



## VILLAGE OF COAL VALLEY QUALIFICATIONS TO BECOME A POLICE OFFICER

To be eligible to take part in the selection process, an applicant for the position of Police must possess the following qualifications:

1. 21 years of age (at time of appointment).
2. No felony convictions or any disqualifying misdemeanor convictions.
3. Not prohibited by any state, any court action and/or state or federal statute from carrying a firearm.
4. High school diploma or equivalent.
5. Applicants may possess (but not required) a State of Illinois Certification for Police Officer (or equivalent)/ lateral entry. This includes reciprocal states.

At the time of appointment, a Police Officer must be a U.S. Citizen and must possess a valid Driver's License.

Applicants are required to pass a post-offer pre-employment physical examination including a drug screen and psychological exam.

Police Officers must establish residency within one (1) year of date of appointment, (twenty (20) miles from the Coal Valley Village Hall.)

### Current Benefits

- \*Starting pay: \$51,060.38 \$23.38/hr. Non-Certified  
\$54,107.19 \$24.77/hr. Certified
- \* 84 Hours of vacation after one year of service
- \*96 hours of personal time
- \*Health, dental and vision insurance offered (employee pays 20% of premium)
- \*Earn up to 104 Hours of sick time per year.
- \*Participation in Illinois Municipal Retirement Fund
- \*12 hour rotating shifts w/every other Friday, Saturday and Sunday off

**NOTICE TO APPLICANT**  
OPEN POSITION - POLICE OFFICER

- Applicants with certification as a peace officer in Illinois through the ILETSB will receive first consideration for the position. A copy of the Illinois Basic Peace Officer Certification must be attached to the application.
  
- The Village of Coal Valley reserves the right to reject any or all applications and to re-advertise to fill the position.

**BENEFITS:**

Two weeks of vacation after one year of service.  
Group health and dental plan (employee pays 20% of premium)  
96 hours of personal time / yr.  
Earn one sick day per month.  
Participation in Illinois Municipal Retirement Fund.

**QUALIFICATIONS:**

- At least 21 years of age at time of appointment.
- No felony convictions or disqualifying misdemeanor convictions.
- Good driving record. Must hold valid Illinois or Iowa Driver's License.
- Must have minimum of high school diploma.
- Must be U.S. Citizen at time of appointment.
- Must pass post job offer physical examination and drug screen.
- Must reside within 20 miles of Village Hall within one year of date of appointment.
- Must pass psychological screening test

It is recommended that a resume and any letters of reference accompany the application.

## **ESSENTIAL JOB FUNCTIONS FOR A COAL VALLEY POLICE OFFICER**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigation by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other department firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, building and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.

12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
22. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
23. Break up fights.
24. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.

The successful applicant must be able to perform all of the above essential job functions of a law enforcement officer. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

APPLICATION FOR POLICE SERVICE  
COAL VALLEY POLICE DEPARTMENT

(Applications not properly filled out will not be accepted: They may be rejected or returned for correction.)

1. Name: (Print) \_\_\_\_\_  
First Middle Initial Last
  
2. Present mailing address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
How long at this Address? \_\_\_\_\_ Phone Number \_\_\_\_\_
  
3. Give address for past ten (10) years \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Date and Place of Birth \_\_\_\_\_
  
5. Are you a Citizen? \_\_\_\_\_ If naturalized, give date \_\_\_\_\_
  
6. Height (without shoes) \_\_\_\_\_ Weight \_\_\_\_\_
  
7. Do you have any health problems or disabilities that would prevent you from performing the duties of a police officer? Yes \_\_\_\_\_ (if so, describe) No \_\_\_\_\_  
\_\_\_\_\_
  
8. Were you ever in the armed forces? \_\_\_\_\_, if so give date of enlistment, date of discharge, what rank or ranks of attained and whether you saw active service. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Can you speak, read or write in any foreign language? (Specify which and to what degree) \_\_\_\_\_
  
10. Do you drink intoxicating liquors in excess \_\_\_\_\_

11. Have your employers usually treated you fairly? \_\_\_\_\_

12. List three (3) credit references: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Have you ever been arrested? \_\_\_\_\_, if so, what was the charge and what was the disposition? \_\_\_\_\_  
(Include traffic tickets)

