

The City of Harvard Police Department Is accepting applications for:



POLICE OFFICER

Join the Harvard Police Department Family

Here at the Harvard Police Department, we help you build your career in Law Enforcement. We are a small department comprised of 17 sworn personnel, 2 civilian personnel and a community of approximately 9500 residents that stand by and support the police department and its officers.

We offer numerous opportunities for various positions, advancements and skill development in a variety of areas to include but not limited to patrol, school resource officer, investigations, evidence technician, gang and/or drug officer, juvenile officer, truck enforcement, accident reconstruction, SWAT, ILEAS, and bicycle patrol to name a few.

Officers work a 12-hour work schedule, commonly referred to the 2-2-3 or Panama schedule. We are accepting applications for new recruits and laterals. We offer an excellent pay and benefit package if you join our family.

New Hire:	\$68,820.00/year
1-year lateral:	\$78,057.00/year
3-year lateral:	\$86,853.00/year
5-year lateral:	\$95,649.00/year

New recruits shall complete all required testing while laterals will be exempt from the physical fitness (POWER test) requirements.

Application packets may be obtained at the Harvard Police Department, 203 West Diggins Street, Harvard, Illinois 60033 or by visiting www.cityofharvard.org/jobs

The City of Harvard is an equal opportunity employer, minorities and women are encouraged to apply.

The City of Harvard Police Department is accepting applications for Police Officer



City of Harvard Harvard, Illinois

The Board of Police Commissioners of the City of Harvard, Illinois is accepting applications to the position of police officer with the Harvard Police Department

Salary: \$68,820 - \$115,200

Population: 9500

Sworn Police Officers: 17

Competitive benefits package includes:

- 12-hour work schedule commonly referred to as the 2-2-3 or Panama schedule
- Paid Days Off (PDO's combines holidays and vacation)
- Health, dental and term life insurance plans
- Paid sick leave accrual and buy back plans
- Shift preference and PDO's bid annually
- \$900.00 annual clothing allowance
- Court pay, 3 hour overtime minimum
- Compensatory accruals up to 85 hours
- Defined-benefit pension and 457 plans
- Up to 5-year salary adjustment for lateral applicants depending on years of service

Lateral Applicants Must Meet the Following Minimum Requirements

- At least 21 years of age at the time of the written examination.

- U.S. Citizen who speaks, reads, writes and understands English.
- Must have successfully completed a State certified law enforcement academy, are currently certified and must be in good standing with their current department.
- Possess a valid driver's license.

Please note Lateral Applicants:

Will not be required to complete, or show certification, of the POWER Test as part of the testing process, however they shall be subject to all other outlined portions of testing and hiring and will need the ability to perform the essential functions of the position as outlined above.

New Recruit Applicants Must Meet the Following Minimum Requirements

- At least 21 years of age at the time of the written examination.
- U.S. Citizen who speaks, reads, writes and understands English.
- Successfully have completed at least 60 hours of college credit at a fully accredited college or university, prior to the date of the written examination **or;**
- Have been honorably discharged from the US Military and have their DD-214 **or;**
- Have previously and successfully completed a State certified law enforcement Peace Officer Academy and a probationary employment period with a certified and recognized law enforcement agency.
- Possess a valid driver's license
- A P.O.W.E.R test will be conducted following the mandatory orientation and written exam, or; will be waived if the applicant possesses a P.O.W.E.R card showing a successfully completed P.O.W.E.R Test with an accredited and recognized certification P.O.W.E.R testing agency within the last 12 months of the date of the written exam

To Apply for the Position of Police Officer

- Application and instructions can be picked up at the Harvard Police Department, 203 West Diggins Street, Harvard, Illinois 60033 or they can be downloaded and printed out from the City of Harvard website; www.cityofharvard.org/jobs . There is no fee required to pick up or download an application packet. Written or telephone requests for applications will not be honored.
- Applications will be available beginning Friday, August 19, 2022.
- Fully completed application packets **must** be received and/or returned by Friday, October 14, 2022 at 3:30 p.m.
- Application packets can be dropped off, mailed, or emailed to;

Drop off;

