2018

RECRUITING HANDBOOK

ROCKFORD POLICE RECRUITING

Where Dedication finds Purpose

The City of Rockford is an equal opportunity employer

Vision Statement

The Rockford Police Department values the citizens we serve as well as those dedicated to protect them. We are committed to making the City of Rockford a safe community in which to live, work and flourish.

Mission Statement

The Members of Rockford Police Department are dedicated to protecting the lives and property of the citizens of Rockford by reducing crime and building relationships that cultivate prosperity.

Core Values

VIGILANCE We are ever watchful

ACCOUNTABILITY We will always be responsible in our duties

LOYALTY We are devoted to the community, organization, profession

UNITY We stand as one with all we serve

ETHICS We will do what is right without compromise

SERVICE We are dedicated to giving of ourselves

City of Rockford

ROCKFORD POLICE DEPARTMENT

Daniel G. O'Shea, Chief of Police

Thank you for your interest in the Rockford Police Department. We are one of the largest municipal police departments in the State of Illinois, which affords us the ability to participate in a variety of law enforcement functions and specialties. This means that potential employees, once hired, will have the opportunity to apply and test for lateral and promotional positions on a regular basis.

Our Department seeks applicants who understand the importance of community and possess the ability to problem solve. We are looking for individuals able to effectively communicate with people from diverse backgrounds and ethnicities. We welcome those with varied life experiences from college, military, or other careers. We want officers with the integrity and personal commitment it takes to maintain the proud tradition of the Rockford Police Department.

I wish you the best during the testing process. Please read through this booklet, it will provide answers to most of your questions. Should you need further assistance during the testing process, please contact our recruiter at (779)500-6628 or email at recruiter@rockfordil.gov

Sincerely,

Daniel G. O'Shea

Chief of Police

Rockford Police Headquarters and District 3
557 South New Towne Drive Rockford, Illinois 61108-2385 USA
(779) 500-6565 (815) 227-0324 fax **www.rockfordil.gov**

District 1
420 West State Street Rockford, Illinois 61101-1288
District 2
1410 Broadway Rockford, Illinois 61104-1412

APPLICATION PROCESS

The Rockford Police Department has implemented an online application process for the position of police officer that allows candidates to file their applications electronically. Interested candidates will need to go to **www.rockfordil.gov/police** and once on the website, click on "JOIN THE ROCKFORD POLICE DEPARTMENT" link located under the featured links section . The link will take you to our electronic application.

Applications will **ONLY** be available during the specified dates and times of the application process. The application link will not be active prior to or after these dates and times. Those interested in testing for the Rockford Police Department outside of the application period can fill out an electronic job interest card online and will be notified via email regarding the next testing dates.

Anyone not having access to the internet will be able to go to the Human Resources Department at City Hall, 425 E. State St. in Rockford and complete an online application at a computer kiosk. Additionally, public libraries offer free access to the internet.

If there are any issues regarding the ability to complete an online application, please contact the recruiter at 779-500-6628 or email **recruiter@rockfordil.gov** and we will make every attempt to accommodate special circumstances.

Our service will allow applicants to track where they are in the application process, verify documents have been received, written test results and interview dates. Additionally, email notifications will advise and update applicants about important information regarding their status in the testing process. We are hopeful that this will immediately satisfy candidates' request for information regarding their status in the testing process.

Thank you for your interest in the Rockford Police Department and best of luck!

BENEFITS

UNIFORMS
All necessary uniforms are provided to an officer at no cost. This includes all leather items and duty weapon (Smith & Wesson Military and Police M&P .40 caliber semi-automatic).

HOLIDAYS
A total of twelve paid holidays are provided to employees.

SALARY
$52,811.00 - $76,870.00

HEALTH INSURANCE
The City of Rockford offers an excellent health and dental plan to all employees.

VACATION
A new employee will earn two weeks of vacation after the completion of their first year of employment. Vacation will then increase to three weeks after five (5) years of service and to four (4) weeks after fourteen (14) years of service, and five (5) weeks after twenty-four (24) years.

SICK LEAVE
Officers are provided with a liberal sick leave policy.

