

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)

**ENTRY LEVEL RECRUIT
POLICE OFFICER APPLICATION**

www.cityofharvard.org/jobs

APPLICATIONS ARE BEING ACCEPTED 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 entry level recruit police officer applications for the position of police officer with the Harvard Police Department.

Salary: \$73,548.00 - \$111,582.00 (*as of May 1, 2024*)

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, with every other weekend off.
- Paid Days Off (PDO's combines holidays and vacation)
- Health, dental, vision, 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.

To Apply for the Position of Police Officer

1. 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;
2. There is no fee required to pick up or download an application packet. Written or telephone requests for applications will not be honored.
3. Applications will be available beginning Wednesday, March 6, 2024.
4. Fully completed application packets **must** be received and/or returned by Friday, April 19, 2024 at 3:30 p.m.
5. 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:

figel@cityofharvard.org

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

Last Name: _____ First: _____ Middle: _____

MINIMUM QUALIFICATIONS

1. At least 21 years of age at the time of the written examination.
2. Speaks, reads, writes, and understands English.
3. 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**;
4. Have been honorably discharged from the US Military and have their DD-214 **or**;
5. Have previously and successfully completed a State certified law enforcement Peace Officer Academy and are in good standing with Illinois Law Enforcement Training and Standards Board (ILETSB).
6. Possess a valid driver's license
7. 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.

Entry level recruit candidates who have been determined by the Commission to meet the requirements will be required to attend the orientation, take a written examination, and complete the P.O.W.E.R Test, or provide a valid P.O.W.E.R card outlined in the minimum qualifications. For such candidates, the examination process will consist of an orientation, written examination, physical agility examination, oral interview, background investigation, polygraph, psychological, and medical examination.

DOCUMENTATION TO BE RETURNED WITH THE COMPLETED APPLICATION

1. Photo copy of Driver's License
2. Photo copy of P.O.W.E.R Card issued within the last 12 months, if obtained
3. Copy of Birth Certificate
4. Copy of High School Diploma
5. Copy of College Transcript, **or** DD-214, **or** ILETSB Peace Officer Certificate
6. 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 do not include the required documentation above **will not** be accepted as a completed application.)*

KEY DATES TO REMEMBER:

- | | |
|---|-----------------------|
| 1. Friday, April 19, 2024 at 3:30 p.m. | Application deadline |
| 2. Saturday, April 27, 2024 at 8:00 a.m. | Mandatory Orientation |
| 3. Saturday, April 27, 2024 at 8:30 a.m. | Written Examination |
| 4. Saturday, April 27, 2024 at 10:45 a.m. | P.O.W.E.R Test |
| 5. To Be Determined | Personal Interview |

Last Name: _____ First: _____ Middle: _____

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

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>

Entry Level Recruit Applicants Moving Forward in the Process Must Meet the Following:

1. Attend the orientation on Saturday, April 27, 2024 at 08:00 a.m.
2. Successfully pass a written test on Saturday, April 27, 2024 at 08:30 a.m.
3. Successfully completed P.O.W.E.R test on Saturday, April 27, 2024 at 10:45 a.m.
 - a. The P.O.W.E.R. test will be waived if the applicant possesses a valid 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.
4. Successfully complete an oral interview.
5. Successfully complete a background investigation.
6. Applicants will be required to fully disclose all personnel matters, to include agreements and sealed files and submit to fingerprinting if required.
7. Successfully complete a psychological evaluation.
8. Successfully complete a polygraph evaluation.
9. Successfully complete a medical physical to include vision, hearing and a drug and alcohol screening.

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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 riegel@cityofharvard.org

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: _____

Last Name: _____ First: _____ Middle: _____

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: _____

Last Name: _____ First: _____ Middle: _____

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: _____

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: _____

Last Name: _____ First: _____ Middle: _____

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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Last Name: _____ First: _____ Middle: _____

Training Provider: _____

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

Training Provider: _____

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

Training Provider: _____

ADDITIONAL QUALIFICATIONS / SPECIALIZED SKILLS

Describe additional qualification or specialized skills you have that would assist you in becoming a police officer.

WORK ACTIVITIES

Describe any information regarding the following areas:

Innovative programs you may have implemented or recommended:

Commendations and/or special achievements:

Last Name: _____ First: _____ Middle: _____

Experience using computer software:

Other 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, and please describe your strengths and weaknesses as they relate to policing.

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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

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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: If you fail to attend any of the required testing, fail to respond to a letter, email, or phone call concerning your interest in the position, you will be disqualified from the testing process.

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.