



POLICE DEPARTMENT

Operating Under Council – Manager Government Since 1957



TO: Prospective Police Officer Candidates
FROM: Kevin Legate, Chief of Police
REGARDING: Patrol Officer Entry Level Testing
DATE: March 30, 2026

Welcome to Galesburg. Galesburg is a community of 30,052 residents. Galesburg is a regional community with a hospital, shopping, home of Knox and Carl Sandburg Colleges, quality schools, and many recreational and cultural activities.

The Galesburg Police Department has a long and proud history. The Galesburg Police Department can trace its roots to 1841. Today, fifty-three officers of the Police Department serve the citizens of Galesburg in a tradition of service, equality, and professionalism.

Galesburg police officers work twelve-hour shifts with rotating days off. Activity levels vary considerably by time of year, day of week and hour of the day. Galesburg officers can expect a wide variety of calls for service from quality of life-order maintenance, to serious crimes in progress calls. Officers are typically assigned to a specific geographic zone allowing the officer to become well acquainted with the neighborhood he/she serves. Galesburg Police officers are encouraged to be proactive and self-driven in an effort to enforce the law and serve the community. The Galesburg Police Department is a career organization, providing career officers a pension at twenty or more years of service.

The City of Galesburg is looking for officers who are committed to serving the citizens of Galesburg in an ethical, unbiased and professional manner. The Galesburg Police Department provides our officers with all of the training, equipment and tools to set them up for success. The Galesburg Police Department is a professional organization dedicated to providing excellent service to the community we represent.

Please visit the City's website at www.ci.galesburg.il.us to apply and find testing dates and location. It is expected the Department will hire several new officers in the coming year and the pre-employment process for top candidates could begin immediately once the final eligibility list is posted.

The Galesburg Police Department is recruiting interested candidates to apply for the position of Police Patrol Officer. This is an overtime-eligible, bargaining unit position with a starting rate of \$32.57 per hour, plus excellent fringe benefits.

The pay range for this position is \$32.57-\$40.40 per hour.

A listing of benefits available to full-time employees can be found on page 7.

GENERAL DESCRIPTION OF THE POSITION

Police Patrol Officers are responsible for maintaining civil order through the application of law enforcement. General duties relate to the preservation of life and property, as well as the suppression and prevention of crime through the enforcement of laws and ordinances.

Incumbents operate in the areas of police patrol, traffic control, and preliminary investigative work, at all times operating within the framework of departmental rules, regulations, policies, and procedures.

ESSENTIAL FUNCTIONS OF THE POSITION

- Responds to all requests for police services.
- Provides appropriate response to emergency and/or non-emergency events. Must have the ability to react quickly and calmly in emergency and hostile situations.
- Communicates effectively through strong written and verbal skills to co-workers, superiors, and the general public.
- Enforces laws and ordinances regulating motor vehicle traffic.
- Conducts preliminary and follow-up investigations of crime and accident scenes.
- Collects information and evidence, interviews involved parties, detains and/or apprehends suspects.

- Provides supportive court testimony as required.
- Exhibits good discretionary judgement.
- Produces written reports detailing investigative and/or police services provided.
- Adheres to departmental policy and procedure.

MINIMUM REQUIREMENTS

Must meet the following requirements of the City of Galesburg Fire and Police Commission:

CERTIFICATION: Applicants must be certified either for full or part-time as a Police Officer by the State of Illinois, or comparable training from another state.

AGE: Be at least twenty-one years of age.

EXPERIENCE: Be employed as a police officer with a regular police department in any municipal, county, university, or state law enforcement agency.

DRIVER'S LICENSE: Applicants must possess a valid motor vehicle operator's license.

MORAL CHARACTER: Be of good moral character as confirmed by a complete and thorough background investigation.

CITIZENSHIP: Applicants must be a U.S. Citizen.

HOW TO APPLY

All applicants must complete the online application located at the City's website at:

<https://forms.ci.galesburg.il.us/Forms/o66d4>

To receive proper consideration, an application should be submitted through the City website as soon as possible and must be received prior to the close of business on Wednesday, May 13th, 2026. Sworn Police Officers who would like to apply may do so by selecting “Certified Police Officer” on the online job application. All entry-level candidates should select “Entry-level Police Officer” on the online job application and take note of the testing requirements listed below.