PENSION
Individuals who are accepted into the pension system are eligible to retire after twenty (20) years of service and they have reached age 55, at half salary. The pension increases (to a maximum of 75%) with additional years of service. (Both the participant and the City of Rockford contribute to the pension plan.)
NOTE: Many of the listed benefits are provided for in a contract between the City of Rockford and the police officer's bargaining unit (P.B. & P.A.). They are subject to change whenever a new contract is negotiated.

There are certain standards that an applicant must meet in order to become a Rockford police officer and these are summarized below. All qualifications are set within the Rules and Regulations of the Board of Fire and Police Commissioners, City of Rockford Ordinances and all applicable statutes.

QUALIFICATIONS

AGE
An applicant must be at least 21 years old but not have reached their 35th birthday by the closing date of the application period. This age limitation does not apply to any person with active duty military time up to a certain age or previously employed as a police officer within a municipality. A veteran shall be allowed to exceed the maximum age provision by the number of years served on active military duty, but by no more than 10 years.

DRIVER'S LICENSE
A valid Driver's License is required at the time of appointment to the Department.

F.O.I.D.
Must have or begin the process of obtaining an Illinois Firearm Owner Identification Card by time of hire.

EDUCATION
A high school diploma (or its equivalent) is required.

ARREST RECORD
An applicant must not have any felony convictions nor have been convicted of certain misdemeanors. A list of disqualifying convictions is contained within this booklet.

PHYSICAL CONDITION
All applicants will participate in the Physical Fitness Assessment Test, explained later in this booklet. Additionally, final candidates will undergo an extensive physical examination.

RESIDENCY
Effective October 1, 2001 employees must live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months after termination of the employee's probationary period. The probationary period is eighteen (18) months unless extended by the Board for performance reasons.

DISQUALIFICATIONS FOR APPOINTMENT TO THE ROCKFORD POLICE DEPARTMENT

By action of the Rockford Board of Fire and Police Commissioners the below list of specific offenses automatically disqualify anyone from being a police officer with the City of Rockford. If you have been convicted of any of the offenses listed on this page, you cannot be a police officer in Rockford.

The Board's action is based upon legislation in the Illinois Compiled Statutes, namely, 50 ILCS 705/6, 50 ILCS 705/6.1, and 65 ILCS 5/10-2.1-6.

DISQUALIFYING OFFENSES

ANY Felony	
Chapter 720 Illinois Compiled Statutes	Defacing Identification Marks of Firearms (5/24-5)
Indecent Solicitation of a Child (5/11-6)	Mob Action (5/25-1)
Adultery (5/11-7)	Keeping a Gambling Place (5/28-3)
Public Indecency (5/11-9)	Offering a Bribe (5/29-1)
Sexual Exploitation of a Child (5/11-9.1)	Resisting or Obstructing a Peace Officer or Correctional Institution Employee (5/31-1)
Prostitution (5/11-14)	Obstructing Justice (5/31-4)
Soliciting for a Prostitute (5/11-15)	Escape / Failure to Report (5/31-6)
Keeping a Place of Prostitution (5/11-17)	Aiding Escape (5/31-7)
Patronizing a Prostitute (5/11-18)	Compounding a Crime (5/32-1)
Pimping (5/11-19)	Perjury (5/32-2)
Aggravated Assault (5/12-2)	Subordination of Perjury (5/32-3)
Intimidation (5/12-6)	Communicating with Jurors and Witnesses (5/32-4)
Criminal Sexual Abuse (5/12-15)	Harassment of Jurors or Families of Jurors (5/32-4(a))
Theft (5/16-1)	Simulating Legal Process (5/32-7)
Deceptive Practices (5/17-1)	Tampering with Public Records (5/32-8)
Impersonating a Police Veteran/Fraternal Org. (5/17-2)	Manufacture or Delivery of Cannabis (550/5)
Residential Picketing (5/21.1-3)	Delivery of Cannabis on School Grounds (550/5.2)
Unlawful Use of Weapon, Subsections (1), (6), and (8) of (5/24-1)	
Unlawful Possession of Firearms and Firearm Ammunition (5/24-3.1)	

Convicted of any misdemeanor crime of domestic violence involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

TESTING INFORMATION

WRITTEN EXAMINATION
Each applicant will take a written exam which will include a measure of basic skills included but not limited to Math, Reading Comprehension, Grammar, and Report Writing. Study guides are available on line at www.rockfordil.gov. A minimum of 70% is needed to pass the written exam. NOTE: This exam will count for 40% of the final weighted score.

