

March 2019



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 SUPPLEMENTAL APPLICATION

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 this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of St. Charles.

See the “**Required Documents and Application Checklist**” on page 3 in this document for complete application instructions. Please furnish us with complete information as outlined in the online application and this supplemental application. For this document, please use a typewriter or print in black ink.

Read every question carefully and answer each question accurately. 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 applications, or examination for appointment. Any false statements on this application will be considered sufficient cause for dismissal. Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment by the City of St. Charles.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE COMPLETED IN ITS ENTIRETY and ALL REQUIRED DOCUMENTS MUST BE ATTACHED UPON SUBMISSION.

See the [Minimum Qualifications](#).

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

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:

- Must be a current, sworn, Illinois municipal police officer, Illinois state trooper, or Illinois county sheriff's deputy who possesses a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification, or employment as any type of law enforcement officer other than that specified above, does not meet this requirement.)
- United States citizen.
- 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 in the field of Criminal Justice. Bachelor's degree in police administration, law enforcement, or a related field, is preferred.
- Experience – Current status as Police Officer, as outlined above, 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.
- Must possess a valid IL Driver's License.
- Reside within a 40-mile radius of the intersection of Riverside Avenue and East Main Street within the 18-month probationary date of hire. If the radius runs through any part of a city/village, then any portion within the corporate boundaries shall be considered within the residency requirement.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Must submit at time of application:* a copy of the following, to the extent applicable: a résumé; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214/Copy 4); Illinois Standards & Training Board certificate.
- Ability to furnish upon request:* other professional licenses; training certificates; documents confirming work experience; 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, to include a polygraph.
- Post-offer examinations, including but not limited to: psychological assessment; 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, April 19, 2019.
- Inclusion in the certified eligible candidate pool shall be based upon the relative excellence of the applicants.
- 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.
- The list of certified eligible Police Officer candidates in the pool will be posted.
- 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.

REQUIRED DOCUMENTS & APPLICATION CHECKLIST

The following checklist will help ensure you submit all of the required application materials and documentation. The required documents may be uploaded into the on-line application on governmentjobs.com at the time of application submission or may be brought to the St. Charles Police Department. This form should be submitted with the documentation.

- **Gather the required documentation. (please check those being submitted)**
 - Birth certificate
 - High school diploma or GED certificate
 - Driver's License
 - Certificate issued by the State of Illinois Law Enforcement Training and Standards Board verifying completion of the Law Enforcement Basic Training Course
 - Resume (optional)
 - Disqualification Statement
 - Acknowledgement and General Release of All Claims Form
 - Authorization to Release Information Form
 - Data Collection Form (optional)
 - This checklist with a signature

 - **Complete the online employment application**
at <https://www.governmentjobs.com/careers/stcharlesil>
 - Upload this supplemental application and the documentation into the online application before submittal. You cannot go back into the application to add documents once it has been submitted. Governmentjobs.com will require an account/applicant profile to certify and submit your application. Contact Human Resources with questions at 630-377-4446.
- OR**
- Complete the online application and bring this supplemental application and the required documentation in person to the St. Charles Police Department Records Section, 211 N. Riverside Avenue, St. Charles, IL 60174 (hours are M-F 7:30 a.m. to 10:30 p.m. and Sat. 8 a.m. to 4 p.m.; closed Sundays and holidays).

Applicants submitting incorrect or insufficient proof or incomplete applications will be automatically disqualified from employment consideration.

Applications are considered complete when the on-line application has been submitted **AND** the required documents and forms have been either uploaded in the application or submitted in person to the Police Department.

Application deadline is 3:00 p.m. Friday, April 19, 2019

Internal Use Only

Date and Time Received: _____

STC Records Staff Initials: _____

SUPPLEMENTAL APPLICATION

Complete and return the following pages with the required forms and documents.

Name _____
Last First Middle

Address _____
Number & Street City State Zip

Home Phone Number () Cell Phone Number ()

Email address: _____

Are you a U.S. Citizen? YES ___ NO ___

Are you eligible to participate in the Police Pension Fund – Municipalities 500,000 and under? YES ___ NO ___

Do you have a valid driver's license? YES ___ NO ___

Do you meet the minimum requirements for this position? YES ___ NO ___

Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board?

