARD OF FIRE AND POLICE COMMISSIONERS RULES

The Board of Fire and Police Commissioners of the City of Danville, Illinois has established rules for making original appointments to the Fire and Police Divisions of the City of Danville, making appointments for promotion, and exercising disciplinary authority over personnel within said Divisions. Copies of the Board Rules are available through the City of Danville Human Resources Office.

RESIDENCY REQUIREMENT

All Police bargaining unit members hired after May 14, 2014, shall be required to reside within a five mile radius of the corporate boundaries of the City of Danville and within the State of Illinois.

ELIGIBILITY QUESTIONS FOR PROBATIONARY POLICE OFFICER APPLICANTS

The following questions relate to the basic requirements for the position of Probationary Police Officer:

- Yes No Do you currently reside within the residency requirements?
- Yes No If not, are you willing to move in order to satisfy the residency requirements?
- Yes No Do you have a High School diploma or the equivalent of a High School diploma?
- Yes No Do you have good vision or correctable to 20/40 with normal color and depth perception?
- Yes No Are you a citizen of the United States of America?
- Yes No Have you ever been classified by any government agency as a conscientious objector?
- Yes No Have you ever been convicted of a felony or a crime involving moral turpitude?

GENERAL QUESTIONS FOR PROBATIONARY POLICE OFFICER APPLICANTS

- Yes No Are you presently or have you ever been an employee of the City of Danville?
If Yes, which department: _____ When: _____?
- Yes No Do you hold a valid vehicle operator's license? Class: _____ State: _____
- Yes No Have you ever been bonded for employment purposes? If Yes, amount: _____
- Yes No Have you ever been convicted of a crime (felony or misdemeanor)? If Yes, explain

- Yes No Do you hold any technical or professional licenses? List type and issuing State: _____

- Yes No Have you served in the U.S. Armed Forces? If Yes, which branch(s): _____
Dates of service: From _____ to _____. Type of discharge: _____
- Yes No Are you or have you been a member of the Reserves or National Guard? If Yes, what is your current status? _____
- Yes No Have you been or are you now employed as a paid Police Officer or as a Volunteer Police Officer
If yes, explain: _____

EMPLOYMENT BACKGROUND

Begin with current or most recent job; list your work history including military service. Complete information blocks using alphabetic code as shown in heading, and start at the black arrow.

EXPLAIN ANY GAPS IN EMPLOYMENT:

Job No.	a. Name of Employer	d. Job Title	g. Supervisor's Name	i. Worked From (date)
	b. No. and Street	e. Job Duties	h. Phone Number	j. Worked To (date)
	c. City, State, Zip	f. Skills	k. Reason for Leaving	
	a.	d.	g.	i.
1.	b.	e.	h.	j.
	c.	f.	k.	m.
	a.	d.	g.	i.
2.	b.	e.	h.	j.
	c.	f.	k.	m.
	a.	d.	g.	i.
3.	b.	e.	h.	j.
	c.	f.	k.	m.
	a.	d.	g.	i.
4.	b.	e.	h.	j.
	c.	f.	k.	m.
	a.	d.	g.	i.
5.	b.	e.	h.	j.
	c.	f.	k.	m.

NOTE: Continue work history on page 4

EMPLOYMENT BACKGROUND (Continued from Page 3). List your work history including military service.
Complete information blocks using alphabetic code as shown in heading.

a. Name of Employer	d. Job Title	g. Supervisor's Name	i. Worked From (date)
Job No.	e. Job Duties	h. Phone Number	j. Worked To (date)
c. City, State, Zip	f. Skills	k. Reason for Leaving	
6. a.	d.	g.	i.
b.	e.	h.	j.
c.	f.	k.	m.
a.	d.	g.	i.
7. b.	e.	h.	j.
c.	f.	k.	m.
a.	d.	g.	i.
8. b.	e.	h.	j.
c.	f.	k.	m.
a.	d.	g.	i.
9. b.	e.	h.	j.
c.	f.	k.	m.

EDUCATIONAL BACKGROUND: Complete the following chart as thoroughly as possible.

