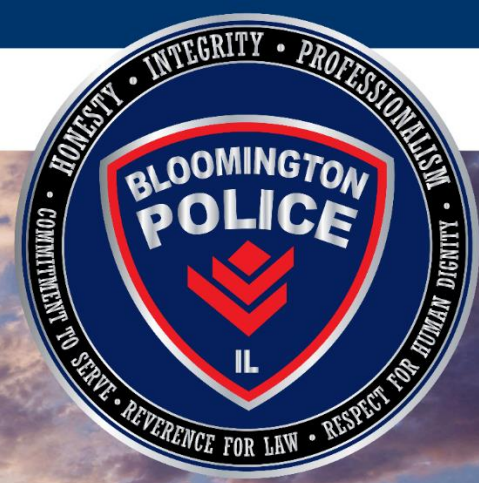


# We're Hiring!



## New Hire Police Officers

### Qualifications

1. US Citizen
2. 20-34 years old\*
3. Legally possess a firearm
4. HS diploma/GED

\*Age exception for experienced officers and military veterans

Learn more at  
[cityblm.org/police](http://cityblm.org/police)

Take the free NTN  
written test (online/in  
person)  
[www.nationaltesting  
network.com](http://www.nationaltestingnetwork.com)

### Salary

as of May 1, 2022

Starting: \$72,000  
1st year: \$80,000  
2nd year: \$87,000  
3rd year (base)\*:  
\$95,000

\*Base salary increases with longevity.

EEO

*"Improving the Quality of Life in our Community"*

Thank you for your interest in the 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 128 sworn police officers: one chief of police, three assistant chiefs of police (operations, administration, and professional standards), six lieutenants, 16 sergeants, and 102 patrol officers. Officers may be assigned to the patrol division as a patrol officer, or obtain a position in a specialized assignment such as Detective, Street Crimes Unit (Vice), School Resource Officer, Crime Scene Technician, K-9 Officer, etc.

Non-sworn positions in the department include administrative staff, 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.

- Patrol
  - Neighborhood Focus Team
- Criminal Investigations
  - Cyber crimes
  - Domestic Violence
  - Crime Scene Investigations
- Street Crimes Unit
  - Canine
  - Street Crimes
  - VICE
- Administration
  - Training
  - Public Information Officer / Public Affairs Office
  - School Resource Officer

This list is not comprehensive, additional specialized assignments, units, and positions are available upon approval by the Chief of Police.

## **Operations**

The work period is generally divided among three patrol shifts (7am-3pm, 3pm-11pm, and 11 pm-7am) of eight hour duration, with five days on-duty and two days off-duty. Additionally, there is a Street Crimes Division, which works varying hours as needed, but typically works 10AM to 6PM. The Criminal Investigation Division generally operates Monday through Friday 9AM to 5PM.

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 (ILETSB). Officers hired under the EOHP may be exempt from attending the academy, if approved by the ILETSEB. The probationary period for all police officers is eighteen months and may be extended under unusual circumstances.

Upon graduation from the Basic Police Academy course, probationary officers return to the Department to begin the Field Training Program. The Field Training Program is divided into 4 'phases'. During Phase 1, probationary officers are assigned a primary Field Training Officer (FTO) and additional FTOs are assigned during Phase 2 and Phase 3. 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 Phase 4 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. Patrol shift assignments for non-probationary officers are chosen annually by the seniority system, according to contract.

Officers who have completed probation may request to be considered for a specialized unit or assignment as positions are available. Transfer to a specialized assignment should not be confused with a promotion. A promotion refers to a change in rank whereas a transfer to a specialized unit or assignment is a change in position.

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 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 9mm pistol, a ballistic vest, a Taser Conductive Energy Weapon, a Motorola portable radio, and complete uniforms. Marked police squad cars are equipped with digital video

cameras, mobile data computers, and automatic vehicle locating equipment.

