



PALATINE POLICE DEPARTMENT

Police Officer Testing Information

Dear Applicant,

Thank you for your interest in becoming a Palatine Police Officer. This letter is your invitation to become a member of an exceptional group of police professionals. The Palatine Police Department takes great pride in hiring high quality individuals to serve our community as police officers.

The Palatine Police Department offers the written exam for the position of Police Officer through the National Testing Network (NTN). Applicants who are currently serving as a certified Police Officer and would like to be part of our lateral transfer process, please contact Kasia Cordell at kcordell@palatine.il.us for more information.

The National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Palatine Police Department's responsibility and decision making in the testing process. All candidate results are provided to Palatine Police Department where the final decisions are made.

Upon completion of your written exam, scores are automatically forwarded to the Palatine Police Department. All portions of the test must be completed in order to receive a final score. Qualified candidates who attain a passing score on the entry level exam will receive an invitation to continue in the recruitment process.

As part of our educational requirement, applicants must have earned their Bachelor's Degree in order to advance past the written test phase. Applicants who are not appointed to probationary status may re-apply for employment during any subsequent testing cycle. For further information contact Kasia Cordell at (847)359-9010 or kcordell@palatine.il.us

Sincerely,

A handwritten signature in black ink, appearing to read "D. Daigle".

David Daigle
Chief of Police
Palatine Police Department



PALATINE POLICE DEPARTMENT

2023 Police Officer Application Timeline

**Please review the below timeline carefully.
There will be no exceptions made for late documentation or missed dates.**

- Feb 15, 2023** **Online written exam opens**
Applicants **must** register to take the written test by visiting the National Testing Network (NTN) website at www.nationaltestingnetwork.com. **We strongly advise registration for the exam as soon as possible as daily spots are limited.**
The following documents (if applicable) must be submitted on the NTN website (more information regarding below documentations are found in the "Required Documentation" section):
- Birth Certificate
 - US Military Status & Record
 - Police Officer State Certification
- May 30, 2023** **Online written exam closes**
The online written exam closes at 12:00pm (noon) on May 30, 2023. All testing and required documents above must be successfully completed and turned in by this date and time.
- Jun 05, 2023** **College Transcripts due**
Transcripts must be sent directly from the school and received via mail or electronically by 8:00am on June 05, 2023 to Kasia Cordell (kcordell@palatine.il.us)
- Jun 05-07, 2023** **Invitations sent**
Qualified candidates who successfully pass the written exam will be invited by the Palatine Police Department to continue in the testing process. Those who do not qualify will also be notified.
- Jun 05-09, 2023** **Employment applications due**
Once invited to continue in the testing process, candidates will be emailed a Village of Palatine employment application to complete. The employment application should be returned to the Palatine Police Department as soon as possible, but must be returned by Friday, June 9, 2023, 8:00a.m. **NO EXCEPTIONS!** Employment applications can be returned in advance to Kasia Cordell by one of the two following methods:
- | | | |
|----------------------------|-----------|--|
| <u>US MAIL</u> | or | <u>EMAIL</u> |
| Palatine Police Department | | kcordell@palatine.il.us |
| Attn: Kasia Cordell | | |
| 595 N Hicks Road | | |
| Palatine, IL 60067 | | |

Jun 10, 2023

Physical ability test

Those qualified candidates who have been invited to continue in the testing process will be required to attend the physical ability test. This will be an in-person test held at 8:00am at a yet to be determined location

Jun 13-15, 2023 **Oral Interviews**

For those successfully passing the physical ability test, oral interviews will be conducted in-person at the Palatine Police Department on these dates. Times and locations will be assigned after successfully passing the physical ability testing.



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Required Documents

In order to be considered for the position of Palatine Police Officer, candidates must meet all requirements and submit all required documents according to the timeline on the previous page.

Please visit www.nationaltestingnetwork.com to register. The Public Safety Self-Assessment Application must be completed during the registration process. All documents, if applicable, must be uploaded through National Testing Network. Applications that are incomplete or missing any required documents will not be considered.

1. Birth Certificate *(submitted via upload on the National Testing Network website)*

If you were born outside of the U.S., please include a certified translation of the Birth Certificate translated in English from a certified agency. If the name on your Birth Certificate is different than your current name due to marriage/divorce or court order, please provide documentation.

2. U.S. Military Status & Record *(submitted via upload on the National Testing Network website)*

If you are currently serving in the United States military, you must provide copies of your current orders. If you previously served in the United States military, you must provide your discharge orders (DD214, NGB22, etc). Military service cannot be substituted for education requirements.

