

BOARD OF FIRE AND POLICE COMMISSION
CITY OF QUINCY
PROBATIONARY POLICE OFFICER
FACT SHEET

Below is a list of the various points you should know about being a police officer in Quincy, Illinois. Please read these carefully so there will be no misunderstanding of what you can expect and what will be expected of you.

BENEFITS

1. **Starting Salary:** \$61,480.70 -\$63,632.52 depending on education level and \$68,981.23 - \$79,171.28 for lateral entry depending on prior years of service. Amounts include educational incentives listed in section 3.
2. **Health Insurance:** Provided on the **first day of employment** for each police officer at a reduced rate with their dependents covered for 50% of the cost.
3. **Educational Incentive:** 2.0% Associate Degree or 64 credit hours or 2 years of active duty military service with either an honorable discharge or continued active service in the National Guard or Reserves. 3.0% Bachelor's Degree or 124 credit hours. 3.5% Master's Degree or 30 graduate hours beyond Bachelors.
4. **Sick Time Benefit:** Officers shall receive 8 hours of sick time per month of service, accumulated to 360 hours. Once an officer has received 360 hours, the officer will be compensated for all sick time which exceeds 360 hours at the end of the fiscal year at one hundred percent (100%) of the officer's daily rate of pay for a maximum of 96 hours.
5. **Vacation:** Upon completion of one year of continuous service, officers shall receive 112 hours of vacation time plus 80 hours of holiday time annually with pay.
6. **Competitive Promotions:** Officers may advance in rank through a competitive promotion process when openings
7. **Training Provided:** Basic Law Enforcement Training and frequent In-Service Training are provided at no cost to officers.
8. **Pension:** Police officers are able to contribute to and benefit from an Article 3 "Downstate" Police Pension. With at least 10 years of service an officer can draw a pension at age 55. Additional pension information will be provided upon appointment.

Persons appointed to the department who have not previously met the training requirement must successfully complete a basic training course at a State approved Police Training Academy no later than six months after appointment, and pass an Illinois Police Officer Certification Examination upon completion of the academy. This training is paid for by the department and the employee's salary will continue while attending this training.

WORKING CONDITIONS

1. **Hours of Work:** The Police Department provides service to the community 24 hours a day, seven days a week. Patrol Officers are assigned to work 12-hour fixed shifts.
2. **Uniforms:** Police Officers are required to wear uniforms provided by the City.
3. **Hair Styles:** Department rules prohibit hair styles that are unsafe or interfere with the performance of a police officer's duties.
4. **Tattoos:** At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Tattoos anywhere below the wrist (hand, fingers, etc.) or above the collar line (neck, ear(s), eyelid(s), head, face, etc.) are prohibited, and if present shall be concealed from the public.
5. **Probationary Period:** Each new police officer is on probation for 18 months before becoming a permanent member of the department. During this period, anyone who, in the judgment of the Board, does not prove to be qualified to be a police officer will be dismissed.

QUALIFICATIONS AND ESSENTIAL JOB FUNCTIONS

1. **Education:** A high school diploma or equivalent certificate is required.
2. **Residency:** You must live within 40 miles from City Hall (730 Maine Street). This boundary extends into Missouri and Iowa and does not require residency in Illinois.
3. **Age:** All applicants will not be less than 20 ½ years of age nor older than 34 years of age at time of testing. However, no person will commence service until they are at least 21 years of age. No upper age restrictions for lateral entry applicants. Military veterans shall be allowed to exceed the maximum age provision by the number of years served on active military duty, but by no more than 10 years.
4. **Duties and Responsibilities:** As a Quincy Police Officer, you will have many duties, responsibilities and tasks, and there are many essential job functions that you must be able to perform. A copy of the Quincy Police Department Patrol Officer Job Analysis has been included here. During oral interviews or other tests, you may be asked to demonstrate to the Board your ability to perform the essential functions of the Patrol Officer position. If you cannot perform the essential functions, you may explain why not, and how reasonable accommodations could permit you to perform such functions.

HIRING PROCEDURE

The hiring procedure is long and difficult and the time involved will vary depending upon the outcome of tests and the availability of testing facilities. Although the procedure is arduous, it will be a rewarding position for those who pass all the tests.

If you require reasonable accommodations in order to complete any part of the testing and interview procedure below, please notify the Board as soon as possible. Inadequate notice may prevent the Board from being able to implement desired accommodations.

