



BOARD OF POLICE COMMISSIONERS
Village of Antioch, Illinois

Equal Opportunity Employer



HOW WILL PHYSICAL FITNESS BE MEASURED?

- 1 Car push
 - Must push a squad car 30' with a maximum time of 30 seconds allowed.
- 2 Two Dummy Drag
 - Must drag a 150lb dummy 50' with a maximum time of 30 seconds allowed.
- 3 Ladder Climb
 - Must climb a 24' ladder with a maximum time of 45 seconds allowed.
- 4 Fence Climb
 - Must scale a 6' portable wall. Two attempts allowed un-timed.
- 5 ¼ Mile Run max time allowed two minutes
 - Must run a ¼ mile street course with a maximum time of 2 minutes allowed.
- 6 One minute sit-ups
 - One minute sit-up test
- 7 Bench Press
 - One attempt only with free weights and chest bar.



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CERTIFICATION OF PHYSICAL FITNESS

The undersigned does hereby certify that he/she has examined,
_____, and has found that he/she is physically
capable of participating in a physical aptitude test consisting of various strenuous
exercises.

Examiner Print

Examiner Address

Phone

Examiner Signature

Date

Applicants Signature

Date



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PHYSICAL AGILITY TEST

RELEASE OF ALL LIABILITIES

The undersigned, recognizing that the Physical Agility Test is an integral part of the examination process for the position of patrol officer in the Village of Antioch, Illinois, hereby releases, remises, and discharges the Village of Antioch, Illinois, a municipal corporation, the Antioch Police Department, Antioch Police Commissioners, the testing agency contracted to do the test, their officers, servants, agents and employees of and from any and all injuries, losses, and damages to my person shall have been caused, or may at any time arise as a result of certain police examination conducted by the Antioch Department.

The intention hereof being to completely, absolutely, and finally release said Village of Antioch, Illinois, a municipal corporation, the Antioch Police Department, the testing agency contracted to do the test, their officers, servants, agents and employees of any from any and all liability arising wholly or partially from the cause aforesaid.

Name (print)

Signature

Date

Witnessed by:

Date



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TEST RESULT WAIVER

I, _____, understand that all tests and the results thereof become the property of the Village of Antioch Police Commission and are not subject to review.

I further understand that falsifying any information on my application is sufficient cause for elimination from any further consideration in the overall examination process.

I hereby agree to abide by all Rules and Regulations of the Board of Police Commissioners of the Village of Antioch during the giving of any examination and after the examination as well as during any probation period I might be appointed to or as a regular member of the police department.

These rules are available for me to read at the police department.

Signature

Date

Witness

Date



VILLAGE OF ANTIOCH BOARD OF POLICE COMMISSIONERS
AUTHORIZATION RELEASE
Equal Opportunity Employer



TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Antioch Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position of police officer. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Antioch Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Antioch Police Department, whether said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Antioch Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kinds, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Antioch Police Department regardless of any agreement I may have made with you previously to the contrary. The Antioch Police Department will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Antioch Police Department's acceptance and processing of my application for employment, I agree to hold the Village of Antioch, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Antioch Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Antioch Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid for a period of two years from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature _____

Name (Printed) _____

Address _____

Telephone _____

Date of Birth _____

Social Security No. _____

Date _____

Notary Public _____



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Certification of Vision Requirements

The undersigned does hereby certify that he/she has been examined,

_____,
and it has been determined that he/she possesses vision which is correctable to 20/20 in both eyes.

Visual Acuity: Uncorrected visual sharpness, both eyes open using a typical Snellen opticon

Aided vision corrected to 20/20 with both eyes open

Glare Sensitivity: Reduction of corrected binocular vision

Eye health & History: No pathology or condition which would impair performance or increase risk on the job, e.g. repair of detached retina: signs and symptoms of glaucoma: and lack of certification of specific months of stabilization following Radical Keratotomy, Laser PRK or ALK

Refractive Surgery: Radial Keratotomy/Photorefractive Keratectomy: Prior to hire recipients of the surgery are required to obtain from the surgeon or co-management professional evidence of stable non-fluctuation vision and no appreciable problem with glare at the five month period. If the enhancement procedure has or is to be performed then the certification is to be extended as additional three months. The interval would begin the date of the last corneal procedure of enhancement.

_____ Uncorrected Vision/ _____ corrected vision with glasses/contacts

Examiner Print

Examiner Address

Examiner Phone

Examiner Signature

Date

Applicants Signature

Date

Position Description

Position Title: Police Officer

DUTIES

The Police Officer performs approximately 108 essential functions that are fundamental job duties for this position. There are approximately forty-one other important functions that may or may not be performed every day, yet the Police Officer must be able to perform these duties as needed. There are numerous other miscellaneous duties that are not done frequently and therefore have not been listed.

