

April 17, 2015



ST. CHARLES POLICE DEPARTMENT

City of St. Charles

An Equal Opportunity Employer

2 E. Main Street

St. Charles, IL 60174

Phone: 630.377.4400

www.stcharlesil.gov

CERTIFIED ELIGIBLE POLICE OFFICER INFORMATION PACKET

The City of St. Charles accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, order of protection status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The City of St. Charles bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The City of St. Charles complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of St. Charles Human Resources Department in advance.

All information contained in or connected with your application will be considered personal and confidential and used only in conjunction with your possible employment by the City of St. Charles.

An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her application process, or examination for appointment. Any false statements will be considered sufficient cause for dismissal. Any misrepresentation whether actual or by omission may disqualify you for consideration of employment by the City of St. Charles.

See the Minimum Qualifications.

You cannot be considered for the position unless you meet these requirements.

For application instructions see the Supplemental Application.

Any questions concerning the employment process should be directed to the Human Resources Department, City of St. Charles, 2 E. Main Street, St. Charles, IL 60174; 630.377.4446.

Minimum Requirements and Qualifications

Applicants for certified eligible Police Officer appointments must meet the following minimum qualifications and requirements at the time of application:

- Confirm status as a sworn municipal police officer, Illinois state trooper or county sheriff's deputy who possess State of Illinois certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification as a law enforcement officer does not meet this requirement.)
- United States citizen.
- Individuals must be at least 21 years old.
- Education – Must possess an Associate's Degree or 60 hours of college credit from an institution accredited by the US Department of Education. Bachelor's degree in police administration, law enforcement, or a related field is preferred.
- Experience – Current status as a Police Officer for one year after completion of a probationary period and currently in good standing in the Police Department in which the person serves or in laid-off status due to financial restraints only. Also must possess substantially equivalent skills and abilities as a current City of St. Charles Police Officer.
- Valid Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Ability to furnish upon request*, a copy of the following, to the extent applicable: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214/Copy 4); employee evaluations; and any other employment related material as requested or required.

Selection Process

Each phase of the process is pass / fail and required to proceed to the next.

- Review of application materials.
- Interview.
- Background investigation.
- Post-offer examinations, including but not limited to: psychological assessment; polygraph; medical examination; functional capacity evaluation; and drug screening.

Certified Eligible Police Officer Candidate Pool

- A certified eligible Police Officer candidate pool will be established from qualified applicants that submit the required application materials by the **application deadline of 3:00 p.m., Friday, May 29, 2015.**
- Inclusion in the certified eligible candidate pool shall be based upon the relative excellence of the applicants.
- The list of certified eligible Police Officer candidates in the pool will be posted.
- In the event that the selection process identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may choose to appoint those applicants.
- Applications will be valid for one year from the due date of acceptance by the City of St. Charles. Such applications for certified entry will be accepted as needed and determined by the City.

St. Charles Police Department

“To Protect and Serve our Community with Respect and a Commitment to Excellence”

Service • Courage • Professionalism • Dedication

Welcome to the St. Charles Police Department. Our Department continues to strive to recruit the most highly skilled, competent, dedicated, community-oriented officers possible. Our officers pride themselves on performing their duties to the highest level of excellence.

Our Vision

- Positive role modeling for youth/children
- Opportunities to safeguard the elderly from becoming victims
- Law enforcement to maintain order in our community
- Identification of solutions when reoccurring problems persist
- Community Policing philosophy by partnering with residents & business
- Education to aid in the prevention of crime.

Our Future

- The St. Charles Police Department exists to provide service to our Community. It is our primary role to prevent crime and to enforce laws against those who fail to follow them.
- Citizens are to be treated with dignity and respect, recognizing that compassion and understanding are important to our decision-making process.
- It is essential that all of our members be professionally trained to provide guidance in our duty to the Community.
- Partnerships with our citizens in addressing quality of life assists us in maintaining St. Charles as a safe and desirable place to live and work.