M-Pulse Inventory Test
Written Exam

PERSONAL DOCUMENTS
Applicants will be asked to provide several important documents by a specified deadline in each testing cycle. Some of these documents may take several weeks to obtain, so we recommend applicants order their documents well in advance to avoid missing the deadline. Those documents include:

- Certified copy of Birth Certificate
- Print a copy of the application (www.rockfordil.gov)
- Copy of High School Diploma or GED
- All High School Transcripts (official copies only, sealed & unopened from school.)
- Copy of High School Diploma
- Copy of Trade School/College Transcripts & Certificates
- Certified Copy of Military DD214
- Copy of Citizenship or Naturalization Documents
- Copy of Driver's License
- Copy of F.O.I.D.
- Copy of Social Security Card
- Copy of Name Change Documents
- Copy of Divorce Decree/Marriage License
- Peace Officer Training Certificates
- Letters of Recommendation (optional)

NOTE: DOCUMENTS SUBMITTED WILL NOT BE RETURNED. MUST PROVIDE ONE PACKET AT REQUIRED TIME.

PRE-INTERVIEW REVIEW
The Board reserves the right to remove a applicant who has passed the written and physical agility tests from the testing process before an or interview if the applicant's character or employment history are unsatisfactory or if the applicant otherwise does not appear to be we qualified to discharge the duties of the position from a review or his or her application, an background information. The Board shall notify any such applicant who is removed from the testing process.

ORAL EXAMINATION
Given by the Board of Fire and Police Commission minimum passing score is 70%. The applicant written application, written exam, and his or he background information may be evaluated an considered by each commissioner in conjunction with the interview in determining the applicant oral examination score.

NOTE: THIS EXAM WILL COUNT FOR 60% OF THE FINAL WEIGHTED SCORE.

ELIGIBILITY LIST
The Board will establish an eligibility list of applicants based on final scores. The length of the list is determined by the number of foresee openings that will develop within the department over the life of the list. Therefore, some applicant that pass all phases of the testing process may not be included on the final eligibility list.

PHYSICAL FITNESS ASSESSMENT TEST
You will be administered the physical fitness assessment test once you have completed the oral interview, and have been placed on the eligibility list.
This test, commonly referred to as the P.O.W.E.R. test consists of four (4) separate events, all of which are explained on the following pages and all of which are a PASS/FAIL. This will be the first test in the process.

PSYCHOLOGICAL EXAM
Advisory to the Board of Fire and Police Commission.

BACKGROUND INVESTIGATION
When an opening exists and a candidate is eligible to be hired, an in-depth background investigation is conducted by the Department. The investigation is advisory to the Board of Fire an Police Commissioners.

MEDICAL EXAMINATION
Final candidates will undergo an extensive physical examination, which includes drug, AIDS, audio, an vision testing. See the further explanation on Page 9 entitled PHYSICAL EXAMINATION.

REMOVAL FROM THE TESTING PROCESS
The applicant is responsible for meeting all scheduled deadlines and for arriving on time to all scheduled events and/or appointments. Failure to comply will result in the applicant's removal from the testing process

MILITARY / EDUCATIONAL PREFERENCE
Military and Educational points shall be applied in accordance with paragraphs 10-2.1-8 and 10-2.1-9 of the Board of Fire and Police Commissioners Act. The preference points awarded under this Section are not cumulative, and no applicant shall receive more than a total of 5 preference points.
Military and educational preference points of 5 points shall be applied to applicants described below:
Persons who have successfully obtained an associate's degree in the field of law enforcement, criminal justice, fire service, or emergency medical services,
Persons who have successfully obtained a bachelor's degree from an accredited college or university,
Persons who have successfully obtained or received a certificate attesting to the successful completion of the Minimum Standards Basic Law Enforcement Training Course as provided in the Illinois Police Training Act and are currently serving as a law enforcement officer on a part- time or full-time basis within the State of Illinois,
Persons who were engaged in the military or naval service of the United States for a period of at least one year and who were honorably discharged there from, or who are now or may hereafter be on inactive or reserve duty in such military or naval service.