3. Police Officer State Certification *(submitted via upload on the National Testing Network website)*

For those previously or currently employed as a Police Officer in a regularly constituted police department, in Illinois or another state, please upload a copy of your Police Officer State Certification. DO NOT upload all prior training certificates.

4. College Transcript *(submitted directly to the Palatine Police Department)*

Request your transcripts immediately! Transcripts must be received on or before 8:00am on June 06, 2022. An electronic version of the transcripts can be submitted directly from the school to Kasia Cordell at kcordell@palatine.il.us. If transcripts are submitted via US Mail they must be officially sent from the school, unopened and sent directly to the:

Palatine Police Headquarters
595 N Hicks Road, Palatine IL 60067

If the degree was earned at a college outside the U.S., you must include a certified translation in English from Educational Credential Evaluators only (www.ece.org).



PALATINE POLICE DEPARTMENT

Required Testing for the Position of Police Officer

To become a Palatine Police Officer, each applicant must pass an extensive seven phase testing process, which consists of the following tests:

WRITTEN EXAMINATION

A written test designed to test an applicant's reading comprehension, reasoning ability, decision-making ability, data/rule interpretation skills and problem solving ability.

PHYSICAL ABILITY TEST

Physical fitness standards required by the Illinois Law Enforcement Training and Standards Board include: Sit-ups, sit and reach, 1.5 mile run and bench press.

ORAL INTERVIEW

Applicants will have the opportunity to exhibit knowledge and interest in the position of police officer. Applicants will be assessed on comprehension and judgment in problem solving situations and will be asked questions concerning job history and job-related abilities. Communication skills will also be observed at this time. Applicant's personal values and ethics will be questioned in relationship to the mission, vision and values of the Palatine Police Department.

BACKGROUND INVESTIGATION

An in-depth investigation into applicant's personal history will be made by contacting current and former employers, friends, relatives and neighbors, along with checking police records and credit ratings.

PSYCHOLOGICAL EXAMINATION

Applicants will undergo written exams, along with a clinical interview to determine psychological aptitude for the position.

POLYGRAPH EXAMINATION

This exam will be administered to the applicant as part of the final selection process.

MEDICAL EXAMINATION

A standard medical examination will be completed, including hearing and vision tests, laboratory blood tests and drug screening.



PALATINE POLICE DEPARTMENT

Physical Ability Requirements and Information

PHYSICAL ABILITY TEST (POWER TEST) FOR POLICE OFFICER APPLICANTS

Practical exercise performance requirements are fitness activities related to law enforcement tasks. The following practical exercise performance requirements have been identified and must be satisfactorily performed for successful completion of the physical ability test phase.

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 score is the distance, in inches, reached on a yardstick, after sitting on the floor with legs straight and reaching forward toward 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. It is also important for maintaining good posture and minimizing lower back problems. **The score is the number of correct sit-ups completed in one minute.**

3. BENCH PRESS

This is a maximum weight pushed from the bench press position, measuring the amount of upper body force that can be generated. It is an important area for performing police tasks requiring upper body strength. The test will be conducted using free weights. **The score is a ratio of weight pushed divided by body weight, with a minimum requirement of 1 repetition.**

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



PALATINE POLICE DEPARTMENT

How to Prepare for the Physical Ability Test

Sit and reach test

Towel Stretch – Sit on the floor with legs straight. Wrap a towel around feet, holding each end of the towel with one hand. Lean forward and pull gently on the towel, extending the torso toward toes. Hold for 10 seconds. Repeat 5 times.

Perform sitting types of stretching exercises daily to increase this area.

Sit and Reach – Sit on the floor with legs straight. Slowly bend forward at the waist and extend fingertips toward the toes (keep legs straight). Hold for 10 seconds. Repeat 5 times.

Sit-up test

Do as many bent leg sit-ups (hand behind the head) as possible in one minute. This is the set number.

Do 3 sets at a time, at least 3 times a week.

The (1) repetition maximum bench press

If free weights or machines are available, determine the maximum weight that can be bench pressed at one time. Calculate 60% of that weight to determine a training weight. A set is 8-10 repetitions of that weight.

Do 3 sets weekly, adding 2 ½ to 5 pounds every week.

If weights are not available, push-up exercises can be utilized. Determine how many push-ups can be done in one minute. This is a set number.

Do 3 sets at a time, at least 3 times a week.

