



BOARD OF POLICE COMMISSIONERS

VILLAGE OF ANTIOCH, ILLINOIS

Equal Opportunity Employer



INSTRUCTIONS FOR APPLICATION- TESTING PROCESS & FORMS

1. Return this application with a recent photo attached, in person with \$20.00 processing fee to: Village of Antioch Police Commission Office 874 Main St, Antioch, IL 60002 by Friday October 17, 2014. Applications received after that date *will be returned unopened*.
2. Age Requirements: Applicants who are 20 years of age and have successfully completed two (2) years of law enforcement studies at an accredited college or university shall be eligible to take the initial examination for Patrol Officer. Any such applicant who is appointed under this provision of the Act shall not have power of arrest or be permitted to carry firearms until he or she reaches 21 years of age. Other applicants not having such college education must be 21 years of age. Proof of birth date will be required at time of application. Other statutory age limitations in effect at the time of application shall be applicable. In no event shall any applicant be eligible for hire until he or she reaches 21 years of age. ***ALL APPLICANTS SHALL BE NOT GREATER THEN THE AGE of 35 YEARS AT THE TIME OF HIRE.***
3. All Applicants must have a High School Diploma or equivalent (copy of diploma must be included).
4. When returning your application, include a copy of valid driver's license and a copy of your birth certificate.
5. You must sign and include with the application, "TEST RESULT WAIVER". No one will be allowed to participate in testing without this signed release.
6. The physical agility test will be held on Saturday November 1st, 2014. A brief orientation will be held at that time. You are welcome to bring your spouse, friend or parent(s). However, they may not remain for the physical agility test, which will follow. Be sure to dress comfortably and wear gym shoes for the testing. You must also be prepared to run outside in the event of inclement weather. A copy of the requirements is included for your information.
7. The written test will be held test on Saturday November 15th, 2014. You will be notified by mail of the time and location of this test.
8. Once your application is deemed acceptable by the Board of Police Commissioners, you will be notified of a date to pick up a study booklet for the exam.

If you have questions, please contact the Antioch Police Board of Police Commissioners (847) 395-1000.



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Police Officer Application Information / Check List

The following Items are required to be eligible to participate in the testing for Entry Level Police Officer position in the Village of Antioch, Illinois.

If you do not have these properly completed forms, you will not be eligible to participate.

- Application signed and completed in full by **Friday October 17th, 2014**
- Recent photo of candidate only. (Size max 2" x 2" min 1"x 1"). (RETURN WITH APPLICATION)
- Test result waiver (RETURN WITH APPLICATION)
- \$20 processing fee. check is made out to Village of Antioch (non-refundable). (RETURN WITH APPLICATION)
- Copy of Valid Drivers License. - REQUIRED (RETURN WITH APPLICATION)
- Copy of FOID card if applicable. (RETURN WITH APPLICATION)
- Enclose your application and all forms in a sealed 8x10 envelope.
- Answer all questions using "DNA" if any question is not applicable to you.
- Explain in detail question 40
- Copy of high school diploma, or equivalent - REQUIRED
- Copy of birth certificate - REQUIRED

The following items will be required to proceed in the hiring process. It is best to attach these items to your application to avoid disqualification for an incomplete application.

- Copy of military record (00214), if applicable.
- Copy of College Transcripts, if applicable.

All applications are to be printed or typed in black ink and legible. If writing space is not sufficient, use the continuation sheet at end of application and identify question number. If question Does Not Apply use "DNA".

- All forms must be **COMPLETED IN FULL** (Including signatures and witnesses.)
- All required forms must be turned in by October 17th, 2014

You will be required to update your application if any application information changes.



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PHOTO HERE

Max. 2"x 2"
 Min 1"x 1"

Antioch Police Department
Application for Employment

INSTRUCTIONS: Fill out this application completely and accurately. All statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from employment. If writing space provided is inadequate use the continuation sheet at the end of this application and identify additional information by question number. Use the term "DNA" (does not apply) if the question does not apply.