The examination dates are currently set for 9 a.m. on Saturday, May 16th, 2026, and 6 p.m. on Tuesday, May 19th, 2026, but note that these dates may be subject to change. The exact time, date, and location of the examination will be set by the Board, and published in the newspaper, and qualified applicants will be notified by email of their acceptance and the precise date and time of their examination.

The selection process involves a series of tests, evaluations, and examinations that will include: Orientation, Written Test, Oral Test, Polygraph Test, Background Investigation, Psychological Examination, and a Medical Examination that includes a screen for common drugs of abuse.

Applicants who continue through the selection process will be required to furnish, when requested, copies of the following documents: Military Service Records, Discharge Papers, Birth Certificate, High School Diploma or G.E.D., and a certified transcript of coursework from an accredited College or University.



Galesburg Police Department

Entry-Level Police Patrol Officer Testing – Spring 2026

Address:	150 South Broad Street, Galesburg, IL 61401
Phone:	309-345-3729
Fax:	309-343-1507
Website:	www.ci.galesburg.il.us
Entry-Level Salary:	\$71,132.88
Population:	30,052
Sworn Officers:	53
Application Deadline:	Wednesday, May 13, 2026 – 5:00 p.m. (CT)

About the Opportunity

The City of Galesburg, Illinois is accepting applications for Police Patrol Officer to establish an eligibility list for the Galesburg Police Department.

All applicants must complete an online application at:

https://www.ci.galesburg.il.us/government/departments/human_resources/index.php

Resumes will not be accepted in place of the application, but may be submitted separately to:

amanda@ci.galesburg.il.us

Minimum Requirements

- Must be 20 years of age to test and 21 years old at the time of appointment; under 35 at the time of application (unless exempt under statute). Veterans may exceed the maximum by years served, up to 10 years.
- Valid driver's license required.
- High School Diploma or GED required. The college requirement (30 credit hours) is temporarily waived. Normally required unless applicant has qualifying military service.
- Must meet physical aptitude standards for police duties.
- No felony convictions; must be of good moral character.
- Must be a U.S. Citizen.

Testing Information

Written Exam & Orientation (choose one):

- Saturday, May 16, 2026 – 9:00 a.m.
- Tuesday, May 19, 2026 – 6:00 p.m.

Location: Galesburg Public Safety Building Auditorium, 150 South Broad Street, Galesburg, IL

Bring a valid driver's license (or copy). No late entry allowed without Fire & Police Commission approval. Applicants must attend one of the two dates.

Required Documentation (Due by June 16, 2026)

- Copy of Birth Certificate
- Copy of High School Diploma or GED
- Official College Transcript (if applicable)
- Copy of Military Service Record DD214 (if applicable)

Submit to Amanda Jennings by email, mail, or in person.

Oral Interviews

Tuesday, June 2, 2026 – City Hall Administration Conference Room, 55 West Tompkins Street, Galesburg, IL. Only applicants who pass the written exam will be invited. Interview times will be announced after the written exam.

Questions & Submission

Email: amanda@ci.galesburg.il.us

Phone: 309-345-3729 or 309-343-9151

Mail documents to:

Galesburg Public Safety Building
ATTN: Amanda Jennings
150 S Broad Street
Galesburg, IL 61401

City of Galesburg Employee Benefits

Health Insurance

The City of Galesburg has comprehensive medical plans with UMR. Employees may choose among three (3) plan design options: Plan 1 is a traditional PPO with a \$0 deductible, Plan 2 is a traditional PPO with a \$750/person and \$1500/family deductible, and Plan 3 is a High Deductible Health Plan with a Health Savings Account (HSA) component. All three plans include dental and vision insurance.

Vision Insurance

Vision insurance is provided by the group's health plan through UnitedHealthcare. Additionally, an optional plan is provided by VSP Vision Care.

Dental Insurance

Dental insurance is provided by the group's health plan through United Healthcare.

Life Insurance

Exempt and non-represented hourly employees are provided with a term life insurance benefit of \$240,000 total benefit.

Members of the Public Safety Employees' Organization (police) and IAFF (firefighters) are provided with term life insurance of \$10,000.

Flexible Spending Plan

Employees (if eligible) are able to enroll in a Flexible Spending Account for health expenditures and/or dependent care.

Health Savings Account

Employees (if eligible) are able to enroll in a Health Savings Account for health expenses.