If you meet all the above qualifications, can perform all of the essential functions for the job, and you want to make a career in law enforcement, you will be required to complete a Background Investigation Packet. Applicants who are not properly qualified will be notified accordingly by the Board.

ORDER OF AND EXPLANATION OF TESTING

A. Step I

1. Written Test(s)
2. Physical Agility Demonstration
3. Send Background Investigation Packet: Applicants who complete the physical agility demonstration, and pass the written test will be required to sign an "Authorization" that allows the Board to inquire into an applicant's background, to include at this point, current and former employment, personal and business references, education, credit history, general reputation, family and neighborhood interviews, and other matters that establish the candidate's mode of living.
4. Preliminary Eligibility List: After the written testing and physical agility demonstration, applicants who have successfully passed the written test will have their names placed on a preliminary eligibility list based on their relative excellence as determined by the testing.
5. Oral Interview: The Board will conduct an oral interview with those candidates who score 70% or better on the written exam. The time and date for the interview will be provided to candidates at least 7 days prior to the interview. The Board reserves the right to limit the number of persons eligible for the oral interview.
6. Initial Background Examination: Once applicants are chosen from the oral interview process an investigation will be conducted by the Quincy Police Department, at the discretion of the Board. The Chief of Police will be responsible for conducting the inquiry and providing the results to the Board.

B. Step II

1. Eligibility List: Applicants who pass all Step I testing will have their names placed on an eligibility list in the order of their relative excellence as determined by the testing.
2. Conditional Offer of Employment: When an opening is available in the Police Department as determined by the Chief of Police, the Board will provide a conditional offer of employment to one of the top three candidates on the eligibility list for each opening available. This offer of employment will be conditioned on the candidate successfully completing the final tests in Step III.

C. Step III

An applicant who has received a conditional offer of employment must pass all the testing remaining in Step III. The order in which these tests are given may vary, but generally will be in the following order unless given simultaneously. An applicant who fails any of these tests will not be eligible for further testing.

1. Polygraph/Honesty Testing: Applicants will be given polygraph/honesty tests to determine their fitness for duty.
2. Psychological Test: Applicants will be given a psychological exam to determine their fitness for duty.
3. Medical Exam and Drug Screen: Applicants will be given a medical examination and drug screen testing to determine their fitness for duty.
4. Final Oral Interview: The Board reserves the right to conduct a final interview of the candidate to determine his/her desire or fitness to be a Quincy Police Officer.
5. Power Test: In order to attend Basic Law Enforcement Training, applicants must pass the State of Illinois Power Test. The test will be administered by the Illinois Law Enforcement Training and Standards Board at the basic academy site.

Applicants who are not properly qualified will be notified by the Board at whatever phase of testing they become unqualified.



Quincy Police Department Job Description

Job Title: Patrol Officer **Date:** March 2024
Division: Operations **Supervisory Role:** No
Status: Sworn Officer – Permanent Rank of Patrol Officer
Immediate Supervisor: Patrol Sergeant

POSITION SUMMARY:

Under general supervision of a sergeant, the patrol officer is responsible for the protection of life and property through active, continuous enforcement of laws and ordinances. Duties encompass the various aspects of crime prevention, traffic crash investigations, on-scene interviews of witnesses and participants in various incidents wherein statutes and/or ordinances are violated, traffic control, and special assignments. Officers must be available to work assigned 12-hour shifts, days, nights, and weekends. The position may require additional secondary assignments based on the needs of the department.

JOB DUTIES:

- Patrolling a designated area of the city with the objective to prevent, discover, and deter the commission of crimes, including criminal and traffic laws and parking regulations of the city and state.
- Providing crowd control and vehicular/pedestrian traffic direction as needed for various public gatherings and events, crime and/or incident scenes.
- Responding to all calls and complaints involving traffic crashes, domestic and neighborhood disturbances, assaults, robberies, thefts, criminal damages, fires, and other misdemeanors and felonies whether a suspect is known or not.
- Responding to calls for service concerning animal problems, either handling the calls entirely within the scope of their training in the absence of the Animal Control Officer (ACO) or assisting the ACO as necessary to control dangerous animals or to protect animals that have been abused or neglected.
- Performing self-initiated activities, responding to calls for service to many types of safety incidents, and taking such action as is appropriate to the situation.
- Performing safety and security checks of public facilities, residential, business, and industrial areas, rendering assistance to the general public, assisting motorists, providing information, performing security escorts, delivering emergency messages, giving directions, removing/reports road hazards, performing extra patrol and vacation checks.
- Reporting hazardous conditions to the appropriate authorities and summoning other emergency services as needed such as medical and/or fire assistance, providing first aid, CPR, and extinguishing small fires by appropriate means. Participates in rescue operations of natural and/or man-made disasters.
- Participating in daily roll call, unless otherwise engaged in other police duties, attending training sessions to gain/maintain required duty-related knowledge and skills, maintain a working

knowledge of departmental policies, procedures, rules and regulations and any changes made to them, and attending departmental meetings as required.

