



July 5, 2023

Dear Candidate for Police Officer:

Within this packet are the following documents:

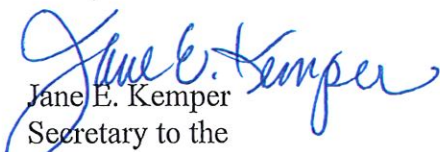
1. Announcement of the Entry Level Police Officer Testing;
2. Police Application Checklist;
3. Police Officer Application Process;
4. Application for Employment;
5. Qualifications for Police Applicants form;
6. Consumer Report Authorization/Disclosure form;
7. Physical Ability Exam Release of Liability form;
8. Physical Fitness Certification form;
9. Physical Fitness Test Fact Sheet;
10. Reimbursement Agreement for Hiring and Training Expenses; and,
11. Reimbursement Agreement Notice Receipt.

Please carefully review the attached materials to make certain that you meet the requirements and would enjoy the work described. An in-depth background investigation, including driver's license, police records, and consumer credit checks as well as polygraph, psychological, and medical exams will be conducted on all finalists.

If you do not attend or do not complete the physical ability test (unless you have a valid Peace Officer Wellness Evaluation Certificate issued by qualified facility issued no more than 365 days prior to date of written examination), written exam, and oral interview you will not qualify for the eligibility list. Only those candidates on the list will be considered for employment, should an employment opportunity arise.

Thank you for your interest in the City of Effingham Police Department.

Sincerely,


Jane E. Kemper
Secretary to the
Board of Fire & Police Commissioners

Enclosures

CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS
ENTRY LEVEL POLICE NEW HIRE ELIGIBILITY LIST TESTING

The Board of Fire & Police Commissioners of the City of Effingham, Illinois, will hold entry level police officer eligibility list testing beginning with a mandatory orientation followed by a physical examination (if candidate does not possess a valid Peace Officer Wellness Evaluation Report Certificate) and written examination on September 30, 2023. Orientation will begin promptly at 8:00 A.M. The physical ability test (if candidate does not possess valid Peace Officer Wellness Evaluation Report Certificate issued by qualified facility issued no more than 365 days prior to date of written examination) will begin at 9:00 A.M. Candidates passing the physical ability test (pass/fail), and candidates possessing a valid Peace Officer Wellness Evaluation Report Certificate, will take a written examination immediately following the physical ability test.

Only the top 50 candidates achieving the minimum passing grade of 75% on the written examination will be allowed to continue in the process by taking part in the oral interviews *tentatively* scheduled for October 21, 2023 at 11 A.M. Assigned interview times will be scheduled one week prior. There will be NO alternate interview dates or times. This process will establish an eligibility list for the position of New Hire Police Officer for the City of Effingham Police Department.

Applicants must be a U.S. Citizen, at least 21 and under 35 years of age unless exempt by State Statute, possess a valid driver's license, and high school diploma or GED. All applications must include a copy of the applicants valid Driver's License, Military Service Record, Military Discharge Papers, Social Security Card, High School Diploma or G.E.D. Certificate, and College or University Diploma with certified transcript if attained.

The orientation will be held September 30, 2023 at the Effingham Police Department in the Training Room, 110 S. Third Street, Effingham, Illinois 62401. Doors for the orientation will open at 7:00 A.M. and the program begins promptly at 8:00 A.M. Anyone arriving after that time will not be admitted. Details relating to the testing process will be discussed at the orientation. Spouses or significant others are encouraged to attend with applicants. The physical ability test (for those candidates who do not possess a P.O.W.E.R. Certificate, will begin promptly with registration at 9:00 A.M. on September 30, 2023 at Effingham Police Department. A portion of the physical ability testing will be conducted at an outdoor track at Effingham High School. Late arrivals will not be admitted and will be excluded from the remainder of the testing process. Applicants must bring with them a current legible photo ID.

