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

The Crystal Lake Police Department is currently accepting applications for the position of Police Officer. Testing is being conducted to fill full-time current Police Officer vacancies and to establish a Lateral Entry Eligibility List for future available positions. **This is an ongoing job posting, there is no application deadline at this time.**

Additional information and the employment application is available at:
https://www.governmentjobs.com/careers/crystallake.

Salary Range effective May 1, 2021: $68,224 - $105,102

The Collective Bargaining Agreement allows for the City to determine the pay rate for newly hired Officers.

Step	Hourly	Annual
1	$32.80	$68,224.00
2	$34.70	$72,176.00
3	$36.64	$76,211.20
4	$38.54	$80,163.20
5	$40.44	$84,115.20
6	$42.36	$88,108.80
7	$50.53	$105,102.40

You must meet the following minimum qualifications and requirements at the time of application:

- U.S. Citizenship
- No Felony Convictions
- High School Diploma or Equivalent
- Valid Driver's License
- Must be a current, full-time sworn Illinois municipal police officer, Illinois state trooper, Illinois County sheriff's deputy, or Illinois Conservation police officer who possesses a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board or a Federal Agent who has possessed a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification as a law enforcement officer, corrections officer certification, military law enforcement training, or any type of law enforcement officer other than that specified above does not meet this requirement.)
- The City of Crystal Lake accepts out-of-state applicants to our team who hold valid certification from another state as a police officer who meet the minimum requirements and qualifications. Once a conditional job offer has been made, the police department Training Coordinator will apply for a waiver

from the Illinois Law Enforcement Training and Standards Board under the reciprocity process. A law review course, firearms proficiency course, and state equivalency examination must be completed upon employment.

- Must be certified or have the ability to be certified by Illinois Law Enforcement Training and Standards Board.
- Current status as a Police Officer or Federal Agent, as outlined above, and currently in good standing in the Police Department or Federal Agency in which the person actively serves or is in laid-off status due to financial restraints only.
- Must possess substantially equivalent skills and ability as a current City of Crystal Lake Police Officer who has completed the probationary period, as determined by the City.
- Applicant must be 21 years of age but must not have reached his or her 65th birthday.
- Meet Visual Acuity Standard of correctable to 20/20 and shall not be color blind.
- Must be of good moral character, of temperate habits, of sound health, and must be physically able to perform the essential job functions of the position of Police Officer.
- Must speak and understand English language sufficient to discharge the duties of Police Officer for the City of Crystal Lake.
- 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).

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. Each phase of the process is pass/fail and required to proceed to the next. A candidate who fails any phase of the process will be disqualified and considered ineligible for hire.

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. Candidates who submit a complete application and meet the minimum qualifications may be invited to participate in an on-site interview. A candidate's placement on any lateral entry eligibility list shall be by alphabetical order of their last name. The Lateral Entry Eligibility List will be maintained indefinitely, in parallel to the Police Officer eligibility list. However, no lateral candidate will maintain eligibility on the lateral entry eligibility list for a period greater than six months. Further participation in our process will take place as vacancies occur. Applicants may be invited to participate in and successfully advance through the following steps:

- Oral Interview with representatives of the Police and Human Resources Department
- Preliminary Character and background investigation
- Polygraph Examination
- Detailed Character and Background Investigation
- 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

CITY OF CRYSTAL LAKE POLICE DEPARTMENT

City of Crystal Lake
An Equal Opportunity Employer
100 W. Woodstock Street
Crystal Lake, IL 60014
Phone: 815.459.2020
www.crystallake.org

LATERAL ENTRY POLICE OFFICER
INFORMATION PACKET

The City of Crystal Lake Police Department is the largest municipal department in McHenry County covering 18 square miles and serving 40,743 residents. The Department is comprised of 67 sworn officers and 16 civilian employees who strive on a daily basis to provide professional, courteous and uncompromised service to the community. The Department receives outstanding support from the community, city council, and the McHenry County States Attorney's office. This support, coupled with a professional command staff, helps create a positive work environment that allows for a successful and rewarding career in Law Enforcement.