- Conducting thorough preliminary and/or follow-up investigations of all adult and/or juvenile criminal and non-criminal incidents, traffic crashes, traffic law violations and other complaints or calls for service, assessing each individual case to determine the appropriate action to take, including making arrests, issuing citations, and/or making referrals where appropriate and consistent with departmental procedure.
 - Investigations may include identifying and interviewing complainants, victims and/or witnesses, interrogating suspects, identifying, collecting, photographing, and preserving evidence, submitting evidence for possible use in court and/or for analysis, securing scenes for pending further investigation, and completing all required reports and forms and submitting them appropriately in a timely manner.
- Locating missing persons, patrolling places where children may gather to investigate or identify suspicious persons or activities that might be of danger to children, engaging in community oriented policing activities, making routine contact and developing rapport with the public, making public presentations, and maintaining a courteous and professional demeanor when interacting with all members of the public.
- Establishing sources of intelligence and information, conducting inquiries of suspicious events and persons, observing and searching the scene of a crime for physical evidence, collecting, photographing, and/or preserving evidence found for possible use in future legal proceedings, obtaining and/or assisting with search warrants, completing special investigations when assigned, locates wanted persons, determining sufficiency of probable cause for warrantless arrests or validity of arrest warrants, makes warrantless arrests and serves arrest warrants, transports prisoners to various locations, compiles all necessary booking paperwork and processing, completes all necessary case, investigation or arrest paperwork in such detail as is needed for prosecution, preparing for and serving as a witness in court cases and obeying all lawful subpoenas.
- Providing back-up support to other officers, maintaining contact with other officers, supervisors, other governmental departments, and other law enforcement and criminal justice agencies as needed to coordinate activities, exchanging information, providing general information about departmental activities, and providing mutual assistance during emergency situations, requesting specialized assistance, as may be required, to handle specific problems encountered, e.g., Crime Scene Technician, Detective, CIT officer, etc.
- Performing specialized assignments or duties as may be assigned by the Chief of Police, superiors or other competent authority, obeying all verbal and written orders issued by superiors and responsibly completing all work assignments or duties transmitted to the officer by authorized persons, answering and executing all orders from 911 dispatchers as if they were a direct order from a superior officer, notifying or updating dispatch either by radio, MDC or telephone of their location, the reason and/or any pertinent information for being out of service, on any self-initiated call for service such as a vehicle stop, out with a subject, building check, etc., as well as all assigned requests for police service.
- Completing and submitting all reports, documentation, forms, and any other paperwork required for all aspects of the job and associated duties in accordance with department policy.
- Inspecting and maintaining the operational condition of departmental uniforms, vehicles, and equipment issued to and used by them during the performance of their duties, replenishing exhausted supplies, keeping department facilities clean and reporting any problems or maintenance needs to the appropriate authorities.
- Optionally serving as department instructor, FTO, officer-in-charge (in the absence of ranking officers), as a member of specific department units, as a member of various committees, teams, or boards.

- Performing all job duties in accordance with federal and state law/regulations, city ordinances, departmental policies, procedures, rules and regulations, in order to achieve departmental goals and objectives.
- Maintaining a courteous and professional attitude when dealing with the public.
- Performs such other duties as may be directed by state laws, local ordinance, or as directed by higher authority.
- Required to be able to perform all of the essential functions of the Patrol Officer's position, with or without reasonable accommodation, and without posing a health or safety risk to self or others.