14. Can you operate an automobile \_\_\_\_\_ Operators License # \_\_\_\_\_  
Radio? \_\_\_\_\_ Computer? \_\_\_\_\_

15. What experience have you had with firearms \_\_\_\_\_

16. In the blanks below give a detailed statement of your education, including dates:

(a) Grade School: Where attended \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Highest grade completed \_\_\_\_\_

(b) High School: Where attended \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Major courses \_\_\_\_\_

(c) College: Where attended \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Diploma or Degree \_\_\_\_\_

Major subjects \_\_\_\_\_

(d) Law enforcement related special training, seminars, courses, etc., not shown above:  
(attach ILETSB Basic Certificate to application)

Course

Where taken

Length of time

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17. References: Give the name and address of three (3) reliable persons, other than relatives or your past employers, who know you well enough to give information about you.

Name

Address

Phone/Day

Occupation

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18. If now employed, are you willing for us to ask your present employer about your work?

Yes ( ) No ( )

19. Give the names of any relatives now in the city service, indicating relationship.

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20. List below your complete work history, starting with your present position and working back ward through you experience. List any periods of unemployment:

Present position or status \_\_\_\_\_

Address \_\_\_\_\_ Salary \_\_\_\_\_

How long employed there \_\_\_\_\_

Last previous employer \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Position held \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Position held \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Position held \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_ Position held \_\_\_\_\_

Reason for leaving \_\_\_\_\_

21. You may indicate in the space below and on additional blank sheets, if necessary, such experience and training you have had or specialized ability which, in your opinion, will qualify you for the position for which this application is filed. Describe fully positions you have held which required executive ability, the exercise of authority, and the ability to lead other people:

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22. Do you know of anything that would disqualify you for appointment to the police department or prevent your full discharge of the official duties of such a position?

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23. What prompts you to make application for appointment to the police department?

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24. Have you any special areas of interest in police work?

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25. All applicants must sign the following certificate to be considered for the position.

I hereby certify that there are no willful misrepresentations or falsifications of the above statements and answers to the questions. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be rejected and I will be disqualified from applying in the future for any position in the service of the Village of Coal Valley, Illinois.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Read and Initial Each Paragraph Below (if there is any part of this page you do not understand, please ask the interviewer about it before signing).**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initial

I understand that if offered employment, the offer is contingent on my passing a pre-employment drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre - employment drug screen, if required, and a pre-employment physical upon receipt of a verbal offer of employment. I understand that failure to pass the drug screen and/or physical will result in withdrawal of the employment offer.

\_\_\_\_\_  
Initial

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

\_\_\_\_\_  
Initial

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid Illinois driver's license.

\_\_\_\_\_  
Initial

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**COAL VALLEY POLICE DEPARTMENT**  
**AUTHORIZATION TO CONDUCT A BACKGROUND SEARCH**  
**NOTICE TO LAW ENFORCEMENT APPLICANT**

Due to the confidential nature of employment with the Village of Coal Valley, I hereby give consent to have my background searched. A background search may include but not be limited to a criminal history inquiry, school records, employment records, credit records, insurance records and any other pertinent information. I understand that I must provide my full name, date of birth, drivers license number, social security number and any alias or other name or names I have been known by. I understand that this search will be conducted if I am a candidate selected for an interview.

\_\_\_\_\_  
NAME (First, Middle, Last)

\_\_\_\_\_  
DATE OF BIRTH (Month, Day, Year)

\_\_\_\_\_  
DRIVERS LICENSE NUMBER & STATE OF ISSUANCE

\_\_\_\_\_  
ALIAS OR OTHER NAMES USED (Including Maiden Name)

I attest that the above information is true, accurate and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **COAL VALLEY POLICE DEPARTMENT**

### **AUTHORIZATION FOR FINGERPRINT IDENTIFICATION**

I agree to submit a full set of fingerprints for the Village of Coal Valley as an applicant for a position of Police Officer. I hereby authorize the Chief of Police, as the appointing authority for Coal Valley, to forward the fingerprints for identification to the Federal Bureau of Investigation and the Illinois State Police. I understand that the sole purpose of the fingerprint identification is to confirm information I have provided to the Village in my job application.

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Applicant's Signature

**MUST BE RETURNED WITH YOUR APPLICATION**