## **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 (MTU8). In addition, the City requires some core training including new employee orientation, diversity and harassment and offers a variety of elective training courses. Based upon the Department's 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. If you have chosen to apply, investing a few hours riding with a Bloomington Police Officer could provide 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 in 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 nearly 20% higher than that of the general population. 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**

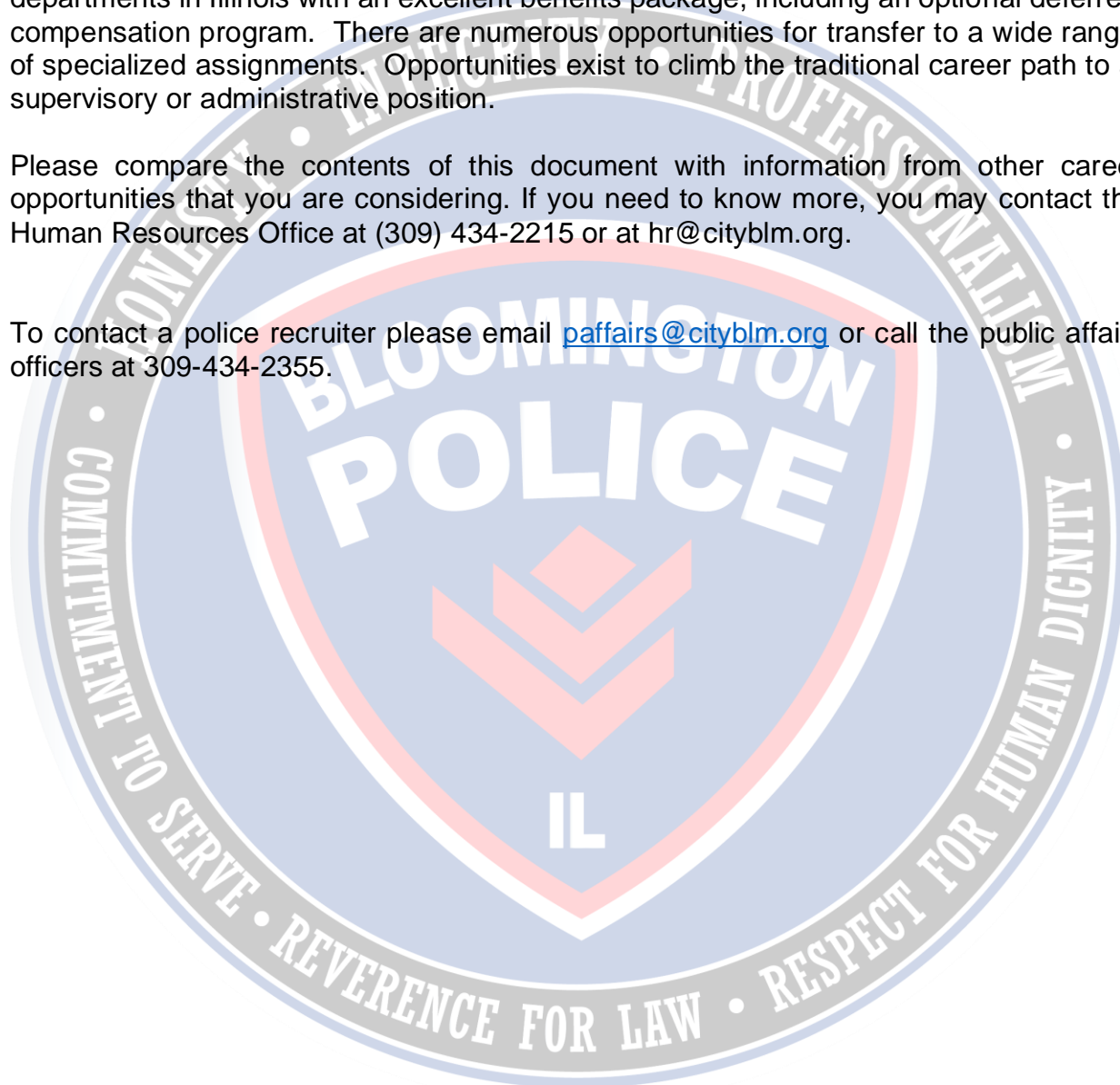
In order to assist employees experiencing occupational stress, the City of Bloomington provides several valuable resources including an Employee Assistance Program (EAP), peer support (FTOs and Critical Incident Debriefings), and ongoing training. A solid training program provides employees the opportunity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

