

BLOOMINGTON POLICE DEPARTMENT



Police Officer Information Packet 2009

IMPORTANT
~ READ ALL INFORMATION CAREFULLY ~

Thank you for your interest in Bloomington Police Department's police officer entry level hiring process. Our goal is to systematically hire the most qualified applicants, representing the broad range of cultures that comprise American society. To assist you in determining whether to pursue a career with the Bloomington Police Department, we have prepared the following orientation information. This summary is intended to provide you a description of the organization, and its structure, resources, operations, mission, and culture. Please use this information to help determine how well you fit with our department and how well employment with this department will fulfill your career aspirations.

Structure

As with all municipal police organizations, the Bloomington Police Department is organized and operates along a semi-military model. There is a unified chain of command, with delegation of authority. Current authorized strength is 129 sworn police officers: one chief of police, two assistant chiefs of police (operations and administration), six lieutenants, fifteen sergeants, and one-hundred-five patrol officers. Each sworn employee has both a "rank" and a "position" in the organization. Ranks include: patrolman, sergeant, and lieutenant. Officers of the patrol rank may be assigned to the patrol division as a patrol officer, or to a position in a specialized assignment such as Detective, Vice Investigator, School Resource Officer, Crime Scene Technician, K-9 Officer, etc. Sergeants may be assigned to positions such as Patrol Shift Sergeant, Traffic Unit Sergeant, Training Sergeant, Vice Sergeant, and Criminal Investigation Division (CID) Sergeant. Lieutenants may be assigned to the position of Patrol Shift Commander, CID Commander, Office of Professional Standards Lieutenant, and Administrative Lieutenant. Bloomington City Ordinance requires that Assistant Chiefs of Police be selected from within the Department, from the rank of either sergeant or lieutenant. The Chief of Police may be appointed from outside the Department, or from any rank within the Department.

There are forty-two non-sworn employees, including office managers, clerical employees, evidence and records custodians, crime and intelligence analysts, community service officers, telecommunicators, and technical specialists who provide an array of support services.

The Police Department is subdivided into the following divisions, units and assignments:

Divisions: Patrol and Criminal Investigations

Units: Crime and Intelligence Analysis, Cybercrimes, Domestic Violence, Pro-Active, Traffic, Training, Vice

Special Assignments: Task Force 6, K-9, Public Affairs, School Resource Officer, Office of Professional Standards

Civilians: Communications Center, Evidence/Records/Community Service Officers (CSO), Public Affairs, Crime Analyst and Intelligence Analysis.

Operations

The work period is generally divided among three patrol shifts of eight hour duration, with five days on-duty and two days off-duty. Additionally, there is a Pro-Active Unit, which works varying hours as needed, but typically assists Patrol Shift from 7 PM to 3 AM. The Criminal Investigation Division generally operates two shifts per day.

Police officers may be hired at the request of the City Manager, with authorization by the Board of Fire and Police Commission either through the entry level hiring process or through the Experienced Officer Hiring Process (EOHP). New officers without prior police experience are required to complete fourteen weeks of training at an academy approved by the Illinois Law Enforcement Training and Standards Board (LETSB). Officers hired under the EOHP may be exempt from attending the academy, if so approved by the LETSB. The probationary period for all police officers is eighteen months, and may be extended under unusual circumstances.

Upon successful completion of the basic police academy, probationary officers return to the Department to receive local law enforcement training through our Field Training Program. All probationary police officers are assigned a primary Field Training Officer (FTO) and a secondary FTO for the duration of the fourteen week training period. Each day, the probationary officer assumes greater responsibility for handling calls for service and conducting self-generated activity. The FTO provides daily observation reports, which are discussed with the probationary officer. A Field Training Sergeant reviews the daily reports and submits a weekly summary report, ensuring performance deficiencies are caught early and corrected, and appropriate performance is reinforced. Typically, the primary FTO “shadows” the probationary officer during the final two weeks of Field Training, prior to certifying the officer for “solo” patrol. While we work hard to ensure success, please be aware that a small percentage of probationary officers do not complete the police academy, nor do all successfully complete the Field Training Program.

Probationary officers are freely assignable by the Chief of Police. They are generally rotated among the three patrol shifts for a broad based learning experience and to meet the needs of the Department. Upon successful completion of the Field Training Program, officers are sworn in by the City Clerk at a regular City Council meeting and receive their commission paper. Patrol shift assignments for non-probationary officers are chosen annually by the seniority system, according to contract.

As position openings become available in specialized units or assignments, officers are invited to submit their name for consideration through their immediate supervisor. Transfer to a specialized assignment should not be confused with a promotion. A promotion refers to a change in rank and is accompanied by an increase in salary, whereas transfer to a specialized assignment is a change in position (i.e., job assignment).