RE-TESTING INFORMATION
If the Department re-tests, an individual who is on a current list has two options:
The first option allows that individual to keep his/her original score and not re-test. They are positioned on the new list according to their original score. The original expiration date will still apply.

The second option allows participation in the new testing process. If they successfully complete all the tests, they can then choose either score, old or new. If they successfully complete all the tests, they can then choose either score, old or new. If the new score is chosen, they are placed on a new list, according to the numerical score, for its two-year duration. If they do not successfully pass the new testing process, they can choose their old score, and the original expiration date would apply.

NOTE: All testing is done within the Rules and Regulations of the Board of Fire and Police Commissioners, City of Rockford ordinances, and all applicable state and federal statutes.

IMPORTANT
It is strongly recommended that a candidate prepare for the Fitness Assessment Test. It is also strongly recommended that anyone preparing for this series of tests obtain clearance from a competent medical authority before engaging in any physical activity.

On the following pages, there are separate sheets for each of the events,.

Applicants must pass each test - a failure on any <u>one</u> of the four test events removes the applicant from any further testing.

If you have any questions, please call the Recruiting Office at **(779) 500-6628**

I. 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 toe or beyond with extended arms from the sitting position. The score is in inches reached on the scale stamped onto the top of the box.

The applicant must wear shorts or long pants that can be pulled above the knees so that the knees are visible. They sit on the floor with legs extended in a box. The legs must remain rigid and down. In stocking feet, the heels touch the front edge of the box and are eight inches apart. With the slider set at the edge of the box, the applicant slowly reaches forward, pushing the slide with hands overlaid and fingers even, as far as possible, and holds the position, momentarily. The furthest distance reached on the scale by the fingertips is recorded. The scores listed are in inches and are the minimums that must be obtained.

AGE	MALE	FEMALE
21 - 29	16.0"	18.8"
30 - 39	15.0"	17.8"
40 - 49	13.8"	16.8"
50 - 59	12.8"	16.3"

II. ONE MINUTE SIT-UP TEST

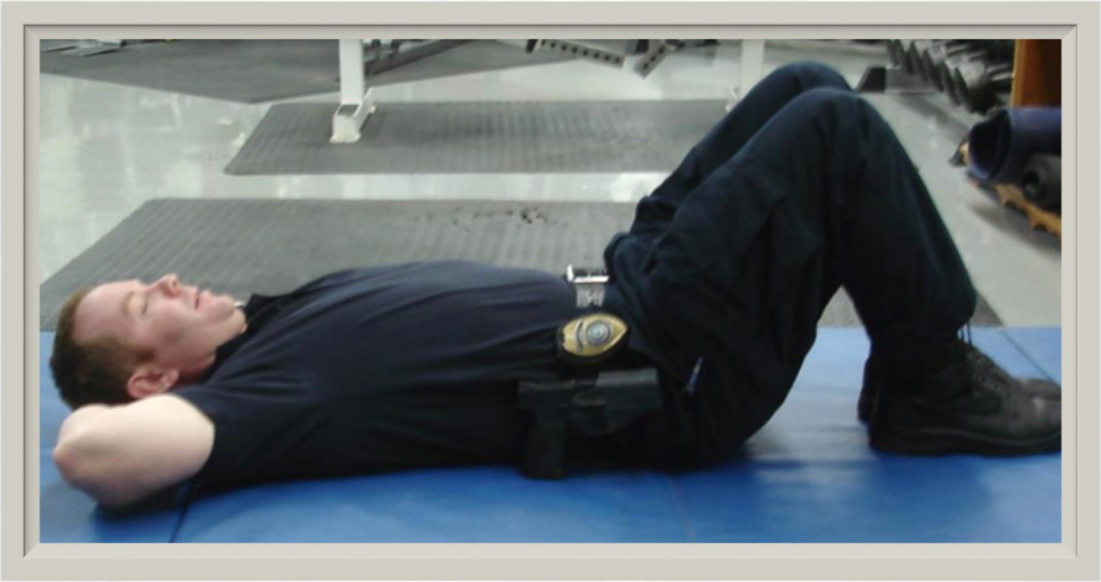
This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups performed in one minute.