Harvard Police Department
203 West Diggins Street
Harvard, Illinois 60033

Mailed;

Harvard Police Department
P.O. Box 310
Harvard, Illinois 60033

Emailed; fiegel@cityofharvard.org

***You will receive a confirmation email when received*

All Applicants Moving Forward in the Process Must Meet the Following:

- Attend the orientation on Saturday, October 22, 2022 at 08:00 a.m.
- Successfully pass a written test on Saturday, October 22, 2022 at 08:30 a.m.
- Successfully completed P.O.W.E.R test on Saturday, October 22, 2022 at 10:45 a.m.
(The P.O.W.E.R. test will be waived if the applicant possesses a P.O.W.E.R card showing a successfully completed P.O.W.E.R Test with an accredited and recognized certification P.O.W.E.R testing agency within the last 12 months of the date of the written exam or; If you qualify as a lateral applicant.)
- Successfully complete an oral interview.
- Successfully complete a background investigation.
- Applicants will be required to fully disclose all personnel matters, to include agreements and sealed files and submit to fingerprinting if required.
- Successfully complete a psychological evaluation.
- Successfully complete a polygraph evaluation.
- Successfully complete a medical physical to include vision, hearing and a drug and alcohol screening.

To apply for this position or obtain additional information, please visit the following website:

www.cityofharvard.org/jobs



HARVARD POLICE DEPARTMENT
Police Officer Selection Process
Information Packet

INCLUDES:

- City of Harvard Salary and Benefits Profile
- Selection Process Overview/Required Testing
- Illinois Law Enforcement Training and Standards Board Physical Fitness Standards
- P.O.W.E.R. test card locations
- Application for Employment

DOCUMENTATION TO BE RETURNED WITH THE COMPLETED APPLICATION:

- Photo copy of Driver’s License
- Photo copy of P.O.W.E.R Card issued within the last 12 months, if obtained
- Copy of Birth Certificate
- Copy of High School Diploma
- Copy of College Transcript or DD-214 or ILETSB Peace Officer Certificate
- Completed and Signed Application for Employment
- Three letters of recommendation from the persons listed on the application who have known the applicant for at least three years, stating that is their belief the applicant is of good moral character, of correct and orderly deportment, of temperate habits and, in their opinion, is qualified for the position that he/she seeks; and that such citizen is willing that a certificate signed by him/her is made public.

(Note: Applications that are not complete or do not include the required documentation above will not be accepted and you will not be allowed to participate in the testing process. See attached Rules and Regulations of the Police Commissioners of the City of Harvard)

KEY DATES TO REMEMBER:

- | | | |
|---|--|-----------------------|
| > | Friday, October 14, 2022 at 3:30 p.m. | Application deadline |
| > | Saturday, October 22, 2022 at 8:00 a.m. | Mandatory Orientation |
| > | Saturday, October 22, 2022 at 8:30 a.m. | Written Examination |
| ➤ | Saturday, October 22, 2022 at 10:45 a.m. | P.O.W.E.R Test |
| > | To Be Determined | Personal Interview |

**Illinois Peace Officer Wellness Evaluation Report Locations
(P.O.W.E.R. Card)**

Joliet Junior College

1215 Houbolt Road

Joliet, Illinois 60431

(815)280-2674

<https://www.jjc.edu/about-jjc/places-interest/power-testing>

NIPSTA

2300 Patriot Boulevard

Glenview, Illinois 60026

(847)998-8090

<https://www.nipsta.org/201/Police-Officer-Testing-POWER>

Triton College

2000 Fifth Avenue

River Grove, Illinois 60171

(708)456-0300

<https://www.triton.edu/cja/#power>

The City of Harvard Police Department



POLICE OFFICER TESTING

Mandatory Orientation: *October 22, 2022 at 8:00 a.m.*

Written Examination: *October 22, 2022 at 8:30 a.m.*

P.O.W.E.R Test: *October 22, 2022 at 10:45 a.m.*

203 West Diggins Street
Harvard, Illinois 60033

City of Harvard
Community Room



Required Testing

To become a Harvard Police Officer, each applicant must pass an extensive testing process, which consists of the following tests:

Written Exam: A 2-to-3-hour exam designed to test an applicant's ability to assimilate training as a police officer and their aptitude in several different areas. These examinations require no study information to preview.