The Department is a CALEA (Commission on Accreditation for Law Enforcement Agencies, Inc.) accredited agency and is committed to providing the highest level of police services to the people who visit, live, and work in the City of Crystal Lake.

The following specialty positions are included within the Department. These assignments rotate after a set number of years to allow opportunities for others to be assigned:

- Detective
- McHenry County Major Investigative Assistance Team Detectives (MIAT)
- Community Relations Officer
- Targeted Response Unit Officers
- DEA Task Force Officer
- School Resource Officers
- NIPAS Swat Officers
- NIPAS Field Force Officer
- NIPAS Bike Response Officer
- ILEAS Field Force Officer
- K9 Officer

All required equipment and uniforms are provided to a new officer, including a department issued weapon and ballistic vest.

ANNUAL SALARY SCHEDULE

Effective May 1, 2021

Step	Hourly	Annual
1	$32.80	$68,224.00
2	$34.70	$72,176.00
3	$36.64	$76,211.20
4	$38.54	$80,163.20
5	$40.44	$84,115.20
6	$42.36	$88,108.80
7	$50.53	$105,102.40

The Collective Bargaining Agreement allows for the City to determine the pay rate for newly hired Lateral Officers.

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 Crystal Lake 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.

VACATION

Service	Hours per Year Earned on a Monthly Basis
Hire date through month before first anniversary	40
After 1st year	96
After 5th year	120
After 9th year	136
After 12th year	160
After 16th year	184
After 20th year	200
After 24th year	224

COMPENSATORY TIME

The City allows Compensatory time to be earned at a (1 ½) rate. Officers may accumulate up to 80 hours of compensatory time during a calendar year. Each fiscal year an employee may pay out of up to forty (40) hours of his or her accrued compensatory time.

HOLIDAYS

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

SICK LEAVE

Sick leave accumulates at a rate of 8 hours per month to a maximum of 1,920 hours. Police Officers will be granted a sick leave accrual bank with 7 sick days (56 hours) on day one of employment.

DEFERRED COMPENSATION

Section 457 plans are available with MissionSquare (previously ICMA-RC) and VALIC. 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.

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, up to $5,000 annually (or $2,500 if married and filing separately.)

LIFE INSURANCE – Provided by the City of Crystal Lake

Group Term Life Insurance	1x annual base salary, rounded up to the nearest $1,000
Accidental Death & Dismemberment	1x annual base salary, rounded up to the nearest $1,000

HEALTH INSURANCE – Effective on the first day of employment

The City currently offers two PPO plans and one HMO plan, all with BlueCross BlueShield.

Bi-Weekly Rates (24 pay periods) effective July 1, 2021 – June 30, 2022

Plan	Single	Single + 1	Family
PPO Standard Plan	$9.61	$36.99	$76.86
PPO High Plan	$28.77	$79.30	$140.26
HMO Plan	$22.38	$61.69	$109.11

HEALTH INSURANCE – Effective on the first day of employment

BENEFIT	PPO HIGH PLAN	PPO STANDARD PLAN	Blue Advantage HMO Illinois
Coinsurance			
Network	90%	80%	100%
Non-Network	70%	60%	N/A
Deductible			
Network	$600 Single/$900 Single+1/$1,200 Family	$1,200 Single/$1,800 Single+1/$2,400 Family	N/A
Non-Network	$1,400 Single/$2,800 Single + 1/$4,200 Family	$2,800 Single/$5,600 Single + 1/$8,400 Family	N/A
Out of Pocket (Includes Deductible)			
Network	$1,850 Single/$2,775 Single+1/$3,700 Family	$4,800 Single/$7,200 Single+1/$9,600 Family	$1,500 individual / $3,000 family
Non-Network	$3,500 Single/$7,000 Single+1/$10,500 Family	$9,600 Single/$14,400 Single+1/$19,200 Family	N/A
Office Visit Copay	N/A	N/A	$20
Prescription Drug			
Retail (34-day supply)	$15 generic /$30 brand name formulary / $75 non-formulary / $150 specialty	$15 generic /$30 brand name formulary / $75 non-formulary / $150 specialty	$15 generic /$30 brand name formulary / $75 non-formulary / $150 specialty
Mail Order (90-day supply)	$30 generic / $60 brand name formulary / $150 non-formulary / $300 specialty	$30 generic / $60 brand name formulary / $150 non-formulary / $300 specialty	$30 generic / $60 brand name formulary / $150 non-formulary / $300 specialty