Application packets are available after July 24, 2023 at Effingham City Hall, Jane Kemper - Administrative Offices – Second Floor, 201 E. Jefferson Avenue, Effingham, Illinois, and on the City's website: <http://www.effinghamil.com>. Applications and all required supplemental documents must be returned to Jane Kemper no later than 11:00 A.M., September 18, 2023. Candidates with incomplete applications will not be allowed to take part in the examination process. Please note – you will be required to have a written release from your physician prior to the physical ability test stating that you are physically able to take such, unless you have a valid Peace Officer Wellness Evaluation Report Certificate issued by qualified facility issued no more than 365 days prior to date of written examination. This form will be included in the packet. All questions should be directed to Jane Kemper, Secretary to the Board of Fire & Police Commissioners, by email at JKemper@effinghamil.com or by calling 217-342-5300 extension 5308 Monday through Friday, 7:30 A.M.- 4:30 P.M.

The City of Effingham is an Equal Opportunity Employer.

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS
POLICE OFFICER APPLICANT CHECKLIST**


Step 1

The following application and documents must be fully completed and returned on or before September 18, 2023 at 11:00 A.M. to Jane Kemper, Secretary to the Board of Fire and Police Commissioners, City of Effingham City Hall, 201 E. Jefferson Avenue, Effingham, Illinois 62401.

- _____ Application for Employment
- _____ Qualification for Police Officer Applicants Form
- _____ Consumer Report Authorization/Disclosure Form
- _____ Receipt Reimbursement Agreement
- _____ Copy of Social Security Card
- _____ Copy of Birth Certificate
- _____ Copy of High School Diploma or GED Certificate
- _____ Copy of University Degree
- _____ Copy of Current and Valid Driver's License


Step 2

The following documents must be fully completed and returned by the date of orientation. *These forms may be submitted with the above-noted items.*

- _____ Reimbursement Agreement for Hiring, Training and Uniform Expenses
- _____ Copy of a valid Peace Officer Wellness Evaluation Report certificate issued by qualified facility issued no more than 365 days prior to date of written examination
- _____ Physical Ability Test – Release of All Liabilities (If candidate does not possess a valid POWER certificate and is partaking in the Physical Ability Test.)
- _____ Physician's Certificate of Physical Fitness


Step 3

Should the candidate make the initial eligibility, the following documents must be submitted within 10 days of the posting of the initial eligibility list. These documents allow the candidate to obtain veteran and educational preference points.

- _____ Copy of Military Service Record or Discharge Papers (DD214) – Applicant must have had at least one year of active service and an honorable discharge, or who are now or may hereafter be on inactive or reserve duty in such military or naval service.
- _____ Certified copy of College or University Transcript if applicant has obtained an Associate's Degree in law enforcement, criminal justice, or Bachelor's Degree in any field.

NOTE: Please make sure ALL documents are completed, signed, dated, and witnessed or notarized (if applicable) prior to submittal. Failure to do so may disqualify the applicant from testing.

**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.



City of Effingham
Board of Fire and Police Commissioners
 201 East Jefferson Avenue
 P. O. Box 648
 Effingham, Illinois 62401

**APPLICATION
 FOR EMPLOYMENT**

Introduction and Directions

Your application will be considered with others without regard to race, color, religion, sex, marital status, national origin, age, ancestry, handicap, disability, or other legally protected status, in accordance with all applicable legal requirements. All information contained in or connected with the application will be considered personal and confidential and used only in conjunction with your possible employment.

1.	Department for which you are applying (check one)	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Police Department
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Personal Information

2.	Name			
		(Last)	(First)	(Middle)
3.	Present Address			
		(Street)		(Apartment/Unit #)
		(City)	(State)	(ZIP Code)
4.	Home Phone No:	Area Code:	Cell Phone No:	Area Code:
5.	E-mail Address:			
6.	Date of Birth:		Social Security No.:	
7.	Do you have a valid driver's license?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Are you legally eligible for employment in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Have you ever been convicted of a felony?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, describe in full where convicted and disposition of the case.			
10.	Do you speak, read and/or write any foreign languages?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, which languages?			
	<i>(Note: The purpose of this question is to help assist the department in assigning work when dealing with police or fire department matters involving citizens who do not speak English.)</i>			
11.	Are you willing to participate in pre-employment testing related to the position for which you are applying?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, please explain.			
12.	Do you have the ability to perform the essential functions of the position for which you are applying?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, please explain.			
13.	Are there any workplace accommodations that would assure you better job placement and/or better enable you to perform your job duties to maximum capacity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please explain.			

