

CITY OF GALESBURG

Police Department Memo

Operating Under Council – Manager Government Since 1957

TO: Prospective Police Officer Candidates

FROM: David Christensen, Police Chief

DATE: April 25, 2014

SUBJECT: Patrol Officer Entry Level Testing

The members of the Galesburg Board of Fire & Police Commissioners and I welcome each applicant for the position of Police Patrol Officer with the City of Galesburg.

Galesburg is a community of approximately 32,000 residents, large enough to offer a variety of leisure, shopping and cultural activities. Yet it is small enough to retain a “hometown” atmosphere.

The Galesburg Police Department has a long and proud history. The Galesburg Police Department can trace its roots to 1841. The officers of the Police Department continue to serve the citizens of Galesburg in a tradition of service and professionalism.

The job of a Police Officer can be a very demanding position. Activity levels can be high, with all types of police “calls for service.” Galesburg is economically and culturally diverse. Officers are typically assigned to specific geographic regions allowing the officer to become well acquainted with the neighborhood he/she serves. The job of a Galesburg Police Officer is challenging while at the same time is very satisfying. We support our citizens in seeking to make Galesburg an even better place to live.

The City of Galesburg is looking for police officers who are committed to serving the citizens of Galesburg in an ethical, unbiased and professional manner. The Galesburg Police Department is a professional organization dedicated to providing unparalleled service to the community we represent.

Please visit the City’s website at www.ci.galesburg.il.us to find more information or contact Amanda Jennings, Secretary at 309/345-3729.

Police Patrol Officer Galesburg Police Department

150 South Broad Street
Galesburg, IL 61401
Phone: 309/345-3729
Fax: 309/345-3761
E-mail: amanda@ci.galesburg.il.us
Website: www.ci.galesburg.il.us

Entry Level Salary: \$45,905
Population: 32,000
Sworn Officers: 51

Application Deadline: 06/13/2014 by 4:00 p.m.



The City of Galesburg, Illinois is recruiting interested candidates to apply for the position of Police Patrol Officer for the purpose of establishing an eligibility list for the Galesburg Police Department.

***All* applicants must complete an online application at: www.ci.galesburg.il.us/government/human_resources/
Resumes will not be accepted in lieu of the application, but may be submitted separately to: amanda@ci.galesburg.il.us*

MINIMUM REQUIREMENTS:

- **AGE:** Must be 20 years of age to test and 21 years of age at time of appointment. Applicants shall be under 35 years of age at the time of application and posting of the final eligibility list, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Illinois Fire and Police Commissioner's Act.
- **DRIVER'S LICENSE:** Must possess a valid motor vehicle operator's license.
- **EDUCATION:** A High School Diploma (or G.E.D.) is required plus 60 semester/credit hours in an approved college-level law enforcement program or other related courses.
- **PHYSICAL APTITUDE:** Must be able to perform the duties of the position.
- **MORAL CHARACTER:** Be of good moral character with no felony convictions.
- **CITIZENSHIP:** Applicants must be a U.S. Citizen.

TESTING DATE: SATURDAY, JUNE 14, 2014

Knox College, T. Fleming Field House
199 East Knox Street, Galesburg, Illinois

Additional documentation **MUST** be turned in on June 14, 2014

1. Waiver/Release of Liability (form provided at Orientation)
2. Copy of Driver's License
3. Copy of Birth Certificate

ORIENTATION: 8:30 a.m.

*Attendance is **mandatory** and no one will be admitted after 8:30 a.m.

PHYSICAL APTITUDE TEST: 9:00 a.m.

*Signed waiver is required before taking this test. Showers will be available on premise.

WRITTEN EXAM: 2:00 p.m.

