



*Rickey Williams Jr., Mayor*

## CITY OF DANVILLE POLICE OFFICER LATERAL TRANSFER APPLICATION

Lateral Police Officer Applicant:

We appreciate your interest in applying for the Lateral Transfer Police Officer eligibility list. The Board shall establish and maintain a separate list of experienced police officers, and the minimum eligibility requirements for a Lateral Transfer are listed below:

For the purpose of this position experienced Police Officer means any officer with two or more years of continuous full-time employment in civilian law enforcement in Illinois or three years of full-time continuous experience in civilian law enforcement outside of Illinois. Such experience must have been in the last two years.

The Police Officer must have been certified by the Illinois Police Training Board as a certified police officer or must have the equivalent certification from another state that would be transferable to Illinois. For out of state police applicants the officer must have completed at least a six month probationary training period that provided the officer the basic law enforcement training. The officer must be in good standing with the current Division or left their previous position(s) in good standing.

The Lateral Transfer Eligibility List shall not expire, but an applicant who desires to remove his or her name from the list may do so with written notification to the Board. Police Lateral Transfer Eligibility List applicants are exempt from the written examination requirement, but will have to pass the physical Agility test and the oral interview.

The placement of an applicant on the Lateral Transfer Eligibility List shall be by the date certified for placement on the list, but rank such placement shall not be a factor in the appointive process which shall otherwise conform to provisions of Section 33.67 of the City's Code of Ordinances.

All applicants on the Lateral Transfer Eligibility List must meet all other requirements of a Police Officer or Firefighter. Applicants will be removed from the list if they have been out of either profession for more than one year or on their 41<sup>st</sup> birthday. The Board may hire from either established police list or firefighter list to fill the respective vacancy.

The following documents are included:

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 – on page 7 your signature **must be notarized***)
4. Medical Clearance/Release Part A-Physician's Clearance & Part B-Applicant's Release Statement. If not turned in with your application, these forms must be brought to the test site on the day of testing.
5. Preference Points Information Sheet
6. Application To Use Military Preference Points\_Form (*copy of DD-214 form must be attached*)
7. Applicant Data Record

The Danville Board of Fire and Police Commissioners is the governing body regarding original appointments of the Fire or Police Department. **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 Department upon request. These rules are available in the City's Personnel Office.

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***.

Prior to taking the agility test, it is strongly advised that all applicants 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** of the **Medical Clearance/Release** form. All applicants must sign **Part B** of the Medical Clearance/Release form indicating they are taking the agility test at their own risk. If this is not turned in with the application, it must be turned in before the applicant can participate in the physical agility test.

Upon successful completion of both the physical agility, all applicants will be required to complete an extensive **Personal History Questionnaire** which must be submitted to the City Personnel Office before the applicant can proceed to the final step in the process, the oral interview with the Board of Fire and Police Commission.

If you have questions regarding the application process, please call the Personnel Office at 217-431-2281 or 431-2400. The physical agility tests, written tests and oral interview schedules will be posted on the city's website at [www.cityofdanville.org](http://www.cityofdanville.org).



City of Danville, Illinois  
Board of Fire and Police Commissioners

**Police Lateral Transfer Application Check List**

**Include this checklist with your application packet when returning it.**

Applications are to be mailed to:

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

or hand delivered to:

1<sup>st</sup> 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 or 431-2400 for clarification on any questions.

Each application submitted must include all items listed below – please check:

\_\_\_\_\_ Application Form pgs 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:

- \_\_\_\_\_ Authorization for Release of Personal Information (page 7 of application)
- \_\_\_\_\_ Medical Clearance Release Part A – Physician’s Statement
- \_\_\_\_\_ Medical Clearance Release Part B – Applicant’s Release Statement
- \_\_\_\_\_ 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 only)
- \_\_\_\_\_ Copies of Certificates for any related training or military courses
- \_\_\_\_\_ Copy of Discharge (DD-214) from Armed Services (if applicable)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Firefighter Application for Experience Preference Points (if applicable)  
(Supporting documents must be attached)
- \_\_\_\_\_ Applicant Data Record

**AFTER SUCCESSFUL COMPLETION OF THE PHYSICAL AGILITY TEST**

\_\_\_\_\_ Personal History Questionnaire (Completed in full with signature on last page Notarized)

The schedules for physical agility tests and oral interviews will be announced later.



**ELIGIBILITY QUESTIONS FOR LATERAL TRANSFER POLICE OFFICER APPLICANTS**

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

- 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 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 live inside the Danville city limits?  Yes  No Within 5 miles of the city?
- Yes  No If hired, do you understand the City's residency requirements (see page 1) and will you comply with these requirements?
- 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? 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: \_\_\_\_\_  
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 or remaining obligation? \_\_\_\_\_
- 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.

