

**CITY OF EFFINGHAM  
BOARD OF FIRE & POLICE COMMISSIONERS**

**Application Process**

**SECTION 1 - NOTICE OF EXAMINATIONS.**

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with the Statutes of the State of Illinois. The Board may also utilize one or more of the following methods of notification: City or Department web sites, law enforcement or fire service web sites, written notification to members of the department, local civic groups and service organizations, regional colleges and universities. Examinations may be postponed, however, by order of the Commission, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

**SECTION 2 - EXAMINATIONS.**

The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the Minutes of the Board and shall include a statement of:

- a) The time and place where such examination will be held.
- b) The location where applications may be obtained and the date by which applications must be returned to the Board.
- c) The position to be filled from the resulting eligibility list.

**SECTION 3 - TYPE OF EXAMINATIONS.**

Applicants must attend the orientation program sponsored by the Board. In addition, applicants may be required to participate in a physical ability test, written and oral examinations as determined by the Board and as more particularly set forth in Section 4 below. No examination shall contain questions regarding applicant's political or religious opinions or affiliations.

**SECTION 4 - EXAMINATIONS - MINIMUM GRADE.**

- a) The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further

participation. Each weighted component of the examination process shall be based upon a scale of 1 to 100.

Examinations	% of Total Grade	Minimum Passing
Orientation		Attendance Mandatory
Physical Ability Test		Pass/or Fail, in alternative pass if possess POWER certificate
Written Test	60%	75%
Oral Test (Interview)	40%	*
Psychological Examination		Pass or Fail
Polygraph Test		Pass or Fail
Background Investigation		Pass or Fail
Medical Examination		Pass or Fail

\*To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.

b) Preference In Appointment.

1. With regard to applicants for initial appointment as a full-time police officer, the Board shall give preference for original appointment to the following persons whose name appears upon the eligibility register, as follows:
  - i. Applicants who were engaged in the military or naval service of the United States for at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service (not including, however, in the case of offices, positions and places of employment in the police department, persons who were convicted by court-martial of disobedience of orders, where such disobedience consisted in the refusal to perform military service on the ground of religious or conscientious objections against war) shall have five (5) points added to their initial eligibility grade received. For purposes of this paragraph, if a person has been deployed, then "active duty military or naval service of the United States" includes training and service school attendance, as defined in 10 U.S.C. 101(d), which is ordered pursuant to 10 U.S.C. 12301(d).
  - ii. Applicants who have successfully obtained an associate's degree in the field of law enforcement, criminal justice, fire service, or emergency medical services, or a bachelor's degree from an accredited college or university; persons who have been awarded 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 shall have five (5) points added to their initial eligibility grade received.

- iii. Applicants who have participated in the City of Effingham Explorer Post for at least two (2) years shall have two (2) points added to their initial eligibility grade received.
- iv. Preference points awarded under subparagraphs i. and ii. of this paragraph 1 shall not be cumulative.

## **SECTION 5 - PHYSICAL ABILITY TEST.**

All applicants for a position with the police department shall submit themselves to a physical ability test or, in the alternative, possess a valid Peace Officer Wellness Evaluation Report (POWER) certificate issued by a qualified testing facility no more than 365 days prior to the date scheduled for the written exam. The applicant shall obtain the POWER certificate at his or her own expense.

## **SECTION 6 - WRITTEN EXAMINATIONS.**

Information as to the type of written examination employed by the Board will be provided as part of the orientation program. All examination papers shall be and remain the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates for initial appointment as a full-time police officer or firefighter who fail to achieve a passing grade of 75% will be notified and eliminated from all further consideration. Only the top 50 candidates who achieve a passing grade will be permitted to participate in the next step of the examination process.

## **SECTION 7 - ORAL INTERVIEW.**

A majority of the Commissioners, or a panel of qualified individuals authorized by the Board, shall participate in the Oral Interview. Questions shall be asked of the Candidate that will enable the Commissioners, or panel, to properly evaluate and grade the Candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each Oral Interview, the Commissioners, or panel, will discuss the Candidate's abilities using the traits listed above. Candidates who fail to successfully complete the Oral Interview will be notified and eliminated from all further consideration.