DENTAL INSURANCE – Effective on the first day of employment

Bi-Weekly Rates (24 pay periods) effective July 1, 2021 – June 30, 2022

	Single	Single + 1	Family
Delta Dental	$1.66	$4.57	$8.09

Benefits	In-Network	Out of Network
Deductible		
Individual	$50	$50
Family	$150	$150
Waived for Type A	Yes	Yes
Annual Maximum	$1,500	$1,500
Type A		
Preventive Services	Deductible waived, reimbursed at 100%	Deductible waived, reimbursed at 100% of usual and customary
Cleanings, fluoride treatment, exams, x-rays, sealants		
Type B*		
Diagnostic/Basic Services	Deductible applies, reimbursed at 80%	Deductible applies, reimbursed at 80% of usual and customary charges
Amalgam fillings, oral surgery, periodontics, endodontics		
Type C*		
Major Services	Deductible applies, reimbursed at 50%	Deductible applies, reimbursed at 50% of usual and customary charges
Cast restorations (inlays, inlays, crowns), partial/full dentures		
repair of fixed partial dentures, bridgework, stainless steel crown		
denture reline/repair, recementation of crowns, inlays, onlays, bridges		
**Ineligible for these services for the first 12 months of coverage*		

CITY OF CRYSTAL LAKE POLICE DEPARTMENT

City of Crystal Lake
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100 W. Woodstock Street
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Phone: 815.459.2020
www.crystallake.org

LATERAL ENTRY POLICE OFFICER SUPPLEMENTAL APPLICATION

The City of 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 the 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 the completed information as outlined in this application.

See the **"Required Documents and Application Checklist"** on page 4 in this document for complete application instructions. Please furnish us with complete information as outlined in the online application and this supplemental application. Please complete this fillable document (To save the document, click file, save as, re-name document and print hard copy).

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 Crystal Lake.

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

Minimum Requirements and Qualifications

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

- □ United States Citizenship
- □ No Felony Convictions
- □ High School Diploma or Equivalent
- □ Valid Driver's License
- □ Must be a current, full-time sworn Illinois municipal police officer, Illinois state trooper, Illinois County sheriff's deputy, or Illinois Conservation police officer who possesses a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board or a Federal Agent who has possessed a State of Illinois law enforcement officer certification by the Illinois Law Enforcement Training and Standards Board. (Part-time certification as a law enforcement officer, corrections officer certification, military law enforcement training, or any type of law enforcement officer other than that specified above does not meet this requirement.)
- □ The City of Crystal Lake accepts out-of-state applicants to our team who hold valid certification from another state as a police officer who meet the minimum requirements and qualifications. Once a conditional job offer has been made, the police department Training Coordinator will apply for a waiver from the Illinois Law Enforcement Training and Standards Board under the reciprocity process. A law review course, firearms proficiency course, and state equivalency examination must be completed upon employment.
- □ Must be certified or have the ability to be certified by the Illinois Law Enforcement Training and Standards Board.
- □ Current status as Police Officer or Federal Agent, as outlined above, and currently in good standing in the Police Department or Federal Agency in which the person serves or in laid-off status due to financial restraints only.
- □ Must possess substantially equivalent skills and ability as a current City of Crystal Lake Police Officer who has completed the probationary period, as determined by the City.
- □ Applicant must be 21 years of age, but must not have reached his or her 65th birthday.
- □ Meet Visual Acuity Standards of correctable to 20/20 and shall not be colorblind.
- □ Must be of good moral character, of temperate habits, of sound health, and must be physically able to perform the essential job functions of the position of Police Officer.
- □ Must speak and understand English language sufficient to discharge the duties of Police Officer for the City of Crystal Lake.
- □ 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.)

