



Department of Police

CITY OF BELLEVILLE
720 WEST MAIN STREET
BELLEVILLE, ILLINOIS 62220-1538



Entry Level Probationary Police Officer Process

The Police Department will conduct a yearly examination for **new entry level** police applicants held on a date fixed by the Board of Fire and Police Commissioners of the City of Belleville and publicly advertised in accordance with the statutes of the State of Illinois. 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 the said examination. Applicants shall be notified of the postponement of any examination and the new date fixed for the said examination. **This process does not apply to current police officers applying through the Accelerated Entry / Lateral Hire Program.**

The following are the steps included in the yearly examination process that must be completed successfully by new entry level police officers (new hire) to obtain a spot on the final eligibility register for probationary police officer. Each section is presented in the same order they appear in the process. It is imperative that you read through each step of the process and have a full understanding of the rules and requirements that must be satisfied throughout this process. There will not be an acceptable excuse if these rules and requirements are not followed. Failure to comply may disqualify the applicant from any further eligibility.

We wish every applicant the best of luck throughout this process. If you can successfully complete this process and become a Belleville Police Officer, you will have EARNED your badge!

Personal History Questionnaire (PHQ)

After completing and submitting your application, you will receive an email invitation from “Guardian Alliance Technologies” to create an account and complete the Personal History Questionnaire. Make sure your email address is entered accurately. Be sure to always check your ‘spam’ folder for the email if you have not received it within a few days of submitting your application. The PHQ must be completed by the date provided. Any late submissions will disqualify any candidate from further consideration. Only applicants whose PHQ successfully passes the eligibility review will be permitted entry to the written examination. Candidates will be notified of a successful eligibility review.

Peace Officer Wellness Evaluation Report (P.O.W.E.R.) Test

The P.O.W.E.R. Test is a physical fitness test.

The Illinois Law Enforcement Training and Standards Board (ILETSB), in recognizing the importance of physical fitness status for academy performance (and eventual job performance), has established the Peace Officer Wellness Evaluation Report (P.O.W.E.R.) Test for entering any of the Illinois certified police academies.

The P.O.W.E.R. test will be provided to all candidates prior to entering the academy to see if each individual meets the standards. These fitness entrance requirements help to ensure that each recruit can undergo both the physical and academic demands of an academy without undue risk of injury and with a level of fatigue tolerance to meet all academy requirements. If the applicant does not meet all the standards, the recruit will not be allowed to enter the academy.

Admission to the written examination will NOT be permitted without a current and valid P.O.W.E.R. Test Card. Your P.O.W.E.R. Test Card must have been issued no more than 12 months prior to the written test date. For example, if the written test date is on Jan. 01, 2023, the P.O.W.E.R. Test Card used to enter the written exam cannot have been issued before Jan. 01, 2022. Applicants can only obtain a P.O.W.E.R. Test Card by successfully completing the Peace Officer Wellness Evaluation Report (P.O.W.E.R.) Test that has been established by ILETSB. The P.O.W.E.R. Test is conducted

monthly at the Southwestern Illinois Police Academy, at Southwestern Illinois College, 2500 Carlyle Ave., Belleville, IL. 62221. **The Applicant is required to register for a P.O.W.E.R. test date.** Registration can be completed online by visiting the following web address: <https://www.swic.edu/academics/career-certificates/homeland-security/southwestern-illinois-police-academy/power-test-card/>

For more details on the P.O.W.E.R. Test, please click on the following link:
<https://www.ptb.illinois.gov/media/1320/power.pdf>

Written Examination / Police Officer Selection Test

The National Police Officer Selection Test (POST) is an entry-level basic skills test that helps law enforcement agencies select the most qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job. The POST is a valid, job-related test designed specifically for law enforcement use, which measures these basic skills: Arithmetic, Reading Comprehension, Grammar and Incident Report Writing.

Those who are eligible, will be notified of the date, time, and location of the written examination.

A State issued photo ID or Driver's License along with your P.O.W.E.R. Test Card is required to be admitted to the Written Examination. **Anyone arriving after the designated start time WILL NOT be allowed to participate in the exam. NO EXCEPTIONS. Arrive early to check in.**

No cell phones or other electronic devices are allowed in the testing area.

Applicants who have successfully passed the written examination will be notified of the date and time for interviews. Be sure to keep the Police Department and Human Resources up to date with your most current contact information.

THE BOARD OF FIRE AND POLICE COMMISSIONERS INTERVIEW

Applicants who pass the written test and P.O.W.E.R. test will be issued a time and date for an oral interview. This interview is conducted under the direction of the members of the Board of Fire and Police Commissioners or their designees. The questions asked by the Board of Fire and Police Commissioners, or their designees, require your response to job related situations.