<p>City of St. Charles Position Description</p> 	Position Title	Police Officer		
	Department	Police	Division	NA
			Section	NA
	Full/Part Time	Full-time	Union	MAP 27 (Patrol)
	Reports to	Sergeant-Patrol	Positions Supervised	None
FSLA Status	Non-Exempt	Salary Grade	NA-Contract	



Position Description Overview

This position, under the general supervisor of Sergeant-Patrol, is responsible for the maintenance and improvement of the welfare of the community through law enforcement and crime prevention.

- Essential Job Functions**
- Standard*
1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and to foster pride and professionalism in the workplace.
 2. Adhere to all departmental and City safety policies.
 3. Consistent attendance and punctuality is required.
- Position-Specific*
1. Drive motor vehicles under non-emergency and emergency conditions; patrol assigned area in a vehicle; respond to calls; transport prisoners.
 2. Search persons, vehicles, and places; check schools, playgrounds, parks, and recreation areas.
 3. Identify and apprehend offenders; pursue suspects on foot and in vehicle; conduct frisk and pat down; handcuff suspects or prisoners and advise persons of constitutional rights; interrogate suspects.
 4. Use deadly force when necessary; fire weapons on duty.
 5. Monitor and review information on criminal activity in the community and area; investigate crimes against persons and property; investigate and review suspicious and possible crime activity; diagram crime and accident scenes.
 6. Enforce traffic and parking laws and ordinances; follow suspicious vehicles.
 7. Investigate traffic accidents and aid the injured; locate witnesses and collect evidence from accident scene.
 8. Testify in court; prepare for court as required and present evidence; confer with prosecutors or

- City attorney.
9. Conduct crime scene investigations; locate and interview witnesses and victims; collect and preserve physical evidence. Participate in arrest/apprehension and investigative activities following the principles and practices of modern police administration.
 10. Prepare written and oral reports as required. Conduct complete initial investigation and follow-up investigations as required.

Additional Job Functions

- Standard*
1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
 2. Perform other duties as required or assigned.

- Position-Specific*
1. Comfort emotionally upset persons; mediate family disputes; place children in protective custody.
 2. Assist elderly and disabled persons and stranded motorists. Evacuate persons from dangerous areas.
 3. Transport property, evidence, and prisoners.
 4. Control, regulate, and direct vehicular and pedestrian traffic.
 5. Operate equipment such as breath analysis test, flashlight, handcuffs, fingerprinting, camera, weapon, etc.

Basic Requirements
For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge	<i>Standard</i>
	<ol style="list-style-type: none"> 1. Considerable knowledge of the written directives of the Police Department and of applicable federal and state laws and city ordinances. 2. Considerable knowledge of the principles and practices of modern police administration. 3. Considerable knowledge of the streets and physical layout of the community and the locations requiring special police attention. 4. Considerable knowledge of crime reporting, crime analysis principles and practices, and crime prevention techniques and activities. 5. Considerable knowledge of crime investigation procedures, practices, techniques, and activities.
	<i>Position-Specific</i>
	NA

Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Effective communication skills including the ability to resolve conflicts, write reports, and speak publicly.
Abilities	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrate ability to handle confidential material and information in an ethical, professional manner. 2. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to tolerate stress in multitude of forms and maintain a balanced prospective in the face of constant exposure to the worst side of human nature. 2. Ability to react quickly and effectively to problem situation; exhibit initiative, problem solving capacity, effective and mature judgment, and imagination in coping with complex situations. 3. Ability to make quick decisions under stressful and/or hurried circumstances. 4. Possession of a valid driver's license.
Education & Experience	<ol style="list-style-type: none"> 1. Graduation from high school or equivalent. 2. Associate's degree or a Bachelor's degree in police administration, law enforcement, or a related field is desirable. 3. Basic certification from the Illinois Local Government Police Training Board as "police officer" within six months of the date of hire. 4. Any equivalent combination of experience or education that provides the required knowledge, skills, and abilities. <p>*If applying through the Certified Eligible process, candidates must possess an Associate's degree or 60 hours of college credit, State of Illinois certification by the Illinois Law Enforcement Training and Standards Board, and currently employed and in good standing as a sworn municipal police officer, Illinois state trooper, or county sheriff deputy (or laid-off due to financial restraints only) at the time of application.</p>
Physical/ Environmental Demands	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 2. Physical ability to hear ordinary conversation, such as questions from residents,

	<p>as well as other sounds, such as the telephone ringing, etc.</p> <p>3. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</p>
	<p><i>Position-Specific</i></p> <p>Moderate physical activity including:</p> <ol style="list-style-type: none"> 1. Ability to work outdoors under severe weather conditions, such as extreme heat, cold, high winds, etc. 2. Ability to perform duties under a variety of conditions which may require walking, running, climbing, crawling, kneeling, stepping, stooping, standing, and/or sitting for extended periods of time. 3. Ability to lift, move or carry up to 50 pounds. 4. Ability to drag a person to safety. 5. Ability to negotiate obstacles in pursuit of suspects.