## **Rewards**

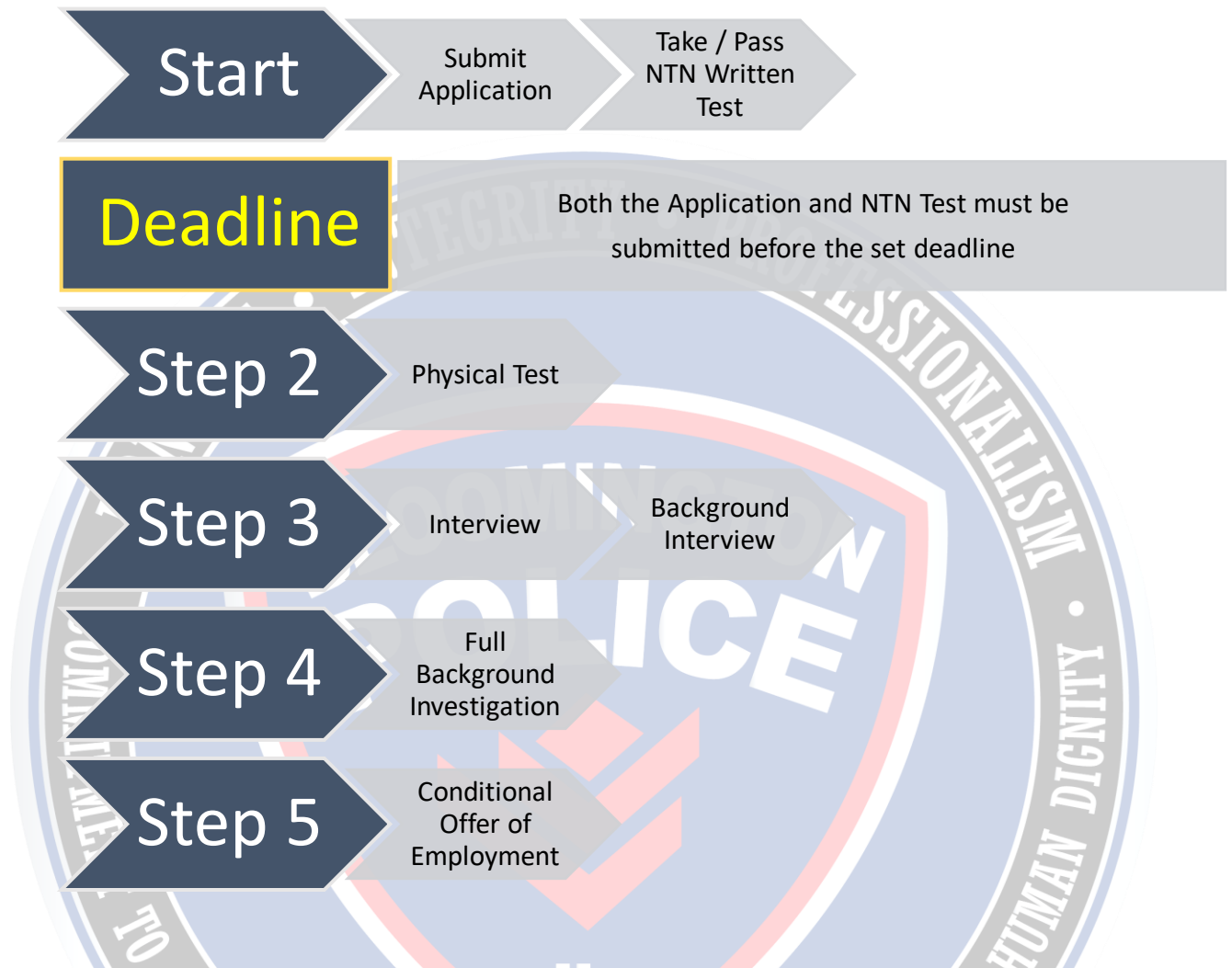
The rewards for those who obtain employment as a Bloomington Police officer may well exceed those rewards provided by other careers. There is the personal satisfaction that comes from performing a job with significant societal importance (e.g., investigating homicides, illicit drug offenses, child sexual 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](mailto:hr@cityblm.org).