If YES, provide date of certification: _____ YES ___ NO ___

Do you meet the education requirements of this position? YES ___ NO ___

Do you meet the work experience requirements of this position? YES ___ NO ___

Do you hold a valid Firearms Owners ID [FOID] card? YES ___ NO ___

Number: _____ Expiration: _____

EDUCATION

List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:

PERSONAL HISTORY AND CONVICTION INFORMATION (for background investigation purposes)

You are not obligated to disclose criminal history records that have been sealed, impounded, or expunged. Candidates are advised that they are not obligated to disclose expunged juvenile records of adjudication or arrest.

List all names or aliases you have used, or have been known by _____

Date of birth _____

Driver's license number _____ State _____ Expiration date _____

Have you ever had a driver's license in any other state? YES ___ NO ___ If YES, where? _____

Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit?
YES ___ NO ___

If YES, please explain _____

Have you ever been convicted of a felony or misdemeanor in any jurisdiction?

YES ____ NO ____

If YES, provide the following information for all convictions:

Date of Offense	Jurisdiction	Type of Offense	Disposition of Case

Have you ever been placed on probation?

YES ____ NO ____

If YES, explain: _____

Have you ever been the respondent or named in an order of protection in any state?

YES ____ NO ____

If YES, explain: _____

Have you ever used marijuana or any other illegal drug?

YES ____ NO ____

Have you ever been involved with the sale and/or distribution of illegal drugs?

YES ____ NO ____

If the answer to either of these questions is YES, explain:

List all traffic convictions and accidents you have been involved in during the last seven (7) years:

Date of Incident	Jurisdiction	Type of Offense	Disposition of Case

LIST ALL ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date range

Address _____
Number & Street City State Zip Date Range

EMPLOYMENT HISTORY

Have you ever received formal discipline during your employment as a law enforcement officer, such as written reprimands, suspension, etc.? YES ____ NO ____

If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and dates of occurrence.

Have you ever been discharged or forced to resign from any employment? YES ____ NO ____

If "YES", please attach a separate sheet with explanation for each incident, including the employer's name and date of occurrence.

AREAS of POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations / crime prevention, training of officers, patrol, administration, public education, or other law enforcement areas. Note the duration of each assignment and where it was held. Please give reasons for transfers or reassignments.

POLICE WORK HISTORY

Do you have full-time police experience in a city, county, or state agency and have you completed one year of service in addition to the probationary period? YES ____ NO ____

If yes, please indicate where and dates of service:

Were you given a psychological examination for any police officer position? YES ____ NO ____

If yes, please indicate for which department(s):

Were you given a polygraph for any police officer position? YES ___ NO ___

If yes, please indicate for which department(s):

Have you had a break of service in your law enforcement career? YES ___ NO ___
If yes, list dates not in active service, duration of break, and reason for break in service:

Have you ever been certified as a police officer in any other state? YES ___ NO ___

If yes, where and dates of employment:

Have you ever held part time Police Officer employment? YES ___ NO ___
If yes, where and dates of employment:

Have you ever held any other professional licenses or certifications? YES ___ NO ___
If yes, please list:

Describe any information regarding the following areas:

Innovative programs you implemented or recommended:

Commendations and/or special achievements:

Experience using computer software:

Please review the job description. Are you able to perform the essential job functions listed therein with or without reasonable accommodation?

YES ____ NO ____

If accommodation is needed, please explain:

MILITARY SERVICE

Are you now a member or veteran of the U.S. military service, including reserve forces or National Guard?

YES ____ NO ____

If YES, which branch of service have you served in? _____

Date and location _____

Were you ever convicted at a court-martial?

YES ____ NO ____

If YES, explain in detail: _____

Were you Honorably Discharged?

YES ____ NO ____

If NO, explain in detail: _____

REFERENCES

Please list five (5) adults not related to you and not former employers, whom you have known for at least three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities. The St. Charles Police Department or its designee reserves the right to contact the references at any time.