Employment History

14.	Have you ever worked for the City of Effingham?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Please provide details under employment history.</i>		
15.	Have you ever applied for a position with the City of Effingham?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, when?	Department:	
16.	Are you presently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Please give accurate employment record of all part-time and full-time positions. Start with your current or most recent job and list all former jobs.		
16a.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
16b.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
16c.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
16d.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
We may contact the employers listed above unless you indicate those you do not want us to contact.			
Do not contact the following:			
Employer Name:			
Reason:			
Employer Name:			
Reason:			

Military Service Record

17.	Have you served in the U. S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, in what Branch?		
	Dates of Service: From:	To:	
	Rank:	Type of Discharge:	

Education, Training and Experience

18.	School	Name and Address	Number of Years	Did you Graduate?	Degree/Diploma
	High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Training and Experience

19.	School	Name and Address	Number of Years	Did you Graduate?	Degree/Diploma
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	POWER Certificate	<p><i>Do you possess a valid Peace Officer Wellness Evaluation Report (POWER) certificate?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you are not required to take the physical agility test administered by the testing agency.</p>			

References

20.	(List two each)	Name and Address	Phone No.
	Work		
	Work		
	Personal		
	Personal		

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application or any other pre-employment documents shall result in termination when discovered. I authorize you to obtain an investigative consumer report and/or a report from any law enforcement agency which may include both general and personal information about me. I authorize investigation of all statements contained herein and authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. If employed, I consent to submit to and cooperate in any questioning, any searches of my assigned vehicle, locker or storage area, or bags and other belongings on or in City property that the City, in its discretion, may request. I understand that refusal to submit to or cooperate in these procedures will result in disciplinary action, up to and including immediate discharge.

In consideration of my employment, I agree to conform to the rules and regulations of the City of Effingham and agree that my employment and compensation can be terminated, with or without cause, and with or without notice,

at any time, at the option of either the City of Effingham or myself and without notice or liability for wages or salary except such earned at the date of such termination. I understand that no manager, supervisor or representative of management, other than the City Administrator, with the approval of the City Council, has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

In the event that I am employed, I understand that regardless of the shift and job that I am first assigned, I may be required to accept a change of job or shift depending on my demonstrated skills after employment and the needs of the City of Effingham. I consent to take any physical or medical examinations, including blood and urine or other tests for alcohol and drugs, requested by the City of Effingham in connection with the processing of my application for employment and further agree to take any such physical or medical examinations requested by the City of Effingham during my employment if I am offered and accept a job. I understand that such an examination may be needed in order to determine my competence to perform the job or work for which I was hired, and will be required during my employment only when job-related and consistent with business necessity. I understand that refusal to submit to any physical or medical examination ordered by the City of Effingham will result in rejection for employment or for disciplinary action up to and including immediate discharge. I further understand that any information obtained through such exams may be retained by the City of Effingham and is exclusively the City of Effingham's property. I also understand that the examinations will be performed by medical personnel, clinics or laboratories qualified to do the necessary work and costs for such examinations will be borne by the City of Effingham.

X	
Signature	Date

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

QUALIFICATIONS FOR POLICE OFFICER APPLICANTS

- **Age.** Applicants shall be under 35 years of age, at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Sections 5/10-2.1-6 or 5/10-2.1-6.3 (c) of the Fire and Police Commissioner's Act. Applicants, at such time as they file their application with this board, must be 21 years of age, provided, however, that applicants for initial appointment as a full-time police officer who are 20 years of age and who have successfully completed two (2) years of law enforcement studies at an accredited college or university may be considered for appointment to active duty with the Police Department, as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act. Proof of birth date will be required at time of application.
- **Physical Ability Examination.** 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.
- **Education.** Applicants must have a high school diploma or a General Equivalency Diploma (GED).
- **Citizenship.** Applicants for examination must be citizens of the United States and/or an alien admitted for permanent residence or lawfully admitted for temporary residence and who produces evidence of intention to become a citizen of the United States.
- **Criminal record.** Applicants may have no felony convictions or no misdemeanor convictions involving moral turpitude, as specified in the Board of Fire and Police Commissioners Act.
- **Drug use.** Applicants must not be addicted to the use of drugs or intoxicating beverages or must not be found to have taken or used drugs and/or narcotics illegally.
- **Good driving and employment record.** Applicants must possess a valid driver's license and have a good driving and employment record.
- **Background investigation.**
 1. Verification of qualifying credentials
 2. A review of any criminal record
 3. Verification of at least three personal references