To contact a police recruiter please email [paffairs@cityblm.org](mailto:paffairs@cityblm.org) or call the public affairs officers at 309-434-2355.



## APPLICATION PROCESS



### Online Application

The Bloomington PD's entry level application can be found online at [www.cityblm.org/police](http://www.cityblm.org/police) > "Becoming an Officer" or by going directly to <https://www.governmentjobs.com/careers/cityblm>.

### Written Examination

Sign up for an exam through [National Testing Network \(NTN\)](http://NationalTestingNetwork.com). National Testing Network directly contracts with public safety departments across the country to test candidates for jobs. Once a candidate completes this simple process, information and test scores will be sent directly to each department. You can get more information about their site [here](#).  
**\*NTN is now offering virtual testing. Please view this video to see how to sign up for a virtual test [https://www.youtube.com/watch?v=O3g\\_1LwpjE4](https://www.youtube.com/watch?v=O3g_1LwpjE4).**

You will be tested on three portions (Video, Reading & Writing). To pass the entire written portion, you must pass each individual test (scores below) as well as have an

average score of 80%. Scores will be available to view in your NTN account within 2-3 days. The Police Department will determine if you move forward to the Physical Test Battery.

Video - 65 or above  
Reading - 70 or above  
Writing - 70 or above

### **Physical Test Battery**

The Police Administration staff will schedule physical agility tests for candidates after the candidate has applied and passed the written test. Prior to taking the physical agility test the applicant must sign a waiver. Physical agility tests are pass/fail. If a candidate fails the physical agility, he or she may retake the test in 60 days. If the candidate fails the second test, he or she will not be eligible to reapply for six (6) months. **Candidates must bring a Driver's License or State ID Card in order to test.**

### **Oral Interview**

Oral interviews will be conducted by the Board of Fire and Police Commission, Police Department and Human Resources Department. Interviews are pass/fail.