Galesburg Public Safety Building Auditorium
150 South Broad Street, Galesburg, Illinois

ORAL INTERVIEWS: TUESDAY, JULY 1, 2014

Those who place in the top 20 on the preliminary eligibility list (combined written exam score percentage and military/education preference points) will then have an oral interview with the Board of Fire and Police Commissioners on Tuesday, July 1, 2014 in the Administrative Conference Room, City Hall, 55 West Tompkins Street, Galesburg, Illinois. Only candidates who obtained a passing grade on the written exam will be considered. Interview times will be announced at a later date.

Applicants qualified to claim education/military preference points

*Per Illinois State Statute (65 ILCS 5/10-2.1-8-9)

Documentation must be submitted to Amanda Jennings, Secretary by **Tuesday, June 24, 2014** either by mail or email.

1. Copy of High School Diploma or G.E.D. Certificate
2. Copy of college transcripts
3. Copy of Military Service Record DD 214
4. Copy of Minimum Standards Basic Law Enforcement Training Course Certificate

Questions: Contact Amanda Jennings, Secretary by phone at 309/345-3729 or 309/343-9151, or email amanda@ci.galesburg.il.us

The City of Galesburg is an Equal Opportunity/Affirmative Action Employer

**City of Galesburg
Police Patrol Officer
Benefits**

<u><i>Salary Range</i></u>	Beginning Annual Salary Ordinance for Patrol Officer: \$45,905
<u><i>Payroll Plan</i></u>	Step increases A through I Step increases normally once a year based on performance
<u><i>Longevity</i></u>	2% of base pay for 10 years of service 4% of base pay for 15 years of service 6% of base pay for 20 years of service 8% of base pay for 25 years of service
<u><i>Holidays</i></u>	Two weeks additional vacation given in lieu of holidays
<u><i>Overtime</i></u>	Time and one half of employee's regular rate of pay
<u><i>Personal Days</i></u>	3 personal days a year; Taken anytime during the fiscal year
<u><i>Vacation</i></u>	1 through 6 years of service: 10 days - Plus 2 additional weeks in lieu of holidays 7 through 13 years of service: 15 days - Plus 2 additional weeks in lieu of holidays 14 through 21 years of service: 20 days - Plus 2 additional weeks in lieu of holidays 22 years and over: 25 days - Plus 2 additional weeks in lieu of holidays
<u><i>Sick Leave</i></u>	Accumulates to 12 days a year
<u><i>Health Insurance</i></u>	Employee pays \$40.00 a month for single coverage Employee cost (1 dependent): \$130.00 monthly). Employee cost (2 or more dependents): \$285.00 monthly
<u><i>Dental Insurance</i></u>	City pays employee's share of dental insurance single coverage Employee cost (family coverage): \$35 monthly
<u><i>Police Pension</i></u>	According to Police PSEO Contract
<u><i>Requirements</i></u>	One year probationary period Residency requirement: Must maintain principal residence within a radius of twenty (20) miles by means of a surface streets and roads measurement, from Galesburg City Hall. Residency in the described area is required within 30 days after expiration of probationary period. Successful completion of pre-employment physical examination and background investigation (Polygraph, Psychological Exam)

Illinois Law Enforcement Training and Standards Board



Preface

The Illinois Law Enforcement Training and Standards Board, in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the **Peace Officer Wellness Evaluation Report (POWER)** test for entering any of the Illinois certified police academies. The POWER test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy. In an effort to brief police administrators and police applicants, this pamphlet will provide information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the POWER test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process. Any questions you may have about these standards should be directed to the Board's Office at (217) 782-4540.

Thomas J. Jurkanin,
Ph.D. Executive Director

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What Is Physical Fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required. Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that the below strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

Why Is Fitness Important as a Job-Related Element for Law Enforcement Officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can *minimize the "known" health risks* for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological *readiness* to perform a variety of *critical* physical tasks. These three fitness areas have also been shown to be predicative of job performance ratings, sick time, and number of commendations of police officers. Data also shows that the fitness level is predicative of *trainability* and Academy performance.

- Physical fitness can be an important area for minimizing *liability*. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the *risk of not performing physical duties* is increased.

How Will Physical Fitness Be Measured?