I, _____, do hereby acknowledge that I have
(Please print name)

read and understand the qualifications set forth by the Board of Fire & Police Commissioners for all Police applicants. By my signature below, I agree that I meet all of these qualifications.

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

CONSUMER REPORT AUTHORIZATION/DISCLOSURE FORM

In connection with my application for employment as a police officer for the City of Effingham, Illinois, I understand that the City will obtain consumer reports and/or investigative reports concerning my consumer credit, criminal background, driving history, prior employment verifications, educational experience/records, personal background/history, and other information about my past. Investigation of my prior credit history, educational, personal and work-related background will be obtained through personal interviews as well as through requests for information from various federal, state, and local governmental agencies, which will be provided with a copy of this authorization form signed by you.

By signing below, you are authorizing the City of Effingham and/or its designated representatives to retrieve all information described above and to use such information in its determining whether you will be considered to be eligible for employment as a police officer with the City of Effingham, Illinois.

By signing below, I do hereby forever discharge the City of Effingham, its agents and its representatives and employees to the full extent permitted by the law from damages, losses, liabilities, costs and expenses, or other charge of complaint filed with any agency arising from the retrieving and reporting of information according to the Federal Fair Credit Reporting Act, I am entitled to know if adverse action is taken based on information obtained by the City of Effingham and to receive, orally, written or electronically, a copy of the report and a description of the rights of a consumer.

I hereby certify that all of the statements and answers set forth in the application form and/or my resumé are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will result in the termination of my employment.

LIST ANY OTHER CITIES AND STATES WHERE YOU HAVE LIVED OR WORKED IN THE PREVIOUS SEVEN (7) YEARS.

STATE	CITY	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____

In the event that information from the reports described above is utilized in whole or in part in making an adverse decision with regard to your potential employment, before

making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights in dealing with consumer reporting agencies.

By your signature below, you hereby authorize us to obtain the information and reports described above in order to consider you for employment. Your signature also acknowledges that the City of Effingham has made this disclosure and authorizes the City to complete such verification.

NOTE: The information below is provided voluntarily and is not considered part of your application for employment. It is used for identification purposes in verifying criminal background verifications as required by appropriate legislation and authorizes the City to do so. Furthermore, this document serves solely as a clear and conspicuous written disclosure to the applicant that a background check including consumer credit report may be obtained for the purpose of this employment application only.

Applicant's Name: _____
Applicant's Address: _____
City/State/Zip: _____
Signature: _____
Social Security Number: _____

The undersigned certifies that he/she has read the entire contents of the foregoing, fully understands all statements contained herein, and is voluntarily executing this Authorization/Disclosure form with full knowledge of its meaning and significance.

Applicant Signature

Date: _____

Witness Signature

Date: _____

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

**Physical Ability Test
Release of All Liabilities**

The undersigned, recognizing that the Physical Ability test is an integral part of the examination for the position of Police Officer for the City of Effingham, Illinois, hereby releases, remises and discharges the City of Effingham and the Effingham Board of Fire and Police Commissioners, its members and employees, C.O.P.S. & F.I.R.E. Personnel Testing Service, its officers, servants, agents, and employees, of and from any and all claims, demands and liabilities to me on account of any and all injuries, losses and damages to my person which shall be caused, or may at any time arise as the result of certain police or fire department examinations conducted by the Board of Fire and Police Commissioners or City officials of the City of Effingham, Illinois. The intention hereof being to completely, absolutely and finally release the City of Effingham, Illinois, the Effingham Board of Fire and Police Commissioners, its members and employees, C.O.P.S. & F.I.R.E. Personnel Testing Service, its officers, servants, agents and employees, of and from any and all liability arising wholly or partially from the cause aforesaid.