1. Name: (Last) (First) (Middle)		2. List any other names, aliases you have used, or been known by (include maiden name if applicable).	
3. Home Address (No. Street, City, State, Zip & County)		4. Home Phone:	5. Social Security No.:
		4a . Cell Phone:	
		4b. Work:	

6. With whom do you live at the above address? List Full Names & Relationship :

7. Date of Birth (Month/Day/Year):

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

If "YES": Native Born ___
 Naturalized _____

9. List every member of your immediate family who are still living (include father, mother, sisters & brothers).

Name	Relationship	Address	Occupation

Are You: Single Married Separated Widowed Divorced

If **Divorced or Separated**, list name(s), address, phone #. of ex-spouse(s):

EDUCATION

11. List the various schools you have attended & other information requested.

Name & Address of School (Include City, State, & Zip Code)	No. Of Years Completed	Date(s) Attended	Graduate		Average Grade
			Yes	No	
Grammar Schools:					
High Schools:					
College or University:	No. Credits Earned	Major/Minor	Full Time	Part Time	Degree(s) Attained
Business College(s):					
Junior College(s):					

12. Were you ever expelled or suspended from any school? _____ YES _____ NO If "Yes" Explain:

13. List any other education not listed above:

14. Can you operate an automobile? _____ YES _____ NO

15. Do you possess a valid driver's license? _____ YES _____ NO Driver's License No.: _____

 __ If "Yes": Date of Expiration: ____/____/____ State of Issuance: _____

15a. Have you ever possessed a driver's license from another State? _____ YES _____ NO If YES State _____ Year _____

16. Has your license ever been suspended or revoked? _____ YES _____ NO If "Yes" Explain:

17. Has your license ever been placed on probation? _____ YES _____ NO If "Yes" Explain:

RESIDENCES

18. List your addresses for the last ten years, starting with your present address.

From(Mo/Yr):	To (Mo/Yr):	Address of Residence	City, State, & Zip Code

19. Do you own or are you buying your home:

_YES_NO

If "Yes" Give Location:

20. Doyouownorareyoubuyingotherrealestate?

- YES _NO

If YES Give Location:

CRIMINAL HISTORY

21. Have you ever been convicted of a crime? _____YES_____NO DATE:

If "Yes" Explain:

22. Have you ever been placed on probation? _____YES_____NO

23. Have you ever been required to pay a fine in excess of \$100.00? _____YES_____NO

If "Yes" Explain:

24. Have you ever been a victim of a crime? _YES_NO Was the crime reported? _YES_NO

25. Have you ever been fingerprinted by another police agency other than for an arrest? _YES_NO

If "Yes" Explain:

ACQUAINTANCES

26. List three adults, not related to you & not former employers or references, who are friends, fellow students, or fellow workers. (List only persons whom you have seen frequently during the past year.)

Name: Address, City, State, & Zip Business Address, City, State, & Zip In what capacity do you know this person?	Home Phone: Business Phone:
Name: Address, City, State, & Zip Business Address, City, State, & Zip In what capacity do you know this person?	Home Phone: Business Phone:
Name: Address, City, State, & Zip Business Address, City, State, & Zip In what capacity do you know this person?	Home Phone: Business Phone:

Electronic Social Network Websites

Email Address _____

1. Do you have a MySpace or Twitter? _YES_NO

Screen Name _____

2. Do you have a Facebook Page? _YES_NO

Screen Name _____

—

3. Do you belong to any other type of Social Network Website(s)? _YES_NO

If YES Please List and describe: (please include all screen names)

Military Service

27. Have you ever served in a Military Organization in the U.S.? YES

NO If Yes what Branch? _____

28. What was your Service Serial No.? _____

28a. Name of last Commanding Officer

Name(s) _____

28b. Last assignment

location: _____

29. Highest Rank Held? _____

30. Rank At Discharge? _____

31. Date Of Discharge? _____

32. Type Of Discharge? Honorable Dishonorable Other

33. Are you now or were you ever a member of the National Guard? Yes

No. If yes Date Service will end _____

34. List any disciplinary action taken against you during your service in the

Military: _____

34a. Have you ever been denied entry into any military branch? Yes No If Yes Explain:

Financial Data

41. Do you presently hold any active or silent controlling interest in any company? ___ Yes ___ No If Yes

Explain: _____

42. Do you now, or have you ever had any wage garnishment of your salary? ___ Yes ___ No. If Yes

Explain: _____

43. . Have you ever had any collections or liens against you? ___ Yes ___ No. If Yes

Explain: _____

44. Do you have any judgments or other credit matters pending? ___ Yes ___ No. If Yes

Explain: _____

45. . Have you ever had any real or personal property repossessed? ___ Yes ___ No. If Yes

Explain: _____

46. Have you ever filed or declared bankruptcy? ___ Yes ___ No? If Yes

Explain: _____

Public Safety Contact

47. Have you ever been arrested as a Juvenile or Adult, regardless whether or not convicted? ___ Yes ___ No
Explain: _____

48. Are you or have you ever been, regardless of the way the incident was resolved:

A. Charged with any offense by any Law Enforcement Authority? _____ Yes _____ No If Yes
Explain: _____

B. On bail or personal recognizance or other conditional release form court ordered custody? _____ Yes
_____ No If Yes
Explain: _____

C. On Probation? _____ Yes _____ No If Yes
Explain: _____

D. On Parole? _____ Yes _____ No If Yes
Explain: _____

E. A plaintiff, defendant, or respondent in any civil court action? _____ Yes _____ No If Yes
Explain: _____

I hereby certify that there are no willful misrepresentations, or falsifications in this application, and all my answers are true and correct to the best of my knowledge and belief.

Print Name

Signature in full

Date

EMPLOYMENT HISTORY

35. Have you ever applied at another Police Department? Yes No

If "Yes" Explain:	Agency:	Approx. Exam Date:	Pos. on List:	Status:

36. List all jobs that you have held for the last fifteen years, including periods of unemployment. Put your **present or** most recent job first. Include military service, in proper time sequence & temporary or part-time jobs.

1.	Employer's Name:	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position):	Reason For Leaving:
2.	Employer's Name:	Name & Title of Supervisor
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position):	Reason For Leaving:
3.	Employer's Name:	Name & Title of Supervisor
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include Exact title or position):	Reason For Leaving:
4.	Employer's Name:	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include Exact title or position):	Reason For Leaving:

37. Indicate by number any employer you do not wish us to contact:

38 REFERENCES

Fill in below the names of five adults not related to you and not former employers, who have known you for a period, preferably more than five years. All persons to whom you refer may be contacted to appraise your character, ability, personality, and other qualities.

1	Name	Address	Home Phone
	Business Address	Occupation	Business Phone Years Known
2	Name	Address	Home Phone
	Business Address	Occupation	Business Phone Years Known
3	Name	Address	Home Phone
	Business Address	Occupation	Business Phone Years Known
4	Name	Address	Home Phone
	Business Address	Occupation	Business Phone Years Known
5	Name	Address	Home Phone
	Business Address	Occupation	Business Phone Years Known

39. Person(s) to be notified in case of an emergency

Name	Address	Home Phone	Relationship
Name	Address	Home Phone	Relationship

40. Explain your reason for applying for this position: (Please use continuation sheets if needed.)



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HOW WILL PHYSICAL FITNESS BE MEASURED?

- 1 Car push
 - Must push a squad car 30' with a maximum time of 30 seconds allowed.
- 2 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 1/4 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

Gender	Age	Requirement
Male	20-29	37 sit-ups in 60 seconds
Male	30-39	34 sit-ups in 60 seconds
Female	20-29	31 sit-ups in 60 seconds
Female	30-39	24 sit-ups in 60 seconds

- 7 Bench Press
 - One attempt only with free weights and chest bar

Gender	Age	Requirement
Male	20-29	Must lift .88% of body weight
Male	30-39	Must lift .77% of body weight
Female	20-29	Must lift .48% of body weight
Female	30-39	Must lift .42% of body weight

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
- Fingerprintsuspect

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