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Selection Process

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- □ Oral Interview with representatives of the Police and Human Resources Department
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- □ Detailed Character and Background Investigation
- □ 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

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

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/crystallake at the time of application submission, mailed or dropped off at the City of Crystal Lake Human Resources Department, 100 W. Woodstock Street, Crystal Lake, IL 60014. This form should be submitted with the documentation.

- **Gather the required documentation, (please check those being submitted)**

  - □ Completed Supplemental Application
  - □ Copy of Birth Certificate or Naturalization Papers if born outside of the United States
  - □ Copy of Valid 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
  - □ If certification is outside of Illinois, proof of certified sworn Law Enforcement Officer in good standing
  - □ Copy of High School Diploma or GED
  - □ Copy of College Transcripts, if applicable
  - □ Copy of College Diploma, if applicable
  - □ Copy of DD-214, if applicable
  - □ Resume (optional)
  - □ Complete the basic online employment application (see link below)
  - □ Signed Consent and Release Form
  - □ This checklist with a signature
  - □ Disclosure Form (optional)

- **Complete the basic online employment application at:** https://www.governmentjobs.com/careers/crystallake

  - □ Upload this supplemental application and **all** the required documents into the online application before submittal. (Please note: You cannot go back into the application to add documents once it has been submitted).

  OR

  - □ After completing the basic online employment application, either mail or drop off the completed supplemental application and the required documentation to the City of Crystal Lake, Human Resources, 100 W. Woodstock Street, Crystal Lake, IL 60014

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 to the Human Resources Department.

Applicant Signature_____ Date_____

Internal Use Only

Date and Time Received: _____ 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☐

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☐

Are you a Certified Law Enforcement Officer in good standing outside of Illinois? YES☐ NO☐

If yes, provide State and Date of Certification: _____

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:

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_____

Numbers Street City State Zip Date range

Address_____

Numbers Street City State Zip Date range

Address_____

Numbers Street City State Zip Date range

Address_____

Numbers 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 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:

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:

INTEREST STATEMENT

Please indicate your interest in and qualifications for becoming a police officer with the City of Crystal Lake Police Department:

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 City of Crystal Lake 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_____

CITY OF
Crystal Lake
ILLINOIS

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABLIITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Crystal Lake Police Department ("Employer"), or for maintaining my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, internal investigation files, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer, I hereby consent to release of all employment records. I further agree to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation and medical evaluation.

All information obtained by Employer pursuant to this background investigation shall be confidential and safeguarded against disclosure to all unauthorized persons as required by law. I hereby release and hold harmless any person, firm, or entity that discloses information in accordance with this consent, from any liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and their respective personnel from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at the City of Crystal Lake and/or the decision to hire or retain me in my position.

I hereby consent to this background information investigation by Employer. I understand that I may request a copy of any consumer report from the consumer-reporting agency that compiled the report, in accordance with the requirements of the FCRA.

I hereby certify that I have read this document and I understand its content.

Print Name: _____

Signature: _____ Date: _____

City of Crystal Lake
100 West Woodstock Street
Crystal Lake, IL 60014
815.459.2020

The City of Crystal Lake 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: LATERAL ENTRY - POLICE OFFICER

Recruitment Date: January – December 2022

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 _____

☐ City Social Media Posting

☐ Informed by a current City of Crystal Lake employee

☐ Informed by a friend / relative

☐ School / college posting – please indicate_____

☐ Other – please indicate _____

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.