A State issued photo ID or driver's license is required when an applicant checks in for the interview.

Professional attire is recommended for the interview. Arrive early for your interview!

PLACEMENT ON INITIAL ELIGIBILITY LIST

Placement on the Initial Eligibility List is determined by you successfully passing all tests and steps above. You will be listed in order based on your initial score. This ranking is subject to change due to preference points (military service, education, etc.). You may be notified in writing to submit additional documents required to receive preference points on the *Final Eligibility List*.

FINAL ELIGIBILITY LIST

The Initial Eligibility List is subject to change in the order you were ranked with the addition of preference points as described in the Board of Fire and Police Commissioners Act. (65 ILCS 5/10-2.1-8)

- Persons who have successfully obtained an Associate degree from an accredited college or university in the field of law enforcement or criminal justice are awarded an additional five (5) points to their final eligibility list score.

- Persons who have successfully obtained a Bachelor's degree from an accredited college or university are awarded a maximum of five (5) points. These points are in addition to the five (5) points awarded for the Associate Degree, claiming a maximum of ten (10) points towards their final eligibility list score.
- Persons who have successfully obtained a Master's degree from an accredited college or university are awarded a maximum of five (5) points. These points are in addition to the ten (10) points awarded for the Bachelor's and Associate degrees, claiming a maximum of fifteen (15) points towards their final eligibility list score.
- Persons who were engaged in the military service of the United States for at least one (1) year and who were honorably discharged, or who are now or may hereafter be on inactive or reserve duty in such military or naval service, is awarded a maximum of five (5) points.
- Persons who have successfully completed a certified part-time police academy are awarded five (5) points (certified documentation required before points are awarded.)

NOTE: Department of Defense Form DD-214 and sealed official transcripts reflecting degree and graduation are required to claim veteran and education preference points.

If the applicant makes the Final Eligibility Register after the yearly examination, that applicant shall be included on the Final Eligibility Register for two (2) years from the date of their examination. The Final Eligibility Register will be recalculated each year after the completion of the yearly examination process, which will be followed here within. If an applicant takes multiple examinations during the (2) year cycle, then the applicant's final eligibility score on the Final Eligibility Register will reflect the applicant's most recent examination score.

FILLING A VACANCY

The Chief of Police will file a request to fill a vacancy for the department whenever a vacant position occurs due to attrition or if a new position is authorized in the budget. The appointment to fill a vacancy is made by the Board of Fire and Police Commissioners.

- Persons who have been awarded a certificate of successful completion of the Minimum Standards Basic Law Enforcement Training Course (Certified Illinois Police Officer), and are currently employed as a full-time law enforcement officer, may be selected off the list and not in the order of ranking.

BACKGROUND INVESTIGATION

Once the Final Eligibility List has been posted, and as vacancies occur, a Background Investigation will be completed on the top candidates.

POLYGRAPH EXAMINATION

A polygraph examination is pass/fail and is completed by a licensed examiner. The examination will focus on honesty, past and current illegal drug and alcohol use or abuse, criminal history, and truthfulness on the answers you provided in the Background Investigation Application.

CONDITIONAL OFFER OF EMPLOYMENT

Under the Federal Americans with Disabilities Act (ADA), an employer may not require applicants to undergo medical examinations or to disclose personal medical information until a conditional offer of employment is made. The conditional offer must only be conditioned upon the passing of medical examinations.

PSYCHOLOGICAL PROFILE

A pass/fail psychological evaluation is completed by a licensed psychologist based on a written psychological profile test and interview by the licensed psychologist.

MEDICAL EVALUATION

An in-depth medical evaluation is completed at a local medical facility after the Board of Fire and Police Commissioners has approved the applicant's conditional appointment. The examination will include drug screening.

Important Notices

Anyone seeking a reasonable accommodation under the ADA must contact the City of Belleville's Department of Human Resources in a timely manner prior to the start of the selection process. (618) 233-6810 Ext. 2280

DO NOT submit a resume with the application or with the background investigation packet.

This process may take several weeks/months to complete from the start of the application process to the final posting of the eligibility list.

The Probationary Police Officer Eligibility List is valid for two (2) years from the posting date or until the list is exhausted of all applicants. If the list is exhausted prior to the two-year expiration date, the Board of Fire and Police Commissioners will announce the conducting of a new examination process.

Your position on the Probationary Police Officer Eligibility List does not guarantee your appointment as a Probationary Police Officer. The posting of an eligibility list does not guarantee the creation of vacancies within the Police Department during that two-year period. Applicants that wish to reapply after an Eligibility List expires must follow the complete application process again.

Applicants determined to be ineligible for appointment are informed by the Board of Fire and Police Commissioners in writing.

The City of Belleville is an Equal Opportunity Employer