

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: \$64,401.03 -\$66,655.06 depending on education level and \$72,257.84 - \$82,931.91 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.