



## PALATINE 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 full testing services for the position of Police Officer through National Testing Network (NTN). To register with NTN and schedule your written test, visit [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select 'Find Jobs', then select 'Law Enforcement' Jobs and sign up for the Palatine Police Department.

When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Complete the NTN registration process and schedule your written test.
- Review all information related to becoming a Palatine Police Officer, including all requirements.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Upon completion of your scheduled exam, scores are automatically forwarded to the Palatine Police Department. Qualified candidates who attain a passing score on the entry level exam will receive an invitation to take the physical ability test held on Saturday, August 14, 2021 at 8:00 a.m. in-person and in Palatine, IL. The location will be provided by invitation to take the physical ability test.

The Palatine Police application and written test will run from May 15, 2021 through 3:00 p.m. July 16, 2021. The following pages contain our application information packet.

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.

As part of our educational requirement, applicants must have earned their Bachelor's Degree, and we must receive a certified transcript from your school no later than 3:00 p.m. on July 16, 2021. Electronic versions received directly from your school will be accepted but must be received by the deadline. **There will be no exceptions to this rule.**

**The deadline for submitting the on-line application, including all other required documentation and taking the written exam is 3:00 p.m. July 16, 2021. All applicants must be available to complete all other steps in the testing process at the assigned location, including an in-person physical ability test and oral interview.**

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](mailto:kcordell@palatine.il.us)

Sincerely,



David Daigle  
Chief of Police  
Palatine Police Department



PALATINE  
POLICE



## PALATINE POLICE OFFICER REQUIRED DOCUMENTS

Candidates must meet all requirements and submit all required documents prior to 3:00 p.m. July 16, 2021 closing date in order to be considered for the position of a Palatine Police Officer.

Please visit [www.nationaltestingnetwork.com](http://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. 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, regardless of whether the municipality is located 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 3:00 pm on July 16, 2021. NO EXCEPTIONS! An electronic version of the transcripts can be submitted directly from the school to Kasia Cordell at [kcordell@palatine.il.us](mailto: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 Rd. 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](http://www.ece.org)).



## PALATINE POLICE OFFICER 2021 APPLICATION TIMELINE

Applicants **must** register to take the written test by visiting the National Testing Network (NTN) website at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) and submit/upload all required documents.

**ON-LINE WRITTEN EXAM DATES:** **May 15, 2021 – July 16, 2021 by 3:00 p.m.**

**COLLEGE TRANSCRIPTS:** **Must be sent directly from the school and received via mail or electronically by 3:00 p.m. July 16, 2021 to Kasia Cordell**

Between July 19 and August 2, 2021, 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.

**EMPLOYMENT APPLICATION:**

Applicants invited to take the Physical Ability Test will be sent an Employment Application. Failure to submit the Employment Application will result in disqualification from the Physical Ability test. THERE WILL BE NO EXCEPTIONS!

**The completed application must be returned by 12:00 p.m. on Friday, August 6, 2021 to:**

**US MAIL**

Palatine Police Department  
Attn: Kasia Cordell  
595 N Hicks Road  
Palatine, IL 60067

or

**EMAIL**

[kcordell@palatine.il.us](mailto:kcordell@palatine.il.us)

**PHYSICAL ABILITY TEST:**

**August 14, 2021, at 8:00 a.m. in Palatine, IL.** The testing location and address will be provided by invitation to take the physical ability test.

**ORAL INTERVIEWS:**

**August 16 – 20, 2021 in Palatine, IL.** Oral interviews will be conducted in-person. Times and locations will be assigned after successfully passing the physical ability testing.

**All applicants must be available to complete all steps in the testing process at the assigned location, including the in-person physical ability test and oral interview.**



# REQUIRED TESTING

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.**

## HOW TO PREPARE FOR THE FITNESS TEST

### **Preparing for the 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.

### **Preparing for the 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.

### **Preparing for 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.

### **Preparing for 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 FITNESS 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

**\*\* \$77,792 (starting) - \$108,472 (top pay) \*\***

### 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?

### APPLY NOW...

- ◇ Applicants must register at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) and take the online written exam by **3:00 p.m. July 16, 2021**
- ◇ Your required documents must be submitted through NTN via document upload no later than **3:00 p.m. July 16, 2021.**
- ◇ The Physical Ability test will be conducted in-person by invite only on **Saturday, August 14, 2021 at 8:00 a.m. in Palatine, IL.** The testing location and address will be provided by invitation to take the physical ability test.

## **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 Web Site at: [www.palatine.il.us](http://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.