Name _____ Relationship _____
Occupation _____ Number of years acquainted _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

Name _____ Relationship _____
Occupation _____ Number of years acquainted _____
Address _____
Home phone _____ Cell phone _____ Business phone _____
Email address _____

DISQUALIFICATION NOTICE

The Rules and Regulations of the St. Charles Board of Fire and Police Commissioners (BFPC) govern the testing and hiring processes. According to the Rules, the BFPC may refuse to examine or, after examination, refuse to certify as eligible, or refuse to hire, a candidate who:

- a. is found lacking in any of the established preliminary requirements for the service for which he or she applies;
- b. is physically unable to perform the essential duties of the position to which he or she seeks appointment with or without a reasonable accommodation;
- c. abuses alcohol ,drugs or illegal narcotics (including but not limited to any marijuana use within the last 3 years and/or narcotics use within the last 5 years);
- d. has been convicted of a felony or any crime involving moral turpitude; no firefighter or police officer candidate shall be disqualified for any misdemeanor convictions except those listed in 65 ILCS 5/10-2.1-6 of the BFPC Act;
- e. has been dismissed for disciplinary reasons from any public service for good cause;
- f. has been or attempted to be deceptive or fraudulent in his or her application;
- g. is lacking in personal qualifications, educational requirements, or health qualifications;
- h. has character and/or employment references that are unsatisfactory;
- i. has applied for a position of a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector;
- j. has been previously disqualified as an eligible candidate by the BFPC from an existing St. Charles eligibility list; and/or
- k. has been previously disqualified for employment with the City of St. Charles due to the failure of a polygraph exam, or police background investigation.

I, as a prospective candidate for a position with the City of St. Charles, have read and understood these standards for disqualification.

Print Name: _____

Applicant Signature: _____

Date: _____

ACKNOWLEDGMENT and GENERAL RELEASE OF ALL CLAIMS

Read the following carefully before signing.

I, the undersigned, certify that I have read and fully comprehend this application for employment in its entirety. I acknowledge that the information provided on this application for employment and other submitted application materials is true, complete, and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, misrepresentation or omission of any information in connection with this application for employment / other submitted application materials, whenever or however discovered, may result in the rejection of my application for employment or termination of employment without notice or benefits.

In consideration of my participation in the employment process, I authorize an investigation by the St. Charles Police Department, the City of St. Charles or its officials, employees, appointees, contractors, agents or representatives – jointly termed “the Employer” - of my employment history, background and criminal history, credit history, education, military service, and activities. I authorize the Employer to request and receive such information. I authorize my current / former employers to furnish their records of my service, my reasons for leaving their employ, and all other information they may have concerning me, to the Employer. I understand that the Employer is not responsible for the accuracy or completeness of the information contained in any reports. I agree to cooperate in such an investigation. I hereby fully release and discharge the Employer, its successors, heirs, executors, administrators and assigns, from all rights, claims, and damages, whether to person or property, whether known, unknown, foreseen or unforeseen, and all actions of any type whatsoever, which I may have against the Employer arising out of my participation in the employment process. This release is intended to release all claims for injuries, damages, or loss of any kind whatsoever to me, my persons or property, real or personal, whether known, unknown, foreseen, or unforeseen which I may have against the Employer. I understand and acknowledge the significance and consequences of such specific intention to release all claims and do hereby assume full responsibility for any and all expenses, liabilities, injuries, damages, and/or losses that may incur from participating in the employment process.

I understand that all tests, assessments, and results thereof become the property of the St. Charles Board of Fire and Police Commissioners and are not subject to review.

I understand that submission of an application for employment does not obligate the Employer to engage in further review of my application for employment. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Employer to employ me.

Print Name: _____

Applicant Signature: _____

Date: _____

In signing this document, I understand that I am releasing or giving up certain potential legal rights. I further acknowledge that I have fully read this document and am fully aware of the consequences thereof. Being so informed, I knowingly and voluntarily execute this release.

Printed Name_____

Signature_____

Date_____

AUTHORIZATION TO RELEASE INFORMATION

Date _____

TO WHOM IT MAY CONCERN:

I hereby authorize a comprehensive investigation into my background, including, but not limited to, all statements contained in this application and any other document(s) submitted in connection therewith, and permit the Board of Fire and Police Commissioners, St. Charles Police Department, the City of St. Charles or its officials, employees, appointees, contractors, agents or representatives – jointly termed "the Employer" - to obtain and use all information relating to my previous and current employment, education, military record, credit record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the St. Charles Police Department.

