CITY OF CRYSTAL LAKE
Invites applications for the position of:
Police Officer – Entry Level

The Crystal Lake Police Department is currently accepting applications for the position of Police Officer. Testing is being conducted **to fill current full-time Police Officer vacancies** and to establish an Eligibility List for future available positions. Applications are available **by clicking here** until **Monday, January 17, 2022 at 5:00 p.m. CST**.

Salary Range effective May 1, 2021: $68,224 - $105,102 (7 steps).

You must meet the following minimum requirements:

- $25.00 non-refundable application fee
    - Cash or check payable to the City of Crystal Lake via mail or in-person, or credit card accepted over the phone. City Hall hours are Monday through Friday, 8:00 AM – 5:00 PM.
- U.S. Citizenship
- No Felony Convictions
- High School Diploma or Equivalent
- Valid Driver's License
- Applicant must be 20 years of age at time of application deadline, and UNDER 35 years of age at time of application deadline, except as otherwise determined by State Statute. **Applicants are required to be age 21 by date of hire.**
- Must possess a current and valid NIPSTA POWER Test card issued within 12 months PRIOR to the written exam date (cards considered valid only if issued between 1/26/21 – 1/26/22) candidates taking the POWER test after 1/17/22 are required to bring a photocopy of the valid POWER Test card on test day).
    - Information regarding the POWER test can be obtained by visiting one of the following:
        - Northeastern Illinois Public Safety Training Academy (NIPSTA) – http://nipsta.org/201/Police-Officer-Testing
        - Triton College - https://www.triton.edu/about/dept/academic/school-of-business-and-technology/criminal-justice-administration/power-registration-form/
        - Joliet Junior College – http://www.jjc.edu/about-jjc/facilities/power-testing
- Meet Visual Acuity Standard of correctable to 20/20 and shall not be color blind.
- Residency within 40 nautical miles of the Municipal Complex upon completion of probationary period.
- Completion and submission of an online application and all required documentation (see attached checklist), including application fee, by the deadline of January 17, 2022 at 4:00 p.m. CST.

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration.

Written Examination Information – Two Dates to Choose From:

Wednesday, January 26, 2022 – 6:00 p.m.
McHenry County College
OR
Saturday, January 29, 2022 – 8:00 a.m.
Prairie Ridge High School
(attend only one – choose preferred date on application)

You are required to arrive at the testing location **no later than 6:00 p.m. or 8:00 a.m. (depending on selected test date)** with photo identification (valid Driver's License or State ID) to sign-in. **NO LATE ADMITTANCE.**

The Crystal Lake Police Department 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 Crystal Lake Police Department 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 Crystal Lake Police Department complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the City of Crystal Lake Human Resources Department in advance.

All information contained in or connected with this application will be considered personal and confidential to the extent possible or permitted by law and used only in conjunction with your possible employment by the Crystal Lake Police Department. Please furnish us with complete information as outlined in this application.

Any questions concerning the employment process should be directed to:

Julie Meyer, Director of Human Resources
City of Crystal Lake
jmeyer@crystallake.org
(815) 356-3653

Selection Process:

Each phase of the process is pass/fail and required to proceed to the next. **All candidates who successfully pass the written exam will be invited to participate in an on-site interview to be held in February**. An eligibility list of applicants will be established in numerical order based on a minimum passing score on the written examination and oral interview, which we anticipate posting by March. The Eligibility List is valid for a period of two years from the date of certification or until the list is expunged. Further participation in our process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps:

- Basic interview with representatives of the Police and Human Resources Department
- Character and background investigation
- Polygraph Examination
- In-depth interview with representatives of the Police and Human Resources Department
- Post-offer examinations including but not limited to psychological evaluation, medical examination, vision screening and drug screening.
- All appointments are subject to a probationary period.

THE CITY OF CRYSTAL LAKE IS AN EQUAL OPPORTUNITY EMPLOYER

Name: _____

APPLICATION CHECKLIST

***Please note: There are 4 documents below which contain links that must be completed and attached to your online application**

Required Forms and Documents	Attach to Online Application ✔
Copy of Birth Certificate or Naturalization Papers if born outside of the United States	☐
Copy of Valid Driver's License	☐
Copy of POWER Test Card issued between 01/26/2021 – 01/26/2022	☐
Copy of High School Diploma or GED	☐
1 - Employment History Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
2 - Residence(s) Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
3 - Acquaintances/References Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
4- Signed Consent and Release Form* (Print, Sign, and attach to application)	☐

$25.00 Non-Refundable Application Fee - Must be received by 5:00 PM 1/17/22

Cash or check payable to the City of Crystal Lake via mail or in-person, or credit card accepted over the phone. To make a payment over the phone, please call the Finance Department at (815) 459-2020. City Hall hours are Monday through Friday, 8:00 AM – 5:00 PM.