Pension Programs

Employees who are not a Police Officer or Firefighter are enrolled in the Illinois Municipal Retirement Fund (IMRF) as a pension benefit. Retirement benefits are based on two factors: the years of service and each member's final rate of earnings as an IMRF member. This plan includes short and long-term disability and death benefits. Employees contribute 4.5% of earnings annually in addition to the employer's contribution. By state statute, sworn police officers and firefighters are eligible for pension programs administered by independent pension boards.

Deferred Compensation and Roth IRA Plans

The City offers two voluntary 457 retirement savings plans through MissionSquare Retirement and the National Public Pension Fund Association. Per IRS regulation, employees have the option of contributing a portion of their salary up to a predetermined dollar limit in effect for that year or 100% of gross salary, whichever is less. City employees also have the option of making Roth IRA contributions through payroll deduction.

Employee Assistance Program

The City's EAP is through Resource Management Services, which provides professional counseling services and specialty referral for City employees and dependents.

Wellness Incentive

All exempt, non-represented hourly, and AFSCME employees are eligible to receive a wellness bonus of either one day's pay or one personal day for completing a wellness physical and submitting the appropriate paperwork.

Police employees are eligible to receive a wellness bonus of one day's pay for completing a wellness physical and submitting the appropriate paperwork.

Holidays

All exempt, non-represented hourly and AFSCME employees receive eleven paid holidays per calendar year.

Sick Leave

All City employees earn sick leave at the rate of one day per month (i.e., twelve days per year).

Personal Days

All exempt, non-represented hourly and AFSCME employees receive four (4) paid personal days per calendar year.

Police receive three (3) paid personal days per calendar year.

Vacation Leave

All exempt and non-represented hourly employees accrue vacation based on the following:

- Years 1-5 - 80 hours per year
- Years 6-12 - 120 hours per year
- Years 13-19 - 160 hours per year
- Years 20-29 - 200 hours per year
- 30+ years - 240 hours per year

All AFSCME employees accrue vacation based on the following:

- Years 1-6 - 80 hours per year
- Years 7-13 - 120 hours per year
- Years 14-21 - 160 hours per year
- Years 22-27 - 200 hours per year
- 28+years - 240 hours per year

Police employees accrue vacation based on the following:

- Years 1-6 - 180 hours per year
- Years 7-13 - 216 hours per year
- Years 14-21 - 264 hours per year
- 22+ years - 300 hours per year

Combined Time Off

Fire employees accrue CTO based on the following:

- Years 1-6 - 262 hours per year
- Years 7-13 - 310 hours per year
- Years 14-21 - 358 hours per year
- 22+ years - 406 hours per year

Longevity

City employees will receive additional compensation in the form of a percentage increase of base pay upon achievement of years of service as follows:

Exempt and Non-Represented Hourly employees

- 5 years-2%
- 10 years-4%
- 15 years-6%
- 20 years-8%
- 25 years-10%
- 30 years-12%

AFSCME employees

- 10 years-2%
- 15 years-4%
- 20 years-6%
- 25 years-8%
- 30 years-12%

Police

- 10 years-4%
- 15 years-6%
- 20 years-8%
- 25 years-10%

Firefighters

- 5 years-2%
- 10 years-4%
- 15 years-6%
- 20 years-8%
- 25 years-10%
- 30 years-12%

APPENDIX A Physical Fitness Standards

1. SIT AND REACH TEST: This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes beyond the extended arms from the sitting position. The score is in the inches reached on a yard stick with 15" being at the toes.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Sit and Reach	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	16.0	15.0	13.8	12.8		18.8	17.8	16.8	16.3
12-15-22	14.4	13.0	12.0	10.5		17.0	16.5	15.0	14.8

2. ONE MINUTE SIT UP TEST: This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: One Minute Sit Up Test	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	37	34	28	23		31	24	18	13
12-15-22	33	30	24	19		24	20	14	10

3. ONE REPETITION MAXIMUM BENCH PRESS: This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: Bench Press	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	98%	87%	79%	70%		58%	52%	49%	43%
12-15-22	88%	78%	72%	63%		51%	47%	43%	39%

4. 1.5 MILE RUN: This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

	MALE AGE	MALE AGE	MALE AGE	MALE AGE		FEMALE AGE	FEMALE AGE	FEMALE AGE	FEMALE AGE
TEST: 1.5 Mile Run	20-29	30-39	40-49	50-59		20-29	30-39	40-49	50-59
1-14-91	13:46	14:31	15:24	16:21		16:21	16:52	17:53	18:44
12-15-22	14:00	14:34	15:24	16:58		16:46	17:38	18:37	20:44