School or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School			9 10	<input type="checkbox"/> Yes	
			11 12	<input type="checkbox"/> No	
Jr/Comm College				<input type="checkbox"/> Yes	
			1 2	<input type="checkbox"/> No	
College or School			1 2	<input type="checkbox"/> Yes	
			3 4	<input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Technical (Specify)			1 2	<input type="checkbox"/> Yes	
			3 4	<input type="checkbox"/> No	
Military				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Other (Specify)				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	

Other Training/Skills: Provide as much information as possible.

Yes No Have you received training in the field for which you are applying? If Yes, explain; giving training program name, school or location of training, hours completed, and certificates received.

Which of the following skills do you possess?

Typing Word Processing Adding Machine Calculator Filing Radio
 Transcribing Personal Computer Driving a Truck Operating Heavy Equipment
 Other (please list) _____

Which computer skills do you possess?

Word Processing Data Bases Spreadsheets Programming
 Other (please list) _____

List computer programs (software) you are able to use with proficiency: _____

LETTERS OF REFERENCE:

In support of your application attach letters of reference, which must be signed and include contact information as follows:

CHARACTER REFERENCES: Attach two (2) letters from persons who have known you for at least five (5) years. These should be letters attesting to your character, abilities, experience in the field for which you are applying and other qualities that might relate to the job. **DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS.**

SOCIAL/PERSONAL REFERENCES: Attach two (2) letters from persons who are friends, neighbors, or fellow workers. These should be current friends or people with whom you have associated during the past year or two. **DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS.**

CONTACT INFORMATION FOR REFERENCES MUST BE INCLUDED IN LETTERS

COMPLETING YOUR APPLICATION PACKET: The following documents must be included in your application packet. All pages should read from the top or left side of the page. The final document should be letter size (8 1/2 x 11) and should be stapled in the upper left hand corner. Do not use a binder, folder or presentation cover. Use the following list as a guide for preparing the final packet.

APPLICATION ITEM OR DOCUMENT	
Signed Probationary Police Officer Letter	
Application pages 1 through 6 (signature must be notarized)	
Authorization for Release of Personal Information page 7 (w notarized signature)	
Copy of your Birth Certificate (courthouse type not hospital)	
Copy Part A Physicians Medical Clearance Statement	
Copy of your Motor Vehicle Operators License (Driver's License)	
Copy of your High School Diploma or GED Certificate	
Character Reference letters (two required)	
Social/Personal Reference letters (two required)	
Copy of Personal Resume	
Copies of College Diplomas or Degrees	
Copies of Training Certificates	
Copies of College Transcripts	
Copy of Discharge (DD-214) from Armed Services (if applicable)	
Copy of FOID Card	

ATTENTION: APPLICANTS MUST READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS APPLICATION

I hereby certify and affirm that this application contains no misrepresentations or falsifications, omissions, or concealment of materials fact, and that the information given by me is true and complete to the best of my knowledge. I am aware that statements made by me on this application are subject to later investigation and verification. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name removed from any eligibility list on which it might be placed. If I am already employed by the City of Danville as a Probationary Police Officer or Probationary Firefighter, I may be dismissed.

_____ (Signature of Applicant)

Date: _____

NOTARY

Sworn before me this _____ day of _____ 20____

_____ Notary Public

Seal



The City of Danville, IL

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION for use by the DANVILLE, ILLINOIS BOARD OF FIRE AND POLICE COMMISSIONERS

I, _____, do hereby authorize a review and full disclosure of all records
Print full Name, including Maiden Name if applicable
concerning myself to the Danville Board of Fire and Police Commissioners and any of said Board's agents, including the Human Resources Office, Fire Department and/or Police Department of the City of Danville, Illinois, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of employment; law enforcement agencies; educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); other financial statements or records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the City of Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Danville Board of Fire and Police Commissioners, and said Board's agents including the Human Resources Office, Fire Department and/or Police Department of the City of Danville, Illinois from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the Danville Fire or Police Department through the Danville Board of Fire and Police Commissioners.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

(Signature of Applicant - Full Name as Printed Above)

Address: _____

City, State, Zip: _____

Date of Birth: _____

Social Security Number: _____

NOTARY

Sworn before me this _____ day of _____ 20__

Notary Public (Signature)

(SEAL)



City of Danville
Board of Fire and Police Commissioners
City of Danville Municipal Building
17 West Main Street
Danville, IL 61832

Police Officer's/Firefighter's Physical Agility Test
Medical Clearance/Release

***THIS MEDICAL EXAMINATION MUST BE CONDUCTED
BY A STATE LICENSED MEDICAL DOCTOR***

Candidates will not be allowed to participate in the required physical agility portion of the testing process unless this document is complete.