### **Background Investigation**

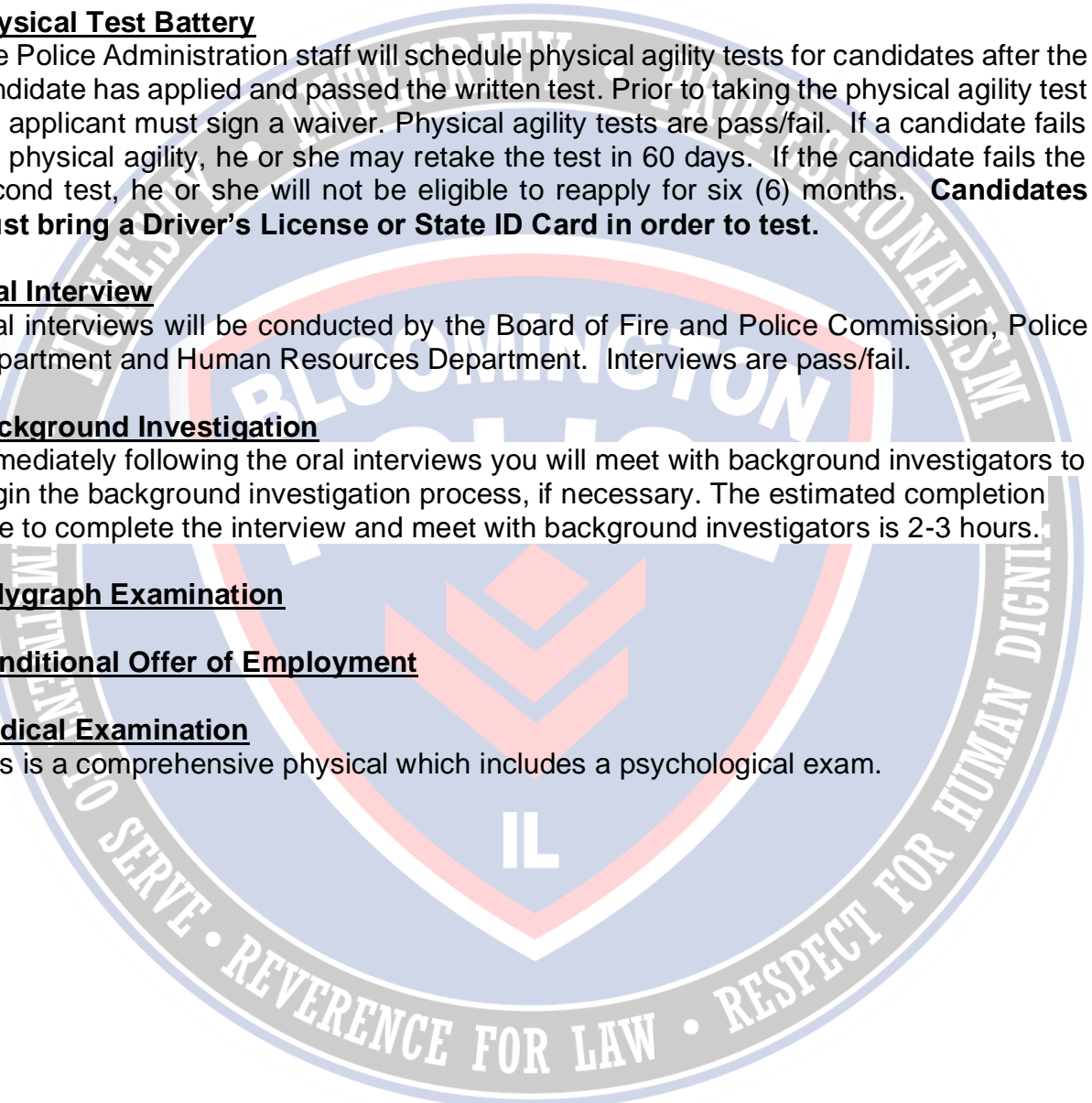
Immediately following the oral interviews you will meet with background investigators to begin the background investigation process, if necessary. The estimated completion time to complete the interview and meet with background investigators is 2-3 hours.

### **Polygraph Examination**

### **Conditional Offer of Employment**

### **Medical Examination**

This is a comprehensive physical which includes a psychological exam.





## BASIC REQUIREMENTS

Be at least 20 years of age and not more than 34 years of age\* at the time of application.  
 Be at least 21 years of age to accept the appointment.

\*Veterans' Exemption 65ILCS 5/10-2.1-6 ... with respect to a police department, a veteran shall be allowed to exceed the maximum age provision of this Section by the number of years served on active military duty, but by no more than 10 years of active military duty.

### Physical Requirements

Must pass the physical agility test administered by the Bloomington Police Department. The candidate must pass each task on the first attempt. If the candidate does not pass they will be removed from the eligibility list.

#### Test Chart for Men

<u>Physical Agility Task</u>	<u>Standard (Age 20-29)</u>	<u>Standard (Age 30-39)</u>
Sit and Reach	16	15
1 Minute Sit-Up	37	34
Max Bench Press (%)	98%	87%
1.5 Mile Run (Min/Sec)	13:46	14:31
1 Minute Push-Up	27	21
<i>(Not necessarily in this order)</i>		

#### Test Chart for Women

<u>Physical Agility Task</u>	<u>Standard (Age 20-29)</u>	<u>Standard (Age 30-39)</u>
Sit and Reach	18.8	17.8
1 Minute Sit-Up	31	24
Max Bench Press (%)	58%	52%
1.5 Mile Run (Min/Sec)	16:21	16:52
1 Minute Push-Up	14	10
<i>(Not necessarily in this order)</i>		

**Information is available on the City website to assist candidate with preparation for physical agility.**

The Department's physical agility tasks are based on the State of Illinois P.O.W.E.R. (Police Officer Wellness Evaluation Report) test. Candidates are advised to review the State's standards to prepare for the Police Academy, as the State's standards are based on an individual's age and sex. **Candidates may be required to meet stricter standards to pass the test administered at the Academy. Failing to pass the Academy Power Test will result in separation of employment.** Additional information regarding the State's P.O.W.E.R test may be found [here](#)\*\* (or see address on pg. 8)

## Education

High school diploma or its equivalent.