The POWER test consists of four basic tests. Each test is a scientifically valid test. It is recommended that five minutes of static stretching, using techniques approved by the Board, be completed prior to each test. A five minute rest is recommended between each test with a fifteen minute rest before the 1.5 mile run. The tests will be given in the following sequence with a rest period between each test.

1. Sit and Reach Test

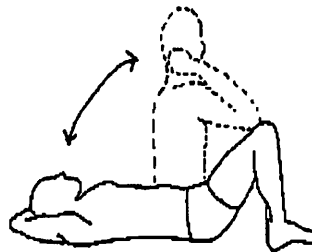
This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems.

The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. *The score is in the inches reached on a yard stick.*



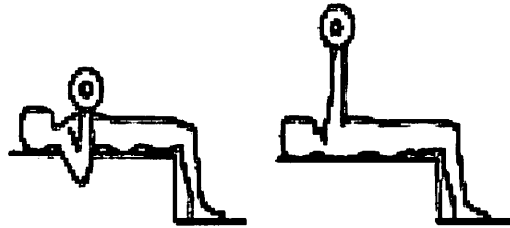
2. 1 Minute Sit-Up Test

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 also an important area for maintaining good posture and minimizing lower back problems. *The score is in the number of bent leg sit-ups performed in one minute.*



3. 1 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. It is an important area for performing police tasks requiring upper body strength. *The score is a ratio of weight pushed divided by body weight.*



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.

4. 1.5 Mile Run

This is a timed run to measure the heart and vascular system's 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.*



What Are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test.
- The required performance to pass each test is based upon age (decade) and sex. While the absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile range in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

POWER CHART

TEST	Male				Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit-Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

How Does One Prepare for the Power Test?

1. Preparing for the Sit and Reach Test

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

Sit and Reach

Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



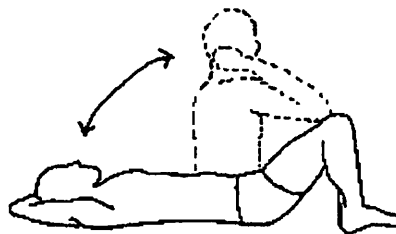
Towel Stretch

Sit on the ground with legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



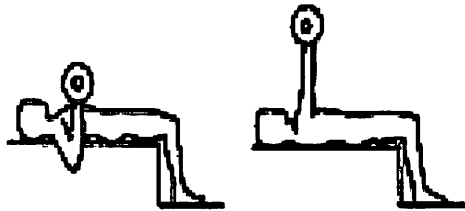
2. Preparing for the Sit-Up Test

The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in 1 minute. At least three times a week, do three sets (three groups of the number of repetitions one did in 1 minute).



3. Preparing for the 1 Repetition Maximum Bench Press

If one has access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2 ½ to 5 pounds every week. If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



If one does not have weight equipment, then the push-up exercise can be utilized. Determine how many push-ups one can do in 1 minute. At least three times a week, do three sets of the amount one can do in 1 minute.



4. Preparing for the 1.5 Mile Run

Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run. If one can advance the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.



Week Activity Distance Time Frequency

Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20 minutes – 17 minutes	5 times weekly
2	Walk	1.5 Miles	29 minutes – 25 minutes	5 times weekly
3	Walk	2 Miles	35 minutes – 32 minutes	5 times weekly
4	Walk	2 Miles	30 minutes – 28 minutes	5 times weekly
5	Walk/Jog	2 Miles	27 minutes	5 times weekly
6	Walk/Jog	2 Miles	26 minutes	5 times weekly
7	Walk/Jog	2 Miles	25 minutes	5 times weekly
8	Walk/Jog	2 Miles	24 minutes	4 times weekly
9	Jog	2 Miles	23 minutes	4 times weekly
10	Jog	2 Miles	22 minutes	4 times weekly
11	Jog	2 Miles	21 minutes	4 times weekly
12	Jog	2 Miles	20 minutes	4 times weekly