I also authorize my previous employers, the educational institutions I attended, any other organizations and individuals to disclose information about me on the subjects covered by this application form or related documents to the Employer. Any individual, educational institution, organization or business entity is hereby released from any and all liability for any damages, which may arise as a result of providing such information. I also agree to release the Employer, from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken based on such information.

As part of the procedure for processing my employment application, an investigative inquiry may be made into my background, which will concern my character and general reputation. Under the Fair Credit Reporting Act, I am entitled, upon my written request, to receive information as to the nature and scope of the investigation.

I also consent to the release to the Employer of any and all medical records prepared during the physical examination I am required to undergo for employment with the St. Charles Police Department.

If I have had any questions concerning the application process, I have contacted the Board of Fire and Police Commissioners and discussed those questions with the Commissioners to my satisfaction.

A duplicate of this form shall carry the same force as the original. This document is effective for two years from date indicated above.

Signature: _____

Printed Name: _____

Street Address, City, State, Zip: _____

If you have any questions, please contact: James Keegan
Police Chief
630.377.4435



2 E. Main Street
St. Charles, IL 60174
630.377.4400

The City of St. Charles collects the following information to evaluate its recruitment practices. Disclosure of information is on a voluntary basis. The information disclosed is confidential and will be maintained separate from your employment application. Submission or non-submission of this form shall not be used as a factor concerning eligibility for employment.

Position applied for: CERTIFIED ELIGIBLE – POLICE OFFICER

Recruitment Date: MARCH - APRIL 2019

Name _____

Gender Male Female

Race

- American Indian / Native Alaskan
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian / other Pacific Islander
- Two or more races
- White
- Other

How did you learn of this opportunity?

- Website posting – please indicate _____
- Newspaper ad – please indicate _____
- Informed by a current City of St. Charles employee
- Informed by a friend / relative
- Church / other religious institution – please indicate _____
- Community agency / organization – please indicate _____
- School / college posting – please indicate _____
- Other – please indicate _____

CERTIFIED ELIGIBLE POLICE OFFICER INFORMATION PACKET

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			F Functional Required	
	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

Standard

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.

Position-Specific

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. Certified Eligible Police Officers candidates must possess an Associate's degree or 60 hours of college credit. 3. Basic certification from the Illinois Local Government Police Training Board as "police officer" within six months of the date of hire. Certified Eligible Police Officers candidates must be certified at time of application. 4. Any equivalent combination of experience or education that provides the required knowledge, skills, and abilities.
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, as well as other sounds, such as the telephone ringing, etc. 3. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.

	<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).

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 \$2,700. 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, 2019 to April 30, 2020

The City currently offers three (3) PPO health plan options and a High Deductible Health Plan (HDHP) with a Health Savings Account (HAS). The amounts below are per pay period:

COVERAGE COMPARISON <small>(based on # of people covered)</small>	HDHP \$1,500		CORE PPO \$1,500		BUY-UP PPO \$750		BUY-UP PPO \$500	
	In- Network	Out-of- Network	In- Network	Out-of- Network	In- Network	Out-of- Network	In- Network	Out-of- Network
ANNUAL DEDUCTIBLE								
Employee	\$1,500		\$1,500		\$750		\$500	
Employee + 1	\$3,000*		\$3,000		\$1,500		\$1,000	
Employee + 2 or more	\$3,000*		\$4,500		\$2,250		\$1,500	
OUT-OF-POCKET ANNUAL MAXIMUM <small>(including deductible)</small>								
Employee	\$3,000	\$6,000	\$3,500	\$5,500	\$2,750	\$4,750	\$2,500	\$4,500
Employee + 1	\$6,000	\$12,000	\$7,000	\$11,000	\$5,500	\$9,500	\$5,000	\$9,000
Employee + 2 or more	\$6,000	\$12,000	\$7,000	\$14,500	\$5,500	\$12,250	\$5,000	\$11,500
COINSURANCE Plan pays	80%	60%	80%	60%	80%	60%	80%	60%
WELL CARE (preventive) Plan pays	100%	60%	100%	60%	100%	60%	100%	60%
EMPLOYEE COST	HDHP \$1,500		CORE PPO \$1,500		BUY-UP PPO \$750		BUY-UP PPO \$500	
PER PAY PERIOD <small>(based on who is covered)</small>	No Tobacco	Tobacco	No Tobacco	Tobacco	No Tobacco	Tobacco	No Tobacco	Tobacco
Employee	\$0.00	\$55.00	\$0.00	\$55.00	\$36.51	\$91.51	\$58.94	\$113.94
Employee + Spouse**	\$95.57	\$150.57	\$95.57	\$150.57	\$129.73	\$184.73	\$185.00	\$240.00
Employee + Child(ren)	\$66.16	\$121.16	\$66.16	\$121.16	\$107.17	\$162.17	\$152.82	\$207.82
Family (Employee + Spouse + Children)**	\$132.32	\$187.32	\$132.32	\$187.32	\$157.93	\$212.93	\$225.22	\$280.22