Explain any gaps in employment: \_\_\_\_\_

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

**EMPLOYMENT BACKGROUND** (Continued from Page 3). Begin with current or most recent job, list your work history including military service.  
 Complete information blocks using alphabetic code as shown in heading.

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

**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 with 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. Each item or page should be numbered at the bottom and included in the order shown:

Application item or Document	Page Number
Application pages 1 through 6 (signature must be notarized)	1 thru 6
Authorization for Release of Personal Information page 7 (w notarized signature)	7
Copy of your Birth Certificate (courthouse type not hospital)	8
Copy of your Motor Vehicle Operators License (Driver's License)	9
Copy of your High School Diploma or GED Certificate	10
Character Reference letters (two required)	11 & 12
Social/Personal Reference letters (two required)	13 & 14
Copy of Personal Resume	continue numbers
Copies of College Diplomas or Degrees	continue numbers
Copies of Training Certificates	continue numbers
Copies of College Transcripts	continue numbers
Copy of Discharge (DD-214) from Armed Services (if applicable)	continue numbers

**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 Personnel 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 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 Personnel 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. 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



**Police Officer's/Firefighter's Physical Agility Test**  
**Applicant's Release Statement**  
for eligibility testing relating to application for the position of  
**Danville, Illinois Probationary Police Officer or Firefighter**

Applicants who are scheduled to take the Police Officer's or Firefighter's Physical Agility Test for the position of Probationary Police Officer or Firefighter are strongly encouraged to submit a "Medical Clearance Statement" signed by his/her physician prior to taking the test. **In addition to the Physician's Statement, the Danville Board of Fire and Police Commissioners requires Part B - "Applicant's Release Statement" be completed at the time of the test.**

**Part B – Applicant's Release Statement**

**Applicant's Name:** \_\_\_\_\_  
(Type or print full name)

**Applicant's Date of Birth:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ Male \_\_\_\_\_ Female

**Date Applicant is scheduled to take Agility Test:**

**Applicant's Statement:** As an applicant for the position of Probationary Police Officer or Firefighter with the City of Danville, Illinois, I acknowledge that I am voluntarily participating in a Physical Agility Test administered to prospective applicants as one of the requirements to qualify for this position. Said test will be administered by the Board of Fire and Police Commissioners and/or its agents or employees of the City of Danville, Illinois.

I acknowledge that certain risks of personal safety and health may be present while participating in the Agility Test and I understand and voluntarily assume all such risks to my physical safety and health. I fully understand that officials, agents or employees of the City of Danville will conduct the Physical Agility Test as described in a document previously provided to me.

I agree to release, discharge and hold harmless the Board of Fire and Police Commissioners of Danville, Illinois, individually and in their representative capacity, the City of Danville, Illinois, its officers, agents, and employees and all Agility Test officials and administrators from any and all claims, demands, and liabilities, including but not limited to injuries, losses or damage, accruing to me and/or arising wholly or partially from the administration of and my participation in the Agility Test.

I further agree and understand that this **Release** is fully applicable and will apply to the Police Officer's or Firefighter's Physical Agility Test in which I am scheduled to participate.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Executed by the applicant and witnessed by a representative of the City of Danville or the Danville Board of Fire and Police Commissioners prior to the applicant's participation in the Agility Test.

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## BOARD OF FIRE AND POLICE COMMISSION

# PREFERENCE POINTS

### MILITARY PREFERENCE POINTS

Any candidate who provides proof of military or naval 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 toward his/her final score at the rate of seven-tenths (7/10ths) of a point for each six (6) months or part thereof applicable military or naval service, not exceeding 3.5 preference points.

### 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  
LATERAL TRANSFER FIREFIGHTER/POLICE OFFICER ELIGIBILITY**

**TO: Danville Board of Fire & Police Commissioners**

**FROM:** \_\_\_\_\_  
**Applicant's Name (please print)**

**DATE OF ORAL EXAMINATION:** \_\_\_\_\_

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

C. 10. A – Military Preference. Any candidate who provides proof of military or naval active-duty service of the United States for a period of at least one year, and who has been honorably discharged therefrom, shall be allowed military preference points toward his or her final score at the rate of seven-tenths of a point for each six months or part thereof of applicable military or naval service, not exceeding 3.5 preference points.

**MILITARY PREFERENCE POINTS** – In reference to C. 10. A: I, (above named applicant) verify that I have served at least one (1) year active-duty military or naval 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,

**Official Use Only**  
A total of \_\_\_\_\_ Military  
Preference Points allowed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Board Chairman's Signature

Date: \_\_\_\_\_



# City of Danville Applicant Data Record

All applicants and employees are treated during employment 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: Lateral Transfer Police Officer

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
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Asian
- American Indian or Alaska Native
- Two or More Races

Veteran Status:     Vietnam Era Veteran     Special Disabled Veteran     Other Protected Veteran

Impairment: \_\_\_\_\_