Revised 8/22/2012

DISCLAIMER: The preceding statements are intended to describe the general nature of work to be performed and requirements to perform the duties and tasks. This job description does not constitute an employment agreement; is not a guarantee of work duties or tasks; and is subject to change, with or without prior notice, to meet operational requirements. The omission of a duty or task does not exclude it if it is similar or a logical expectation for an individual to perform as part of the job.

DESIRED JOB SPECIFICATIONS:

Depending on area of assignment, the following certifications or experiences are desirable and may be required in order to perform certain job duties and tasks:

- Bi-lingual
- Breathalyzer Operator
- Certification as a Child Passenger Safety Technician (CPST)
- Crisis Intervention Team trained
- Detective or investigative experience
- Evidence Technician
- Field Training Officer
- School Resource Officer
- Specialized DUI enforcement trained

Benefits Summary - Sworn Police Personnel – MAP Bargaining Unit Members

This benefits summary is intended to provide general information regarding benefits and is not meant to be all-inclusive. This summary does not create expressed or implied benefits that a candidate for employment with the City of St. Charles would be entitled to if hired. Appointments are subject to a probationary period per the MAP collective bargaining agreement. The City has the right to change or modify any of the benefits contained in this summary as it deems appropriate. In the event of a conflict between what is contained in this summary and what benefits, including employee contributions, are currently offered, the current benefits and collective bargaining agreement shall control.

HOLIDAYS

The paid holidays to be observed shall be:

New Year's Day (January 1)
Good Friday (Friday before Easter)
Memorial Day (Fourth Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Day after Thanksgiving (fourth Friday in November)
Christmas Eve Day (full day – December 24)
Christmas Day (December 25)

PERSONAL DAYS

Police Officers are entitled to 32.8 personal hours of personal time off per calendar year. Time available will be pro-rated for new employees, based on date of hire. Personal time cannot be carried over into the next year.

VACATION

1 – 4 years:	82 hours
5 – 9 years:	123 hours
10 years:	131.20 hours
11 years:	139.40 hours
12 years:	147.60 hours
13 years:	155.80 hours
14 years:	164 hours
15 years:	172.20 hours
16 years:	180.40 hours
17 years:	188.60 hours
18 years:	196.80 hours
19 years or more:	205 hours

SICK LEAVE

Accumulates at a rate of 8.2 hours per month (98.4 hours per year).

Benefits Summary - Sworn Police Personnel – MAP Bargaining Unit Members, cont.

Sick Leave Buyback Policy: Upon separation from service, other than involuntary termination, Police Officers shall be compensated for all unused sick time up to a maximum accrual of 600 hours.

PENSION

Participation in Police Pension Fund; current employee pre-tax contribution is 9.91% of annual salary. The Illinois Pension Code allows credited service from another jurisdiction to be transferred into the St. Charles Police Pension Fund if certain qualifications are met. Questions regarding transfer of pension credits should be directed to the Pension Board and/or the Illinois Department of Insurance.

LIFE INSURANCE – Provided by the City of St. Charles

Group Term Life Insurance	1x annual base salary
Accidental Death & Dismemberment	1x annual base salary

SECTION 125 PRE-TAX FLEXIBLE COMPENSATION PLAN

Employee's medical and dental premium expenses are deducted from their paychecks on a pre-tax basis. This plan also allows for employees to set aside pre-tax dollars in health care and dependent care reimbursement accounts. This year's medical spending account maximum is \$2,550. The Dependent Care FSA reimburses you for qualified dependent care expenses, such as day care or elder care up to \$5,000 annually (or \$2,500 annually if married and filing separately).