*For family coverage, the entire family deductible must be met before coinsurance is applied for any individual family member.

**Add \$25 spousal surcharge, if applicable.

A (HSA) can be paired with a HDHP. An HSA is similar to an FSA in that you choose an annual amount to be deducted from your paycheck pre-tax and can use the funds for qualified medical, dental, prescription, and vision expenses not covered by insurance. Annual contribution limits are \$3,500 for individuals and \$7,000 for any level of family coverage.

TARGET WELLNESS PROGRAM

The City offers a voluntary program that reduces your share of the medical coverage premiums or gives you money pack 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.

Health Factor	Targets
Blood Pressure	≤120/80
LDL Cholesterol	≤100
BMI or Waist Circumference or Body Fat	19-24 ≤ 35" women ≤40" men 25-31% women 18-25% men
Glucose	< 100 mg/dl and/or A1c level <5.6%
Triglycerides	<150 mg/dl
Exercise	5x/wk. for 30 min.
Wellness Fair/Exam	Annual
Credits Possible	\$3 ea./\$21 per participant

VISION INSURANCE – rates effective May 1, 2019

Coverage is provided through Vision Service Plan (VSP).

	Copay	Frequency
Well Vision Exam	\$10	Every 12 months
Prescription Glasses	\$25	See frame and lenses
Frames	\$130 allowance \$150 allowance for featured brands \$70 Costco allowance 20% off on amt. over allowance	Included in prescription glasses Every 24 months
Lenses	Single vision, lined bifocal, lined trifocal Polycarbonate lenses for dependent children	Included in prescription glasses Every 12 months
Contacts	\$130 allowance, contact lens exam	Up to \$60 Every 12 months
Semi-Monthly Cost (2x/mo.)		
Employee	\$2.86	
Employee + Spouse	\$4.58	
Employee + Child(ren)	\$4.68	
Family (spouse + children)	\$7.54	

DENTAL INSURANCE – rates effective May 1, 2019

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

Cost Per Pay Period	Employee	Employee + Spouse	Employee + Child(ren)	Family (Spouse + Children)
		\$0.00	\$3.77	\$6.41

- | | | |
|---------------------------------|--|---|
| <p>PPO Network Dentists</p> | <ul style="list-style-type: none"> * Dentist agrees to pre-set, reduced fees * You pay copay and deductible * \$50 deductible/person | <ul style="list-style-type: none"> * 100% - preventive services * 80% - basic services * 50% - major services |
| <p>Premier Network Dentists</p> | <ul style="list-style-type: none"> * Dentist agrees to maximum plan allowance * You pay copay and deductible * \$100 deductible | <ul style="list-style-type: none"> * 100% - preventive services * 70% - basic services * 50% - major services |
| <p>Out-Of-Network Dentists</p> | <ul style="list-style-type: none"> * You pay dentist and submit reimbursement * You pay charges exceeding max. allowance, copay, and deductible * \$100 deductible | <ul style="list-style-type: none"> * 100% - preventive services * 70% - basic services * 50% - major services * + amount exceeding max. allowance |

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, 2019:

Step	Hourly Rate	Time in Step
1	\$32.30	1 year
2	\$41.17	1 year
3	\$43.33	1 year
4	\$45.43	1 year
5	\$47.51	1 year
6	\$49.35	1 year

* Starting step will be Step 2.