A promotion is a stepwise increase in responsibility and authority, accorded to a specific rank. The promotional career path rank structure includes patrolman, sergeant, and lieutenant, in that order. The promotional process from patrolman to sergeant is governed by the Board of Fire and Police Commission. The process for promotion from sergeant to lieutenant is governed by contractual agreement between Unit 21 of the Police Benevolent and Protective Association Labor Committee and the City of Bloomington.

Budget

The Police Department operates several budgets with an approximate annual total of \$16 million. The majority of the budget expenditures are for personnel, including salary and benefits. We also invest heavily in training and technology to ensure public and officer safety, and to optimize efficiency and effectiveness. All officers are issued a Sig Sauer .40 S&W pistol, a ballistic vest, a Taser Conductive Energy Weapon (optional), a Motorola portable radio, and complete uniforms. Marked police squad cars are equipped with digital video cameras, mobile data computers, automatic vehicle locating equipment, and in-car printers with voice command software.

Training

In addition to basic training, officers are required to complete training and periodic retraining in specific core courses. Duty related training includes in-house training provided by Bloomington Police personnel, and training from vendors including Mobile Training Unit 8 (MTU-8). In addition the City offers required training that includes new employee orientation and diversity and harassment as well as a variety of elective training courses. Based upon Department needs, officers may be sent to distant locations to obtain specialized training or attend conferences.

Mission

To work in partnership with the citizens of Bloomington to enforce the laws and to enhance the quality of life in our community.

With that mission as a starting point, the Bloomington Police Department is committed to operating under a community policing philosophy. Further, we operate under a Community Oriented Government philosophy, engaging available City resources to identify and resolve community problems.

Recognizing that no single strategy will suffice as an operating basis for a modern police department, we employ a variety of response strategies including intelligence-based policing, problem-based policing, and professional policing.

Job Tasks

Some scholars claim that policing a free society is the most complex job in the world, partly because police are frequently called upon to be all things to all people. The popular culture image of a police officer does not accurately reflect the reality of policing. Perhaps investing a few hours riding with a Bloomington Police Officer would provide applicants a better understanding of the job. Short of that, the job tasks of a police officer may generally be found in the police officer job description of the Bloomington Police Department Rules and Regulations.

During field training, a probationary police officer's primary focus includes:

- 1) handling a wide range of calls for service;
- 2) generating self-initiated activity (e.g., traffic/pedestrian stops);
- 3) providing enforcement activity (arrests/citations etc.);
- 4) maintaining public order when appropriate;
- 5) report writing;
- 6) evidence collection, preservation, storage; and
- 7) court room testimony.

Probationary officers are frequently challenged to perform basic job tasks under varying degrees of pressure. They may be required to safely operate a motor vehicle under emergency conditions, talk on the radio to the telecommunicator and other responding officers, plan the most efficient route of travel, assess possible threats, consider the need for additional resources and make the appropriate requests in a timely manner, develop a response strategy en route while considering officer safety strategies, and adapt immediately to changing conditions or updated information. Clearly, police officers must be able to multi-task effectively to complete the probationary period and consistently perform the job functions of a competent, fully trained police officer.

Perhaps the most problematic issue for probationary officers unfamiliar with our community is learning the geography. We cannot stress enough the importance of probationary police officers mastering street names, locations, and address numbering patterns as quickly as possible. Time spent studying local street maps would be well spent.

Police Culture

The police profession is filled with stress, as is evidenced by high levels of alcoholism, divorce, and suicide. Estimates place police suicide rates 3 to 7 times higher than the general population. Some authors have claimed that more officers die at their own hands than are killed in the line of duty. While different aspects of the job create different amounts of stress for each individual, a few of the more commonly mentioned stressors are presented for consideration.

Shift work may be a source of stress when it places an officer on duty during a time period that limits contact with family members or close friends, especially if regular days off do not fall on the same days as those of significant others. Officers routinely miss family time, and special activities (e.g., school events, holiday celebrations, family gatherings, etc.). Compounding the problem, requirements to enforce the law may intrude on an officer's personal life when family or friends seek advice or confidential information from an officer. An officer may be in possession of sensitive information on associates of friends and family, which has a significant impact on those relationships. Eventually, an officer may be accused by family members of being overly protective as a result of the officer's frequent exposure to crime and criminals.

Additional stress frequently accompanies increased risks from specialized assignments (e.g., undercover operations, high risk warrant service, political investigations, etc.), from simply performing their job, and from the police bureaucracy. For example, officers may experience stress as a result of handling a particularly gruesome call for service, from receiving threats made by criminal offenders, during a pending internal investigation over a citizen complaint, from potential exposure to hazardous materials, from anxiety in anticipation of a promotional process or a performance evaluation, from a pending civil or criminal trial, or over a decision made during an ethical dilemma.

Resources

In order to assist employees experiencing occupational stress, the City of Bloomington provides several valuable resources including an Employee Assistance Program, (EAP), peer support (FTOs, and Critical Incident Debriefings), access to the department chaplain, and ongoing training. A solid training program provides employees the opportunity to gain competence in high risk job tasks, to perform them with competence, and to reduce anxiety and stress.