City of Crystal Lake – Attn: HR - 100 W. Woodstock Street - Crystal Lake, IL 60014

To complete the online employment application, please visit www.crystallake.org.

Written Examination Information:

Wednesday, January 26, 2022 – 6:00 p.m. OR Saturday, January 29, 2022 – 8:00 a.m.

(attend only one – choose preferred date on application)

CITY OF CRYSTAL LAKE
JOB DESCRIPTION

Position:	Police Officer
Position Code:	0603
Department:	Police
FLSA Status:	Non-Exempt
Union Status:	Union
Date Approved:	August 2018

Objective

This is responsible law enforcement work in the protection of life and property, in addition to community caretaking through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, crime prevention, investigations, school resource duty, traffic enforcement, or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews and evaluates work methods and results through reports, observations, and discussions.

Relationships

Reports to: Police Sergeant or Commander

Supervisory Responsibility: None.

Essential Functions

Patrols residential and commercial property to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions; backs up other units as required.

Responds to calls involving traffic accidents and other serious accidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; collects other related information and completes reports.

Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; and prevents the blockage of sidewalks, streets, and other public accesses.

Operates a radar unit in monitoring speed of traffic; stops violators and issues warnings or citations; will conduct appropriate tests for determination of intoxication when dealing with a potentially impaired motorist.

Responds to a wide range of citizen needs and requests, at times under emergency conditions; e.g., accidents, rescue efforts, search for missing person(s), alarms, and in-progress criminal activity.

Responds to reports of criminal activity; searches buildings, residences, and surrounding areas for criminal subjects; secures scene to restore peace and protect evidence; calls for assistance as needed; provides backup to other officers engaged in confrontation or arrest activities.
Perform essential job functions in low- light or no-light environments.

Interviews complainants and witnesses; analyzes probable sequence of events; seeks additional data through research, telephone calls, interviews and other methods; identifies, arrests, fingerprints, and takes into custody offender(s) for probable cause; advises such persons of their constitutional rights; searches for weapons or contraband; interrogates regarding act(s) committed; transports for incarceration; testifies in court proceedings to provide known facts and evidence.

Serves as community policing officer; patrols neighborhoods on foot or in a vehicle; develops contacts with residents and business owners.

Has the role of a first responder and mandated reporter.

Provides assistance in obtaining social services and helps those who are in mental health crisis.

May fill in for Community Service Officers (road obstructions, animal control etc.)

On an assigned basis, serves as a field-training officer; patrols with recruits and instructs officers on police procedures; evaluates officers during probationary period. May be assigned as an in-house instructor for various disciplines (range officer, batons, etc.).

May be assigned as the Officer in Charge (O.I.C) for the shift in the absence of a Sergeant.

Periodically practices the use of a variety of firearms and attends continuing education seminars and lectures on various law enforcement practices and techniques.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Follows safe work practices.

Able to operate police vehicles safely to include the loading / unloading and towing of a trailer.

May be assigned to other areas such as School Resource, Community Relations officer or Training Officer, Investigations Unit, K-9 unit, or any other assignment deemed necessary by the Chief of Police based on the operational needs of the department or City. Job functions for these duties are described in additional documents.

Performs related duties as assigned.

Qualifications

Education and Experience

Graduation from high school (or GED), supplemented by the state-approved course of law enforcement training; bachelor's degree preferred; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Knowledge, Skills, and Abilities

Knowledge of applicable federal, state, and local civil and criminal statutes and ordinances on which charges and arrests are executed, including laws of arrest, search, and seizure.

Knowledge of police rules and regulations and standard operating procedures.

Knowledge of street layout and the geography of the City and location of important buildings.

Knowledge of Community Policing principles.

Ability to handle sensitive public contacts and to deal tactfully and courteously, but firmly with the public.

Ability to distinguish confidential material and apply departmental standards for security and privacy.

Ability to testify in court and similar proceedings.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to operate a computer – both desktop and MDT.

Ability to meet the physical requirements of the position.

Ability to appropriately defend oneself.

Ability to establish and maintain effective working relationships with other employees, and the public.

Ability to communicate effectively, orally and in writing.

Skill in the use of firearms and such other regular and special police equipment as may be assigned.

Skill in the use of investigative and interviewing techniques.

Special Requirements

Certification as a Police Officer by the Illinois Local Government Law Enforcement Officers Training Board.

Valid State of Illinois Driver's License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly while patrolling traffic in a vehicle. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands and fingers to handle or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may also be required to run and jump and may be involved in physical exchanges with others.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be exposed to severe weather while performing tasks. There is also exposure to many unknown conditions; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.