Essential Patrol Functions:

- Drive motor vehicle under non-emergency conditions
- Respond to calls
- Drive motor vehicle under emergency circumstances
- Patrol assigned area in a vehicle
- Search persons, vehicles and places within constitutional limits
- Transport prisoners
- Make checks of various types of premises
- Check schools, playgrounds, parks, recreation centers
- Check condition/status of assigned patrol equipment
- Warn offenders in lieu of arrest or citation
- Assist elderly or disabled persons
- Evacuate persons from dangerous areas
- Administer first aid
- Escort vehicles or persons

Important Patrol Functions:

- Respond to and resolve animal complaints
- Patrol assigned areas on foot
- Advise vehicle owners to remove abandoned vehicles
- Identify ownership of lost animals
- Check businesses for compliance with licensing requirements
- Capture or rescue animals

Essential Traffic Functions:

- Follow suspicious vehicles
- Enforce traffic and parking laws and ordinances
- Investigate traffic accidents and aid the injured
- Request emergency assistance for accident
- Identify owner of vehicle involved in accident
- Issue parking or traffic citations
- Locate witnesses to accidents
- Administer roadside sobriety test
- Check vehicles for proper registration
- Assist stranded motorists
- Direct traffic using barriers, flares, hand signals and traffic vest
- Collect physical evidence from accident scenes and maintain chain of custody
- Issue citations for non-traffic offenses
- Control, regulate & direct traffic, vehicular and pedestrian
- Remove hazards from roadway
- Arrange for obtaining blood/urine samples for sobriety test
- Operate Breathalyzer test apparatus, if certified by IL State Police

Important Traffic Functions:

- Measure skid marks

- Plan traffic patrol tactics
- Manually push a stalled motor vehicle

Essential Arrest/Apprehension Functions:

- Identify and apprehend offenders
- Handcuff suspects or prisoners
- Conduct frisk and pat down
- Advise persons of constitutional rights
- Use deadly force when necessary
- Seize contraband
- Check individual making bond for wants or warrants
- Fingerprint suspect

Important Arrest/Apprehension Functions:

- Organize and conduct photo or station-house lineups within constitutional limits
- Participate in raids

Essential Physical Functions:

- Maintain firearm proficiency
- Clean and inspect weapons
- Sit or stand for long periods of time
- Subdue and arrest a resisting/attacking individual
- Encounter resistance during an arrest or in an emergency
- Encounter an armed suspect
- Recover weapon from suspect who gives it up voluntarily
- Perform an evasive maneuver to recover weapon from suspect
- Walk up and down flights of stairs
- Run fast for a short period of time to apprehend a suspect
- Run to person requiring emergency assistance
- Run a distance of under 50 yards
- Climb over obstacles such as fences, shrubs, ditches
- Climb over obstacles lower than six feet
- Run a distance of over 50 yards
- Walk for long periods of time
- Lift, pick up and/or carry injured/deceased person
- Jump down from elevated surfaces
- Pull self up over obstacles

Important Physical Functions:

- Force entry into buildings
- Lift, pick up and/or carry heavy objects or equipment
- Climb through small openings (e.g., windows)
- Physically push large/heavy objects
- Pull self through openings
- Drag injured/deceased person
- Run for a long period of time
- Carry an unconscious person unassisted
- Crawl in confined areas (e.g., attics)
- Run about one mile

Essential Investigative Functions

- Investigate suspicious persons or vehicles
- Investigate accidents
- Investigate crimes against persons and property
- Review information on criminal activity in area
- Locate witnesses to crimes
- Search crime scenes for physical evidence and maintain proper chain of custody
- Collect and preserve evidence and maintain proper chain of custody
- Search premises or property
- Secure accident, crime and disaster scenes
- Make judgments regarding probable cause for warrantless searches pursuant to the laws and legal precedent
- Interrogate suspects
- Diagram crime and accident scenes
- Document chain of custody for evidence
- Recover and inventory stolen property
- Search for missing persons
- Check stolen status on property through computer network
- Investigate complaints of drug law violations
- Transport property or evidence
- Conduct surveillance of individuals/locations
- Process crime scene, fingerprints, accident scene, etc.
- Estimate value of stolen or recovered goods
- Review crime lab reports, records to aid investigation
- Trace stolen goods

Important Investigative Functions:

- Examine dead bodies
- Conduct background investigations

Essential Communications Functions:

- Provide accurate oral descriptions
- Participate in meetings with other officers (roll call)
- Talk with people to establish rapport
- Exchange information with other law enforcement officials
- Explain complaints to offenders, victims and witnesses
- Mediate family disputes
- Interact and work with citizens
- Comfort emotionally upset persons
- Conduct interviews
- Advise victims, witnesses and offenders on legal procedures
- Refer persons to agencies providing social services
- Contact higher-level supervisors regarding problems

Important Communications Functions:

- Conduct parent-juvenile conferences
- Contact lower level supervisors regarding problems
- Make presentations to groups

Important Community/Public Relations Functions:

- Participate in community meetings (e.g. neighborhood watch, block parties)

Essential Court Functions:

Testify in cases or hearings

- Read and review reports and notes for court testimony
- Confer with prosecutors or city attorney
- Testify in criminal and civil court cases
- Present evidence in legal proceedings

Essential Planning/Organizing Functions:

- Plan/Organize daily workload
- Perform special duties as assigned by superiors

Essential Paperwork Functions:

- Write reports

Important Paperwork Functions:

- Review daily activity (patrol activity) reports
- Write memos
- Review and sign reports to ensure completeness and accuracy
- Review child abuse reports

Important Training Functions:

- Train other personnel and new officers

Essential Administrative Functions:

- Determine whether incidents are criminal or civil matters.
- Make judgments regarding arrest/release of suspects/offenders based on objective criteria set out in the laws and legal precedents
- Initiate procedures to place minors in protective custody
- Serve subpoenas and search/arrest warrants
- Inform other units of major incidents

Important Administrative Functions:

- Request assistance from other agencies
- Deal with barricade/hostage situations
- Direct assisting officers or public service personnel
- Conduct or supervise searches of property to insure compliance with constitutional principles
- Supervise police activities at incident scenes
- Dispatch personnel to secure information, make arrests, etc.
- Discuss job performance individually with subordinates
- Oversee and assist with accident reconstruction
- Direct and evaluate probationary police officers on patrol