Print Name _____

Signed _____ Date _____

Witnessed by _____ Date _____

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

**POLICE OFFICER
PHYSICIAN'S CERTIFICATE OF PHYSICAL FITNESS**

The undersigned does hereby certify that he/she has examined
_____ and has found that he/she is physically
capable of participating in the Physical Ability Test consisting of various strenuous
exercises as described in the pages attached to this form.

Date _____

Signed _____ M.D.

Please Print M.D. Name _____

Address _____

Phone _____

Physician's DEA No. _____

**Do NOT use a substitute form. If this form is not completed and signed by your
Medical Doctor you will not be allowed to test.**

PHYSICAL FITNESS P.O.W.E.R. TEST

1. **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 toes or beyond with extended arms from sitting position. The score is in the inches reached on a yardstick with 15 inches being at the toes.
2. **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 in the number of bent leg sit-ups performed in one minute.
3. **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 a ratio of weight pushed divided by body weight.
4. **1.5 MILE RUN** – This is a timed run to measure the heart and vascular systems' capabilities to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

MINIMAL PHYSICAL FITNESS PERFORMANCE REQUIREMENTS CHART

Test	Male Age				Female Age			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	14.4	13.0	12.0	10.5	17.0	16.5	15.0	14.8
One Minute Sit-up	33	30	24	19	24	20	14	10
Maximum Bench Press Ratio	.88	.78	.72	.63	.51	.47	.43	.39
1.5 Mile Run	14:00	14:34	15:24	16:58	16:46	17:38	18:37	20:44

PREPARING FOR PHYSICAL FITNESS TESTS

1. **PREPARING FOR THE SIT AND REACH TEST.** Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises: Sit and Reach. Do five repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for ten seconds. Towel stretch. Sit on the ground with the legs straight. Wrap towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.
2. **PREPARING FOR THE SIT-UP TEST.** The progressive routine is to do as many bent leg sit-ups (hands locked behind the back of your neck) as possible in one minute. At least three times a week, do three sets (three groups of the number of repetitions you did in one minute.)
3. **PREPARING FOR THE ONE REPETITION MAXIMUM BENCH PRESS.** If you have access to weights, determine the maximum weight you can bench press one time. Take 60% of that poundage. This will be the training weight. You should be able to do eight to ten repetitions of that weight. Do three sets of eight to ten repetitions of that weight. Do three sets of eight to ten repetitions adding 2 ½ to 5 pounds every week. If you do not have weight equipment then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least three times a week, do three sets of the amount you can do in one minute.
4. **PREPARING FOR THE 1.5-MILE RUN.** If you are not used to running, you should start on a gradual schedule where you start walking, increase the distance each week until you can start into a walk/jog, and then proceed into a jog for a recommended two miles decreasing the time each week.

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

**REIMBURSEMENT AGREEMENT
FOR HIRING, TRAINING, AND UNIFORM EXPENSES**

BY THIS REIMBURSEMENT AGREEMENT FOR HIRING, TRAINING, AND UNIFORM EXPENSES (hereinafter referred to as the "Agreement") entered into this _____ day of _____ and between the City of Effingham Board of Fire and Police Commissioners (hereinafter referred to "the Board"), the City of Effingham (hereinafter referred to as "City"), and _____ (hereinafter referred to as "Applicant") **WITNESSETH:**

WHEREAS, the purpose of this Agreement is to provide for reimbursement to the City for the costs of tuition, hiring costs, mileage, uniforms, personal protective equipment, food and lodging expenses incurred during training, and providing Applicant with formal basic training and certification, approximately four (4) months of field training under the supervision of experienced police officers, and all other subsequent training, if the Applicant fails to complete the basic training course or otherwise leaves employment with the City for any reason within thirty-six (36) months of service as a police officer beginning on the date of hire by the City and/or Board; and,