## Requirements

- Citizen of United States
- Ability to possess a firearm

## 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**

### Salary

Probationary Police Officer: \$70,342.30 total annual salary as of May 1, 2021

#### Police Salaries

- First Year \$78,375.08 total annual salary as of May 1, 2021
- Second Year \$84,921.13 total annual salary as of May 1, 2021
- Third Year (base) \$92,621.06 total annual salary as of May 1, 2021

#### 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:

- City contributes 75% of employee or employee plus family premiums

Dental and Vision insurance:

- City contributes 50% of employee or employee plus family premiums

Life Insurance: \$50,000.00

Disability Coverage: \$100,000 as governed by the Illinois State Statute

**Retirement Health Savings (RHS)**

Monthly contributions equivalent to 1.33 hours of sick leave are made to an account for future use as a retirement health savings account. Additionally any sick time accumulated over a maximum of 607 hours will be added to the RHS at a rate of 70% of the officer's current hourly rate of pay. Upon retirement the officer can use their RHS for health care or insurance premium costs.

## **EMPLOYEE BENEFITS (CONT.)**

### **Paid Leave**

Vacation:

- Date of Hire: 2 Weeks (80 hours)
- 1 year but less than 5 years 2 Weeks (80 hours)
- 5 years but less than 11 years 3 Weeks (120 hours)
- 11 years but less than 20 years 4 Weeks (160 hours)
- 20 years or more 5 Weeks (200 hours)

Personal Days: 16 hours per fiscal year (May 1 - Apr 30)

Court Days: 32 hours per fiscal year

Sick leave accumulative up to 607 hours

### **Retirement - Tier 2 Article 3 Police Pension Plan (All new hires start at Tier 2)**

A Tier 2 officer is eligible for retirement benefits at age 55 upon attainment of 10 years of service.

The pension is equal to 2.5% of his or her "final average salary" for each year of service. The "final average salary" is your average monthly salary during the last eight years of service (technically, the highest 96 consecutive months within your last 120 months of service).

The highest allowable pension is 75% of your final average salary. If an officer with sufficient credit wishes to draw his or her pension prior to age 55, the pension may be started any time after age 50, but with a resulting decrease in the monthly amount. The decrease is 6% for each year the officer receives pension prior to age 55 (proportioned monthly)

Minimum: 10 years of service = 25% of "final average salary" for last 8 years of service

20 years of service = 50% of "final average salary" for last 8 years of service

Maximum: 30 years of service = 75% of "final average salary" for last 8 years of service

Minimum age to collect pension: 50 years of age\*

\*If an officer with sufficient credit wishes to draw his or her pension prior to age 55, the pension may be started any time after age 50, but with a resulting decrease in the monthly amount. The decrease is 6% for each year the officer receives pension prior to age 55 (proportioned monthly).\*

Minimum age to not be penalized: 55 years of age.

The Bloomington Police Article 3 Pension Fund is governed by Illinois State Statute. For more information about Article 3 Police Pension fund Tier 2 go [here](#).

Optional 457 B (*deferred compensation*) retirement

### **Additional Information**

No Residency Requirements

Academy and training is PAID by the department.

More information: [PBPA Unit #21 Police Contract](#)

All uniforms, armor, leather gear, and a Sig Sauer 40 caliber semi-auto pistol duty weapon provided.

More information about the City of Bloomington can be found at [www.cityblm.org](http://www.cityblm.org)

P.O.W.E.R. test <http://www.ptb.illinois.gov/media/1320/power.pdf>