Physical Agility Test: See included information on physical agility test and physical fitness standards required by the Illinois Local Governmental Law Enforcement and Training Board.

Personal Interview: A standard set of questions will be asked of the applicant that will be evaluated and graded on the applicant's communication skills, appearance, self-confidence, judgment, decisiveness, perception, independence, tolerance of stress, oral and written communications, sensitivity, and preparation.

Background Investigation: An in-depth investigation into the applicant's personal history will be conducted.

Polygraph Examination: Upon an offer of employment, the applicant will undergo a polygraph deception examination that must be completed successfully.

Psychological Examination: Upon an offer of employment, the applicant will undergo a series of exams, along with a clinical interview to determine psychological aptitude for the position of police officer.

Medical Examinations: Upon an offer of employment, the applicant will undergo a physical examination, which includes, but is not limited to, physical, hearing, vision, laboratory, blood tests, and drug and alcohol screening.



HARVARD POLICE DEPARTMENT



Police Officer Selection Process

The type of selection process to which effective police officers are to be chosen is very important to this organization. In order to identify the most qualified person we must utilize the very best methods available. These methods must conform to standards considered valid by professional organizations. To be valid, this process must use methods of examination that will reveal the applicant's job knowledge and desirable personal traits.

The following steps will be taken to select a police officer from the qualified applicants that have passed the written examination:

1. Candidates will be photographed.
2. Candidates will be given 30 minutes to complete a written essay.
3. Candidates will undergo a pre-background interview and validate their driver's license.
4. Each candidate will be allowed to address the panel after which they will also undergo a series of questions.

The assessment panel will consist of three police commissioners assisted by the following:

1. Chief of Police
2. Deputy Chief and/or Sergeant

The candidates will be scored on the following criteria:

1. Their ability to organize
2. Oral and written skills
3. Tolerance for stress
4. Decisiveness
5. Judgment
6. Perception
7. Sensitivity to others
8. How they prepared themselves for the assessment panel

Performance Dimensions and their Definitions

Cognitive Dimensions

1. Judgement
 - a. Makes sound and logical decisions based on available facts.
 - b. Applies good common sense in dealing with pressure situations.
 - c. Capable of making sound decisions on the spot.
 - d. Uses good judgment in dealing with a potentially explosive situation.

2. Decisiveness
 - a. Acts quickly and surely when the situation demands it.
 - b. Uses good judgement in making decisions.
 - c. Ability to use knowledge they possess to make good decisions.
 - d. Ability to correlate behavioral and interpersonal issues with “the right answer” theoretically.

3. Perception
 - a. Can quickly identify and interpret the significant details and concepts in a situation.
 - b. Comprehends the facts of a situation and knows when and what kind of action to taken.

Personal Dimensions

1. Independent
 - a. Can solve problems and make decisions without repeated instructions or close supervision.
 - b. Exhibits initiative and willingness to handle situations.

2. Tolerance for Stress
 - a. Maintains poise and task performance under stressful conditions.
 - b. Ability to make effective logical decisions under pressure.

Interpersonal Dimensions

1. Sensitivity to Others
 - a. Considers the feelings and needs of others when dealing with people, particularly in resolving conflicts.
 - b. Shows empathy in working with people. Does not enforce the rules and regulations blindly.
 - c. Effective in dealing with people without arousing antagonism.
 - d. Understanding the motives of people and how they will react.

Communication Skills

1. Oral Communications
 - a. Has command of the spoken language and can easily be understood by others.
 - b. Maintains good eye contact and poise while conversing with a person.

2. Written Communications
 - a. Can communicate effectively in written English.
 - b. Has the ability to include important facts and details in a written report.



Harvard Police Department



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Last Four SSN: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for us before? YES NO If yes, when? _____

Do any of your friends or relatives, other than spouse, work here? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three personal references.

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____
Address: _____ Phone: _____

Full Name: _____ Relationship: _____
Address: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Additional Qualifications / Specialized Skills

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____