WHEREAS, Applicant hereby acknowledges that the City and Board shall incur substantial expenses in the process of hiring and training the Applicant to be a police officer; and,

WHEREAS, it is acknowledged by the Applicant that these expenditures are expected to be recaptured through services by Applicant with the City of Effingham Police Department, and that the City and/or Board shall suffer substantial detriment if the Applicant leaves employment with the City of Effingham Police Department before completing a reasonable period of service, said reasonable period being deemed to be thirty-six (36) months from commencement of full-time service as a police officer.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES

THAT:

1. Reimbursement Obligation: The recitals made in the prefatory portion of this Agreement are hereby adopted by the parties. In consideration of the foregoing and as an inducement to the City and Board to hire, train and employ Applicant, the Applicant agrees that if he/she fails to complete the basic training course for any reason, or if he is terminated, resigns or otherwise ceases to be employed by the City for any reason whatsoever during the thirty-six (36) month period beginning on the date of hire by the City and/or Board in which the Applicant becomes a full-time employee of the City, he shall reimburse the Board and/or City for the total costs incurred by the Board and/or City in connection with the hiring and training of the Applicant (hereinafter referred to as the "Reimbursement Obligation"). The Reimbursement Obligation shall include, but is not limited to, tuition, hiring costs, training costs, mileage, personal protective equipment, costs of uniforms, and food and lodging expenses incurred during training.

2. **Terms of Repayment:** Complete payment of the Reimbursement Obligation shall be made within twelve (12) months of failing to complete the basic course or cessation of employment with the City. Payments should be made in equal monthly installments, with the first payment being due and payable on the first (1st) day of the month following the month during which the cessation of employment occurs, and on the first (1st) day of each month thereafter until paid in full. The City may setoff against and apply any sums due to the Applicant as wages at the time said Applicant's Reimbursement Obligation first becomes due and owing. The Applicant agrees that in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the Reimbursement Obligation then remaining unpaid, shall immediately become due and payable. The Applicant further agrees that in the event that Applicant defaults on the Reimbursement Obligation contained herein, the Applicant shall be responsible for all reasonable collection costs and attorney fees incurred by the City in the enforcement of this Agreement.

3. **Condition of Employment:** The Applicant's signing of this Agreement is a condition of employment in the event he is hired as a police officer with the City of Effingham Police Department; however, the Applicant understands that nothing in this Agreement provides contractual rights to, or a guarantee of employment for any specified period of time.

This Agreement contains the entire agreement between the parties on this subject and supercedes all prior agreements or understandings on this subject. This Agreement can be modified only in writing signed by both parties.

This Agreement shall be effective the date first mentioned above.

Mike Schutzbach, Mayor, City of Effingham Date: _____

Dave Storm, Chairman of Board of Fire and Police Commissioners Date: _____

Attest: _____ Date: _____
Abbey Nosbisch, City Clerk

Applicant's written signature Date: _____

Applicant's printed name

STATE OF ILLINOIS)
) SS.
COUNTY OF EFFINGHAM)

I, the undersigned Notary Public in and for said County and State aforesaid, do hereby certify that _____ personally known to me to be the same person whose name(s) is/are subscribed to the foregoing instrument appeared before me this day in person and acknowledged and he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal this ____ day of _____, _____.

Notary Public

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

**NOTICE TO APPLICANTS FOR EMPLOYMENT AS AN OFFICER
WITH THE CITY OF EFFINGHAM POLICE DEPARTMENT OF POLICY
CONCERNING REIMBURSEMENT OF HIRING, TRAINING AND UNIFORM
EXPENSES**

Chapter II - Section 8 of the Rules and Regulations of the Board and Fire and Police Commissioners for the City of Effingham, Illinois requires that all individuals tendered an offer for employment as an officer of the City of Effingham Fire Department or Effingham Police Department, as a condition of employment, shall execute and deliver to the Board a reimbursement agreement for hiring, training, and uniform expenses, on a form to be prescribed by the Board.

RECEIPT

The undersigned, _____, by execution hereof
acknowledges receipt of the above said notice this ____ day of _____,
20__.

Applicant Signature