The undersigned does hereby certify that he or she has examined

Print Applicant Name

Date of Birth: _____ Sex: _____ Male _____ Female

I have been made aware of the elements of the agility test, which is designed to measure strength, agility and endurance as related to the work of a full-time Police Officer or Firefighter. I understand that this individual will be required to complete and pass this Agility Test as one of the eligibility requirements for the position of Probationary Police Officer or Firefighter.

SIGNED: _____, M.D. Date: _____

Printed Name of Physician: _____

Physician's Office Address: _____

Phone Number: _____

Document #4



BOARD OF FIRE AND POLICE COMMISSION

PREFERENCE POINTS

MILITARY PREFERENCE POINTS

The military preference points for the Police Division shall only be used for the initial eligibility list and not for promotion. Therefore, any Probationary Police candidate who provides proof of military active-duty service of the United States for a period of at least one (1) year, and who was honorably discharged therefrom, shall be allowed military preference points towards his or her final score at the rate of seven-tenths (7/10ths) of a point for each six (6) months or part thereof applicable military service, not exceeding 3.5 preference points.

Proof of active-duty military service will be accomplished by reviewing the candidates Military Service Record.

OFFICIAL DOCUMENTATION

If you wish to apply for military preference points to be added to your final score, you must provide your DD FORM 214 along with the application for military preference points.



City of Danville, Illinois – Board of Fire & Police Commissioners

APPLICATION TO USE MILITARY PREFERENCE POINTS

**TO ENHANCE FINAL SCORE FOR
PROBATIONARY POLICE OFFICER ELIGIBILITY**

TO: Danville Board of Fire & Police Commissioners

FROM: _____
Applicant's Name (please print)

The current Rules of the Board of Fire & Police Commissioners of the City of Danville include the following provision:

C.9.A:1 - The military preference points for the Police Division shall only be used for the initial eligibility list and not for promotion. Therefore, any Probationary Police candidate who provides proof of military active-duty service of the United States for a period of at least one (1) year, and who was honorably discharged therefrom, shall be allowed military preference points towards his or her final score at the rate of seven-tenths (7/10ths) of a point for each six (6) months or part thereof applicable military service, not exceeding 3.5 preference points.

Proof of active-duty military service will be accomplished by reviewing the candidates Military service Record.

MILITARY PREFERENCE POINTS – In reference to C.9.A:1, (above named applicant) verify that I have served at least one (1) year active-duty military service of the United States and therefore request to have my military service applied as military preference points toward my final score for the Probationary Firefighter/Police Officer Eligibility List. My military service time, as shown below, is verified by my honorable discharge (military form DD-214) of which a copy is attached herewith.

Military Branch: _____ From: _____ Thru: _____

My military service, as described above equals _____ months of active-duty service which equals _____ military preference points (based on .7 points for each six (6) months of service). I understand the maximum points allowed are 3.5 equaling 30 months of active service.

Respectfully requested,

Applicant's Signature

Date: _____



City of Danville Applicant Data Record

All applicants and employees are treated without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: _____

Position(s) Applied For: _____

Referral Source: Newspaper Radio Postcard Walk-In City of Danville Website
 Friend/Relative Agency/Recruiter Other: _____

Name _____ Phone () _____
Last First Middle Area Code

Address _____
Number Street City State Zip Code

Affirmative Action Information

Government agencies require periodic reports on the gender, ethnicity, impairment, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

GENDER: Male Female

RACE/ETHNIC GROUP:

- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

VETERAN STATUS:

- Vietnam Era Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Impairment: _____