HEALTH INSURANCE – rates effective May 1, 2015 to April 30, 2016

The City currently offers three (3) PPO health plan options. The amounts below are per pay period:

Cost Per Pay Period	Core \$1500 PPO			Buy-Up \$750 PPO			Buy-Up \$500 PPO		
	Employee only	+1*	+2 or More*	Employee only	+1*	+2 or More*	Employee only	+1*	+2 or More*
15/16 No Tobacco	\$0.00	\$92.53	\$116.20	\$32.64	\$121.42	\$139.59	\$52.69	\$173.15	\$199.06
15/16 Tobacco	\$55.00	\$147.53	\$171.20	\$87.64	\$176.42	\$194.59	\$107.69	\$228.15	\$254.06
Deductible (up to 3)	\$1,500/person (\$4,500 family max.)			\$750/person (\$2,250 family max.)			\$500/person (\$1,500 family max.)		
Out-of-Pocket Max (deductible included)	(in network)			(in network)			(in network)		
Individual	\$3,500			\$2,750			\$2,500		
Family	\$7,000			\$5,500			\$5,000		
Coinurance	85%			85%			85%		
Wellness Care (not subject to deductible)	100% (in network)								

Benefits Summary - Sworn Police Personnel – MAP Bargaining Unit Members, cont.

HEALTHY PROGRAM

The City offers a voluntary program that reduces your share of the medical coverage premiums or gives you money back on your paycheck each pay period just for maintaining a healthy lifestyle. Participants are evaluated on five healthy factors within each of two tiers: basic and optimum.

HEALTHY Factor	BASIC TIER		OPTIMUM TIER	
	Requirements	Value	Requirements	Value
Blood Pressure	≤130/85	\$2.00	≤120/80	\$3.00
LDL Cholesterol	≤130	\$2.00	≤100	\$3.00
Body Mass Index	25-30	\$3.00	19-24	\$4.00
Cardio Exercise	3x per week, 30 min. ea.	\$3.00	5x per week, 30 min. ea.	\$4.00
Health Profile	Complete at www.bcbsil.com	\$1.00	Complete at www.bcbsil.com (see	\$1.00

VISION INSURANCE – rates effective May 1, 2015

Coverage is provided through Vision Service Plan (VSP).

	Employee only	+1	+2	Family
Cost Per Pay Period 15/16	\$2.84	\$4.54	\$4.64	\$7.47

DENTAL INSURANCE – rates effective May 1, 2015

Coverage is provided by *Delta Dental of Illinois* and utilizes the PPO and Premier Networks of dental providers.

	Employee	+1	+2 or more
Cost Per Pay Period 15/16	\$0.00	\$4.60	\$7.91

PPO Network Dentists	<ul style="list-style-type: none"> * Dentist agrees to preset, reduced fees; * You pay copay and deductible; * \$50 deductible/person; * 100% - preventive services; * 80% - basic services; * 50% - major services.
Premier Network Dentists	<ul style="list-style-type: none"> * Dentist agrees to maximum plan allowance; * You pay copay and deductible; * \$100 deductible; * 100% - preventive services; * 70% - basic services; * 50% - major services.

Benefits Summary - Sworn Police Personnel – MAP Bargaining Unit Members, cont.

Out-of-Network Dentists	<p>* You pay dentist directly and submit for reimbursement;</p> <p>* You pay charges exceeding max. allowance, copay, and deductible;</p> <p>* \$100 deductible;</p> <p>* 100% - preventive services + amt. exceeding max. allowance;</p> <p>* 70% - basic services + amt. exceeding max. allowance;</p> <p>* 50% - major services + amt. exceeding max. allowance.</p>
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DEFERRED COMPENSATION

A Section 457 plan is available with ICMA-RC. This is an IRS approved method of deferring federal and state income taxes until retirement. Taxes are paid at retirement or termination of employment when money is withdrawn. Participation is optional for the employee; the City does not match contributions.

ANNUAL SALARY SCHEDULE *

As of May 1, 2015:

Step	Hourly Rate	Time in Step
1	\$29.19	1 year
2	\$37.21	1 year
3	\$39.16	1 year
4	\$41.06	1 year
5	\$42.94	1 year
6	\$44.60	1 year