Rewards:

The rewards for those who obtain employment as a Bloomington Police officer may well exceed those rewards provided by other careers. There is the personal satisfaction that comes from performing a job with significant societal importance (e.g., investigating homicides, illicit drug offenses, child sexual abuse, domestic violence, armed robbery, burglary, etc.). The financial benefits include working for one of highest paid police departments in Illinois, with an excellent benefits package, including an optional deferred compensation program. There are numerous opportunities for transfer to a wide range of specialized assignments. Opportunities exist to climb the traditional career path to a supervisory or administrative position.

Please compare the contents of this document with information from other career opportunities that you are considering. If you need to know more, you may contact the Human Resources Office at (309) 434-2215 or at hr@cityblm.org.

APPLICATION PROCESS

Complete Employment Application

Packet must include the original application, certified college transcripts and military discharge papers (if applicable). The City requests applicants submit a Recruit Survey and Equal Opportunity Survey. **\$25 application fee.**

Information may be obtained by contacting:

Human Resources, 109 E. Olive, Bloomington, IL 61701
(309) 434-2215

Or downloaded at: www.cityblm.org/employment.asp

Written Examination

The City of Bloomington will offer multiple testing dates each year. All applicants who apply will take the written test in order to establish eligibility. The scores on the written examination will stand for one year. However, applicants are permitted to re-test after six months have elapsed from their original testing. The City of Bloomington will then update the eligibility list after each testing to reflect the most current scores. Veteran's points would also be added to the candidate's score to determine their position on the list. **At the test you must bring a Driver's License or State ID Card in order to test.**

Eligibility List Established

The steps listed below will occur only when a vacancy exists.

Physical Test Battery

The City staff will schedule physical agility tests for the top candidates on the eligibility list. The results of a physical agility test will remain valid for six months. Candidates who successfully complete the physical agility test will be scheduled for oral interviews to be conducted by the Board of Fire and Police Commission. **Candidates must bring a Driver's License or State ID Card in order to test.**

Background Investigation

Oral Interview

The candidate with the highest combined score from the written exam, veteran's points, and oral exam will be hired.

Polygraph Examination

Medical Examination

This is a comprehensive physical which includes a psychological exam.

BASIC REQUIREMENTS FOR PATROL OFFICER

Age

Must be at least 20 years old and not more than 34 years old at time of application. Must be at least 21 to accept appointment.

Physical Requirements

Must pass the Physical Test Battery administered by the Bloomington Police Department. The candidate must pass on the first try of each task. If candidate does not pass, they will be removed from the eligibility list.

<u>Physical Test Battery</u>	<u>Standard</u>
1.5 Mile Run (min/sec)	14:45
300 Meter Run (seconds)	63.00
1 RM Bench Press (ratio)	.80
Maximum Push Ups (#)	25
1 minute sit ups (#)	35
Vertical Jump (inches)	18

(Not necessarily in this order)

Education

High school diploma or its equivalent.

Requirements

- Citizen of United States
- Ability to possess a firearm
- Able to participate in departmental ride along as directed by the Chief of Police.

Character

Must be of good moral character as determined by a background investigation. Must agree to be fingerprinted and found not to have been convicted of a felony or certain misdemeanors.

EMPLOYEE BENEFITS PACKET

Salary

Probationary Police Officer: \$49,031.58 total annual salary as of May 1, 2008

Police Salaries:

- First year \$54,605.15 total annual salary as of May 1, 2008
- Second year \$59,165.75 total annual salary as of May 1, 2008
- Third year (base) \$64,544.05 total annual salary as of May 1, 2008

(Note: total annual salary includes holiday pay)

Longevity increases:

- After 5 years 4% additional
- 10 years 7% additional
- 15 years 9% additional
- 20 years 14% additional

Additional Pay Includes:

- Voluntary tuition reimbursement for approved course work
- Paid Overtime

Insurance

Health Plan choices, dental and vision insurance:

- Substantial employer contributions
- Single, employee plus one and family coverage options

Life Insurance \$5,000

Disability Coverage: governed by Illinois State Statute

\$100,000 line of duty

Paid Leave

Vacation:

Date of Hire	2 weeks
1 year but less than 8 years	2 weeks
8 years but less than 15 years	3 weeks
15 years but less than 20 years	4 weeks
20 years or more	5 weeks

Personal Days: 2 days per year

Court Days: 32 hours per year

Sick Leave is accumulative up to 1,440 hours

Other leave time available

Retirement

Minimum: 20 years of service = 50% base salary

Maximum: 30 years of service = 75% base salary

Minimum age to collect pension: 50 years of age

Bloomington Police Pension Fund governed by Illinois State Statute

Optional 457 B (*deferred compensation*) retirement

EMPLOYEE BENEFITS PACKET
CONTINUED

No Residency Requirement

All uniforms, armor and leather gear provided.

Sig Sauer 40 caliber semi auto pistol duty weapon provided.