The applicant lies on their back, knees bent, fingers laced behind the head. The applicant then performs sit ups touching the elbows to knees before returning to the starting position. The applicant performs as many sit-ups as possible within one minute. The applicant's feet will be held down by an assistant during the test. The scores listed are the minimum that a candidate must do in one minute.

POINTS TO REMEMBER WHEN PERFORMING SIT-UPS:

Hands must remain laced together, behind the head, at all times

When returning to the starting position, shoulder blades must touch the floor each time. Cannot arch back and lift seat off the floor.
Sit-ups not performed properly will not count and will have to be re-done



AGE	MALE	FEMALE
21 - 29	37	31
30 - 39	34	24
40 - 49	28	19
50 - 59	23	13

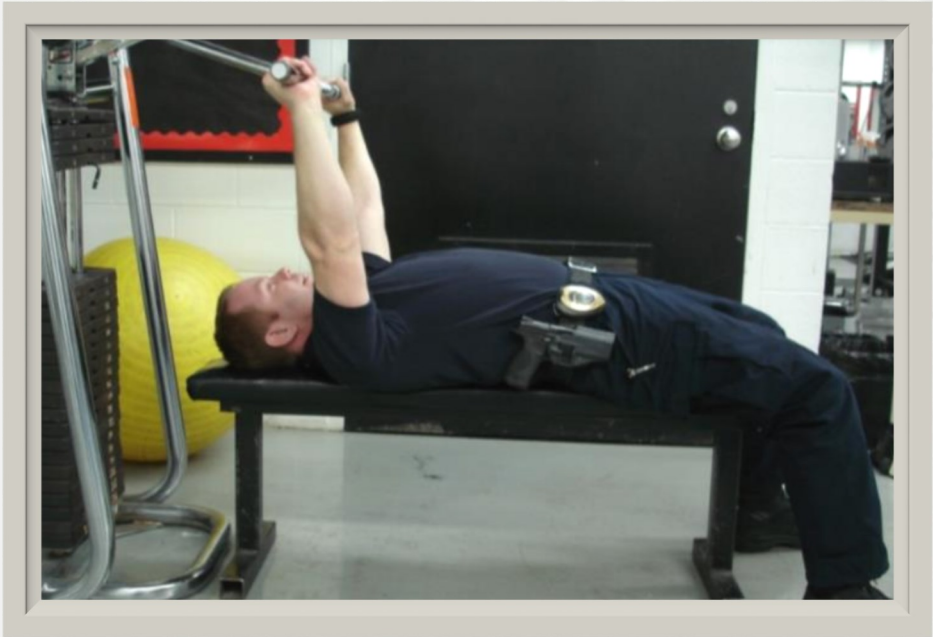
III. ONE REPETITION MAXIMUM BENCH PRESS

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. The score is the ratio of weight pushed divided by body weight.

The applicant lies in the bench press position and must push the percentage of body weight shown in the chart (one repetition only). A universal type machine will be used for this event. We cannot guarantee a certain machine. We are currently using the universal machine at Rock Valley College. But be prepared to perform your bench press with a substitute universal machine if the circumstances dictate. The score for this test is the maximum number of pounds lifted in one repetition, divided by body weight, which gives the percentage of body weight lifted. The scores listed are the minimum percentage of your body weight that must be pressed according to your appropriate category.

An easy way to determine the minimum amount of weight that you would have to press is to find the appropriate category for your sex and age. Then, multiply the percentage shown by your weight. Example: for a male 25 years old, weighing 176 pounds, the percentage shown is .98, thus: .98 x 176 = 172

NOTE: Up to four lifts (warm-ups) are allowed to prepare for the maximum - the maximum push must be completed on or before the fifth push.



AGE	MALE	FEMALE
21 - 29	.98%	.58%
30 - 39	.87%	.52%
40 - 49	.79%	.49%
50 - 59	.70%	.43%

IV. 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 tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

The times given are the maximum allowable time according to the sex and ages shown.

AGE	MALE	FEMALE
21 - 29	13:46 Minutes	16:21 Minutes
30 - 39	14:31 Minutes	16:52 Minutes
40 - 49	15:24 Minutes	17:53 Minutes
50 - 59	16:21 Minutes	18:44 Minutes

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The City of Rockford is an equal opportunity employer