ESSENTIAL QUALIFICATIONS AND SELECTION CRITERIA:

- Must meet all requirements required for application process and successfully complete all aspects of the hiring process, which includes successful completion of the following tests: psychological, polygraph, medical examination, and drug screening.
- Must be of good moral character and will be subject to a thorough background investigation, including, but not limited to, police records check, credit check, inquiries of neighbors, relatives, work history, and other references.
- No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.
- Appointment to the rank of patrol officer by the Board of Fire and Police Commission.
- Successful completion of the Basic Law Enforcement Officers' Training course as prescribed by the Illinois Law Enforcement Training & Standards Board.
- Successfully pass the Illinois Peace Officer Certification Examination
- Successful completion of the department's field training program.
- Requires the ability to fluently speak, read, write, and understand the English language.
- Requires the ability to establish a working knowledge of the geography of the City of Quincy, thoroughfares, common locations, adjoining jurisdictions, and location of important buildings.
- Requires a thorough knowledge of pertinent state and federal laws and city ordinances in order to enforce all criminal and traffic laws.
- Requires knowledge of various skills required to administer first aid and CPR.
- Requires the ability to work in all types of extremes of weather, temperature and lighting conditions, indoors and outdoors, tight or close areas, heights or subterranean areas, various types of terrain or landscapes either dry or wet, in circumstances that might constitute personal danger, e.g., fires, smoke, chemical leaks/spills, armed and/or dangerous persons/animals, persons and/or articles with contagious/communicable diseases, or other hazards associated with natural or manmade disasters.
- Ability to effectively deal with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic, and the otherwise unpleasant or unusual facet or results of human behavior.
- Requires the ability to analyze situations, to adopt a quick, effective and reasonable course of action, to act quickly, calmly and decisively in emergencies and under stress, to speak clearly, to give precise and understandable directions, to communicate effectively both verbally and non-verbally, to make a forceful, physical arrest and/or to be able to defend oneself or another from physical attack before or during a forceful arrest, to search, control and restrain an arrestee both by verbal commands and physical force, including the use of deadly force, if necessary to maintain order, apprehend violators of the law, preserve the public peace and prevent crime to use good discretion, to deal courteously, but firmly with the public, and to handle situations tactfully and impartially.
- Requires the ability to obtain an Illinois or Missouri Driver's License and to maintain a valid license through entire career. (A record of suspension and/or revocation so as to show disrespect for the law may exclude an applicant or be the subject of discipline or discharge.)

- Requires the ability to establish and maintain a record of honesty and respect for the law and departmental rules and regulations in order to establish credibility and ability to testify in court under oath and be believed both in oral testimony or written reports and documents.
- Requires the ability to prepare clear, concise, comprehensive, and legible written and/or typed reports, and/or simple diagrams, to understand and respond quickly and accurately to written and oral directions, instructions, inquiries, requests, and/or orders.
- Requires the ability to drive a car and talk on a mobile radio microphone or portable radio and/or conduct a foot pursuit and use a portable radio to relay present locations, conditions, and other information including being able to provide descriptions of suspects, clothing, automobiles, etc. and to be specific with details such as sizes, shapes, colors, etc.
- Requires the ability to learn to operate and become proficient with equipment required to perform the duties of a police officer as well as to communicate with dispatchers, supervisors, peers and the public such as a mobile radio, a portable radio, a telephone, a cellular phone, a Mobile Data Computer, and office equipment.
- Requires the ability to meet the department's attendance requirements as prescribed by department policy and rules as to time and place to report for duty so as to provide the employer with reasonably regular, predictable attendance, to establish and maintain effective relationships with staff, fellow workers and the general public and a desire to follow the Rules and Regulations and Policies and Procedures of the Quincy Police Department.
- Requires the ability to use department issued handguns, shotguns, rifles, tear gas propulsion systems, ASP batons, riot batons, handcuffs, conducted energy device, and any other lethal or non-lethal weapon or equipment and possess ability to qualify with such lethal or non-lethal weapons or equipment as required by the department.
- Requires the ability to work various shifts, hours, holidays, and days of the week as assigned or required or to work overtime hours, days off or vacation days, with just compensation, as may be necessary to carry out the requirements of the police mission.
- Requires the ability to deal with the public in a courteous manner.

WORKING CONDITIONS:

Most job tasks associated with this position are performed outside while working from a patrol vehicle or other conveyance and will vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles and move quickly to avoid dangers. Mental alertness is very important because of the need to disseminate and make quick decisions concerning subtle cues of impending danger or to discover inconsistencies in suspect's statements, circumstances, etc.

Physical and mental demands may change dramatically within a matter of seconds; therefore, officers must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals, situations, and equipment. This position involves regular and irregular shift work necessary to provide police services 24 hours a day, 7 days a week, 365 days a year including weekends and holidays. Work shifts may be extended due to work loads, emergencies, disasters, officer shortages, or other good causes.

Nothing in this Section shall be construed as limiting the authority of the Chief of Police, and/or a Superior Officer, from assigning such functions or responsibilities as are necessary to establish and maintain maximum departmental efficiency and effectiveness.