The 1.5 mile run

Below is a gradual schedule that will enable a maximum effort for the 1.5 mile run. If possible, advance the schedule on a weekly basis, proceeding to the next level. If the distance can be covered in less time, that should be encouraged.

(See Chart on next page)

HOW TO PREPARE FOR THE PHYSICAL ABILITY TEST

Week	Activity	Distance	Time	Frequency
1	Walk	1 Mile	20'-17'	5/week
2	Walk	1.5 Mile	29'-25'	5/week
3	Walk	2 Miles	35'-32'	5/week
4	Walk	2 Miles	30'-28'	5/week
5	Walk/Jog	2 Miles	27'	5/week
6	Walk/Jog	2 Miles	26'	5/week
7	Walk/Jog	2 Miles	25'	5/week
8	Walk/Jog	2 Miles	24'	4/week
9	Jog	2 Miles	23'	4/week
10	Jog	2 Miles	22'	4/week
11	Jog	2 Miles	21'	4/week
12	Jog	2 Miles	20'	4/week

FITNESS TEST MINIMUM STANDARDS

Test	Male				Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
AGE	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach*	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44

*The yardstick is situated so that the 15" mark is set at the bottom of the toes.



CAREER OPPORTUNITY

PALATINE POLICE OFFICER

**** \$79,518 (starting) - \$110,926 (top pay) ****

(currently in contract negotiations)

ARE YOU...

- ◇ At least 21 but under 35 years of age? (except for those currently employed as a police officer)
- ◇ Authorized to work in the United States?
- ◇ Of good character and reputation?
- ◇ Physically fit?

DO YOU...

- ◇ Possess a 4-year degree from an accredited college or university?
- ◇ Have 20/40 vision in both eyes corrected/uncorrected?
- ◇ Have normal color vision?
- ◇ Possess a valid driver's license?
- ◇ Have normal hearing range?
- ◇ Have no tattoos visible wearing a long sleeve shirt (none below wrist or above the neckline)?

CAN YOU...

- ◇ Be a team player committed to citizen service?
- ◇ Observe situations analytically and objectively?
- ◇ Report and record observations clearly and completely?
- ◇ React quickly and calmly in emergencies?
- ◇ Treat all people fairly and without prejudice?
- ◇ Identify problems and develop creative solutions?

...IF SO, APPLY NOW!

ABOUT THE VILLAGE OF PALATINE

The Village of Palatine is an upper middle-class community of 68,500 located 30 miles northwest of Chicago. The Police Department is a full-service law enforcement agency with an authorized strength of 135 sworn and civilian personnel. The Department's career development program is a nationally recognized innovation, which represents Palatine's commitment to employee growth and development.

THE SELECTION PROCESS

To become a police officer, you must successfully complete the following:

- ◇ application submission
- ◇ written examination
- ◇ physical ability test
- ◇ structured oral examination
- ◇ polygraph and psychological examination
- ◇ medical examination and drug screening
- ◇ background investigation

The Village of Palatine offers an excellent benefit package that includes, but is not limited to:

- ◇ vacation
- ◇ holidays
- ◇ sick leave accruals
- ◇ health insurance
- ◇ dental insurance
- ◇ life insurance
- ◇ retirement health savings plan
- ◇ pension plan
- ◇ uniform allowance

FOR MORE INFORMATION

Visit our website at: www.palatine.il.us



PALATINE POLICE DEPARTMENT MISSION, VISION & VALUES



MISSION

To ensure a safe community in which to live and work and to improve the quality of life in the Village of Palatine by working cooperatively with the public to protect life and property, to preserve law and order and to respect the rights and dignity of all people.

VISION

To be the innovative leader in Neighborhood Based Policing by working in partnership with each other and the community to provide quality service and to preserve the public safety.

Our professional work environment will be based upon the fair and equal treatment of all members, shared decision making throughout the organization, and working relationships based upon mutual respect, trust and pride.

VALUES

INTEGRITY

We are committed, at all times, to maintain the public trust with honest, moral, and ethical behavior that is above reproach.

RESPECT

We strive for the just enforcement of laws, the equal protection of constitutional rights and the reasonable use of force.

We are dedicated to the objective, fair, consistent and compassionate treatment of the general public and fellow employees in all of our actions.

We are committed to treating others like we want to be treated.

SERVICE

We are dedicated to preserving public safety and to improving the quality of life in our community.

In partnership with the public, we strive to provide responsive, efficient, effective and quality service through teamwork, problem-solving and personal accountability.

INNOVATION

We value the continuous improvement, growth and development of ourselves and our organization through the use of creative problem-solving methods to achieve professional excellence.