

Last Name: _____ First: _____ Middle: _____



Harvard Police Department

203 West Diggins Street

Harvard, Illinois 60033

Phone: (815)943-4431

[*www.cityofharvard.org/police*](http://www.cityofharvard.org/police)

**CERTIFIED ENTRY
POLICE OFFICER APPLICATION**

www.cityofharvard.org/jobs

**APPLICATIONS ARE ACCEPTED ON AN ONGOING BASIS SO APPLY NOW TO
JOIN OUR TEAM**

It is the policy of the City of Harvard to provide equality of opportunity to all person regardless of race, color, ancestry national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected group status. This policy applies to all aspects of our personnel policies, practice, and operations. The City of Harvard complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Human Resources Director in advance. All information contained in or connected with this application will be considered personal, confidential, and used only in conjunction with your possible employment with the City of Harvard. Please furnish us with complete information as outlined in this application. Please type or print in black ink.

Any misrepresentation on this application whether actual or by omission may disqualify you for consideration of employment with the City of Harvard Police Department.

THIS FORM IS A PART OF THE EXAMINATION PROCESS AND MUST BE AS COMPLETE AS POSSIBLE.

See the Minimum Qualifications.

You cannot be considered for the position unless you meet these requirements.

Last Name: _____ First: _____ Middle: _____



The Board of Police Commissioners of the City of Harvard, Illinois is accepting certified officer (*lateral*) applications to the position of police officer with the Harvard Police Department

Salary: \$83,405 - \$102,212

Population: 92,820

Sworn Police Officers: 17

Competitive benefits package includes:

- 12-hour work schedule, commonly referred to as the 2-2-3 or Panama schedule, with every other weekend off.
- 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.
(Current Bargaining Unit Contract, 2023-2026)
 - 1-year salary adjustment \$83,405
 - 3-year salary adjustment \$98,820
 - 5-year salary adjustment \$102,820

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**

Last Name: _____ First: _____ Middle: _____

MINIMUM QUALIFICATIONS

All persons possessing certification from the Illinois Law Enforcement Training and Standards Board may be considered for accelerated entry (referred to as “certified entry candidates”). Certified entry candidates selected must first meet all the following criteria:

1. Valid Driver’s License.
2. Vision correctable to 20/20 in both eyes.
3. Pass medical exam including drug screen.
4. Previous status as a certified Police Officer in the State of Illinois for a minimum of 24 months and at least one year removed from the completion of a probationary period.
5. Currently in good standing in the police department in which the person serves,
6. Possesses substantially equivalent skills and abilities as a City of Harvard Police Officer who has completed the probationary period, as determined by the City, and
7. Taken and passed such examinations as the Commission deems necessary to determine fitness for duty as a police officer.

Certified entry candidates who have been determined by the Commission to meet the requirements will not be required to attend an orientation or take a written examination. For such candidates, the examination process may consist of a background investigation, oral interview, polygraph, psychological, physical agility examination, and medical examination.

DOCUMENTATION TO BE RETURNED WITH THE COMPLETED APPLICATION

1. Copy of Driver’s License
2. Copy of Birth Certificate
3. Copy of High School Diploma or GED certificate
4. Copy of College Transcript or diploma, if applicable
5. Copy of Military Discharge form DD-214, if applicable
6. ILETSB Peace Officer Certificate
7. Essay question
8. Completed and Signed Application Packet for Employment
9. Performance Appraisals and Evaluations for the past two years

(Note: Applications that do not include the required documentation above will not be accepted as a completed application.)

GENERAL INSTRUCTIONS

1. Type or print in black ink an answer to every question. To be eligible for consideration, applications MUST be complete, accurate and legible.
2. If a question does not apply to you, mark N/A in the space provided.
3. If space provided in the specific section or the continuation sheet is insufficient, attach a separate sheet and precede the additional information with the section title to which you are referring.
4. It is your responsibility to notify the City of any changes of address or phone number.
5. The City of Harvard Police Department will verify conviction records, places of employment and other information listed on this application.
6. If you have any questions, you may call (815)943-4431 Monday through Friday 7:00 am – 3:30 pm, or email figel@cityofharvard.org

Last Name: _____ First: _____ Middle: _____

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: _____

Last Name: _____ First: _____ Middle: _____

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: _____

Last Name: _____ First: _____ Middle: _____

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: _____

Last Name: _____ First: _____ Middle: _____

LAW ENFORCEMENT TRAINING

Please describe courses taken relating to police work including basic police academy: (attach additional sheets if necessary)

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

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Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

Course Title: _____ Date of Course: _____ Hours: _____

Training Provider: _____

AREAS OF POLICE EXPERIENCE

Describe all duty and specialty assignments in your police career, such as traffic, investigations, narcotics, community relations/crime prevention, training of officers, patrol, administration, public education, etc. Note the duration of each assignment and where held. Please give reasons for transfer or reassignment.

WORK ACTIVITIES

Describe any information regarding the following areas:

Innovative programs you may have implemented or recommended:

Last Name: _____ First: _____ Middle: _____

Commendations and/or special achievements:

Experience using computer software:

Certifications:

Last Name: _____ First: _____ Middle: _____

ANSWER MUST BE IN YOUR OWN HANDWRITING. DO NOT TYPE

Discuss your interest in and your qualifications for becoming a Police Officer for the City of Harvard

[illegible]

Last Name: _____ First: _____ Middle: _____

CONTINUATION SHEET

Indicate in the left column the Section Title of the question you are answering, then complete your answer in the space provided.

Section Title: _____ Continuation of Answer

Last Name: _____ First: _____ Middle: _____

PLEASE READ THE FOLLOWING BEFORE SIGNING

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: _____

PLEASE NOTE: All applications shall be kept on file for six months. If you are not hired during this period, and you would like to keep your application on file, you must contact the Harvard Police Department to advise them of this and to make any changes.

PLEASE NOTE: If you fail to respond to a letter, email, or phone call concerning your interest in the position, your application will be removed from the active file. Your application will also be removed from the active file if you fail to show for a scheduled test or interview.

The information listed below is NOT part of this application process, but it is used to improve advertising and recruiting efforts.

How did you learn of this opportunity?

- ☐ The Blue Line website posting.
- ☐ City of Harvard posting
 - ☐ Website
 - ☐ Facebook
 - ☐ Other: _____
- ☐ Informed by a current City of Harvard / Harvard Police Department Employee
- ☐ Informed by a co-worker in another Police Department / Municipality
- ☐ Informed by a friend or relative.
- ☐ Another referral source (please specify) _____

ATTACH ALL DOCUMENTS TO THE LAST PAGE OF THIS APPLICATION

Ensure you return the entire application packet with your supporting documents.